

TABLE OF CONTENTS E--BUSINESS MANAGEMENT

EB	Building and Grounds Management
EBE	Cleaning and Maintenance Programs
EBBF	Crisis Planning
EF	Data Management
EBBE	Emergency Drills
EBK	Energy Management Conservation
EC	Equipment and Supplies Management
EBBD	Evacuations and Emergencies
EE	Food Services Management
EA	Goals and Objectives
EBBA	Hazardous Waste Inspection and Disposal
ECA	Health Insurance Portability and Accountability Act
EBA	Insurance Program
EBI	Maintenance Program, Long-Range
ECH	Printing and Duplicating Services
EBJ	Records
EBB	Safety
EDDA	School Vehicles
EBC	Security and Safety
ED	Transportation Management, Student
EBCA	Vandalism
EDAA	Vehicles, School

1 **EA** **Goals and Objectives**

EA

2
3 The district's business affairs shall be managed in the most economical and efficient manner
4 possible.

5
6 The superintendent has authority to manage the district's business affairs.

7
8 Approved: January 20, 1982

9 Revised: June 28, 1990

10 Reviewed/Revised: June 12, 2001

11 Reviewed: January 11, 2011

1 **EB Buildings and Grounds Management** **EB**
2
3 All district buildings and property shall be maintained and inspected on a regular basis.

4
5 Approved: January 20, 1982
6 Revised: June 28, 1990
7 Reviewed/Revised: June 12, 2001
8 Reviewed: January 11, 2011
9

10 **EB-R Buildings and Grounds Management** **EB-R**

11
12 The superintendent shall develop a comprehensive program which will ensure proper
13 maintenance of all district-owned property.

14
15 Approved: January 20, 1982
16 Revised: June 28, 1990
17 Reviewed/Revised: June 12, 2001
18 Reviewed: January 11, 2011

1 **EBA Insurance Program**

EBA

2
3 All district-owned property, real and personal, will be insured to cover losses from natural
4 causes, fire, vandalism and other casualties. Insurance shall also cover theft of district monies.

5
6 **Liability Other Than For Vehicles**

7 To the extent permitted by law, the board may insure all employees against legal action aris-
8 ing out of the performance of any authorized duties. The board may authorize the district to join a
9 group-funded pool to provide insurance coverage for the district.

10
11 Approved: January 20, 1982
12 Revised: June 28, 1990
13 Revised: October 20, 1993
14 Reviewed/Revised: June 12, 2001
15 Reviewed: January 11, 2011

16
17 **EBA-R Insurance Program**

EBA-R

18
19 The district may designate one or more insurance agents of record. The superintendent may
20 work with the insurance agent of record or group-funded pool to develop adequate insurance pro-
21 grams and/or proposals covering the district's employees and property.

22
23 Approved: January 20, 1982
24 Revised: June 28, 1990
25 Revised: October 20, 1993
26 Reviewed/Revised: June 12, 2001
27 Reviewed: January 11, 2011

1 **EBAA Workers Compensation**

2

3 (See GAOE)

4

5 Approved: January 11, 2011

EBAA

2
3 The district shall make reasonable efforts to provide a safe environment for students and
4 employees.

5
6 Safety Rules

7 The superintendent and staff shall develop necessary rules and regulations for student safety
8 in school and at school activities.

9
10 Safety Unit

11 Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester
12 dedicated to safety rules inherent in the particular subject matter.

13
14 Appropriate safety signs, slogans or other safety items shall be posted on or in the near vi-
15 cinity of potentially dangerous devices or machinery.

16
17 No student will be permitted to participate in the class until satisfactory knowledge of the
18 safety rules is demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules
19 during the school year.

20
21 Warning System

22 The board will seek to cooperate with local government officials, emergency preparedness
23 authorities and other related state agencies to maintain adequate disaster warning systems.

24
25 Safety Inspections

26 The superintendent, building principals or maintenance personnel will regularly inspect each
27 attendance center, playground and playground equipment, boilers, bleachers and other appropriate
28 areas to see that they are adequately maintained. Written records of these inspections shall be main-
29 tained.

30
31 All furnaces, boilers and lighting fixtures will be inspected annually to ensure safety for stu-
32 dents, district employees, and patrons. These devices shall meet or exceed minimum state and fed-
33 eral standards.

34
35 If repairs are necessary, the individual conducting the investigation shall immediately in-
36 form the building principal, superintendent or immediate supervisor in writing. Necessary steps ei-
37 ther to repair or to remove the defect will be taken as soon as possible. Defects requiring expendi-
38 ture of money in excess of \$10,000 will be reported to the board in compliance with JG. Any de-
39 fects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or
40 other restraining devices.

41
42 Approved: January 20, 1982
43 Revised: June 28, 1990
44 Revised: May 28, 1996
45 Reviewed/Revised: June 12, 2001
46 Revised: October 28, 2008
47 Revised: January 11, 2011
48 Reviewed: October 14, 2014

1 **EBBA Hazardous Waste Inspection and Disposal**

EBBA

2
3 Inspection

4 Regular inspection of district facilities for hazardous waste shall be conducted by the super-
5 intendent. Written records of these inspections shall be maintained.

6
7 Disposal

8 When hazardous waste material is produced in a class or otherwise located in the district, its
9 disposal shall be in accordance with state and federal rules and regulations, or current law.

10
11 Approved: June 12, 2001
12 Revised: January 11, 2011
13 Reviewed: November 10, 2015

14
15 **EBBA-R Hazardous Waste Inspection and Disposal**

EBBA-R

16
17 Inspection and Disposal

18 The superintendent shall develop written rules and procedures for notifying district adminis-
19 trators that hazardous waste has been discovered and/or produced and rules for reporting the proper
20 disposal of waste. These rules and regulations shall be distributed to all staff members in classified
21 and certified handbooks.

22
23 Approved: June 12, 2001
24 Revised: January 11, 2011
25 Reviewed: November 10, 2015

1 **EBBD Evacuations and Emergencies**

EBBD

2
3 The superintendent is empowered to close schools or implement an early dismissal in the
4 event of hazardous weather or other emergencies which threaten the safety or health of students or
5 staff members. At the beginning of each school year, parents, students, and staff members shall be
6 informed of how notifications will be given in the event of emergency closings or early dismissals.
7

8 When the safety of students is threatened by weather or other circumstances, the district will
9 keep all students under school jurisdiction and supervision. The staff shall remain on duty to super-
10 vise students.
11

12 Each building principal shall develop appropriate emergency procedures which shall be in-
13 cluded in the district's crisis plans. (See EBBF) As appropriate, portions of the crisis plan devel-
14 oped shall be held in strict confidence by staff members having direct responsibility for implement-
15 ing the plan.
16

17 Under no circumstances shall teachers dismiss a student from school prior to the end of the
18 school day or into any person's custody without the direct prior approval and knowledge of the
19 building principal or designee. (See JBH)
20

21 Approved: June 12, 2001

22 Revised: January 11, 2011

1 **EBBE Emergency Drills**

EBBE

2
3 Building principals shall be responsible for scheduling and conducting emergency drills as
4 required by law and for ensuring students are instructed in the procedures to follow during the
5 emergency drill and in an actual emergency.

6
7 Approved: June 12, 2001

8 Reviewed: January 11, 2011

9
10 **EBBE-R Emergency Drills**

EBBE-R

11
12 Each building principal shall develop a written plan for specific emergency drills required
13 by law. The plan shall include specific arrangements for the evacuation of mobility impaired and
14 other individuals who may need assistance from staff members to safely exit the building.

15
16 Each principal shall conduct briefings with the staff concerning the emergency plan.

17
18 Each teacher shall explain the plan to students under his/her jurisdiction on the first day of
19 school. Within one week there-after, the building principal shall conduct a drill. Other drills shall
20 be held at times determined by the building principal. However, at least one of the three tornado
21 drills required by law shall be held in early April prior to the tornado season.

22
23 Building principals shall post a copy of the emergency drill plans. Each emergency drill
24 plan shall be reviewed by the superintendent and filed with the clerk.

25
26 Approved: June 12, 2001

27 Revised: January 11, 2011

1 **EBBF Crisis Planning** (See EBBD)

EBBF

2
3 The superintendent, in cooperation with each building administrator, shall develop a crisis
4 plan for each district facility. Each plan shall be approved by the board before it is implemented.

5
6 Approved: June 12, 2001

7 Revised: January 11, 2011

8
9 **EBBF-R Crisis Planning**

EBBF-R

10
11 A copy of the plan shall be on file in each facility and at the district office.

12
13 Building administrators shall train staff to implement the building plan. As necessary, stu-
14 dents and parents will be informed about details of the plan.

15
16 Crisis plans shall be subject to regular review by the administration. If a plan is implement-
17 ed, the board shall receive a report on how well the plan worked. If necessary, the report shall in-
18 clude recommended changes.

19
20 Approved: June 12, 2001

21 Revised: January 11, 2011

2
3 Security devices may be installed at district attendance centers. Other measures may be tak-
4 en to prevent intrusions or disturbances from occurring in school buildings or trespassing on school
5 grounds. The district will cooperate with law enforcement in security matters and shall, as required
6 by law and by this policy, report felonies and misdemeanors committed at school, on school proper-
7 ty or at school-sponsored activities, programs or events.
8

9 Reporting Crimes at School to Law Enforcement

10 Unless reporting would violate the terms of any memorandum of understanding between the
11 district and local law enforcement, any district employee who knows or has reason to believe any of
12 the following has occurred at school, on school property or at a school-sponsored activity, program
13 or event shall immediately report this information to local law enforcement.
14

15 Reportable events would include

- 16 • any act which constitutes the commission of a felony or a misdemeanor; or
- 17 • any act which involves the possession, use or disposal of explosives, firearms or oth-
18 er weapons as defined by current law.
19

20 In addition, the building administrator shall be notified.
21

22 Reporting Certain Students to Administrators and Staff

23 Any district employee who has information that any of the following has occurred shall re-
24 port the information and the identity of the student responsible to the superintendent.
25

26 Reportable events include

- 27 • a student being expelled for conduct which endangers the safety of others;
- 28 • a student being expelled for commission of felony-type offenses;
- 29 • a student being expelled for possession of a weapon;
- 30 • a student being adjudged to be a juvenile offender for an offense, which, if commit-
31 ted by an adult, would constitute a felony, except a felony theft offense involving no
32 direct threat to human life; and
- 33 • a student being tried and convicted as an adult for any felony, except theft involving
34 no direct threat to human life.
35

36 The superintendent shall investigate the matter and, if it is confirmed, the superintendent
37 shall provide appropriate information and the identity of the student responsible to all employees
38 who are or may be directly involved in teaching or providing related services to the student.
39

40 Annual Reports

41 The principal of each building shall prepare and submit all reports required by law. Reports
42 shall not include any personally identifiable information about students.

44

45 Staff Immunity

46 No board of education, board member, superintendent of schools or school employee shall
47 be liable for damages in a civil action resulting from a person's good faith acts or omission in com-
48 plying with the requirements or provisions of the Kansas school safety and security act.

49

- 50 Approved: January 20, 1982
- 51 Revised: June 28, 1990
- 52 Reviewed/Revised: June 12, 2001
- 53 Reviewed: November 11, 2003
- 54 Revised: January 11, 2011
- 55 Revised: November 8, 2016

2
3 Vandalism Protection

4 All school personnel shall report any vandalism to their immediate supervisor. School per-
5 sonnel are expected to lock or otherwise secure any files, records, safes or similar compartments at
6 the close of each school day.

7
8 In the event of vandalism, the board may offer a reward according to law.

9
10 Restitution for Damages

11 The board shall seek restitution according to law for loss and damage sustained by the dis-
12 trict.

13
14 The principal shall notify the superintendent of any loss of, or damage to, district property.
15 The superintendent shall investigate the incident. The cost involved in repairing the damage and/or
16 replacing equipment will be determined after consultation with appropriate personnel.

17
18 When a juvenile is involved, the superintendent shall contact the parents and explain their
19 legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.
20 Routine procedures will be followed for any necessary follow-up to secure restitution from the re-
21 sponsible party.

22
23 Restitution payments shall be made by juveniles or their parents to the business office, and
24 accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If
25 necessary, provisions may be made for installment payments.

26
27 Accounts not paid in full within the specified time may be processed for legal action.

28
29 Return of School Property

30 School property must be returned by students. If a student does not return district property,
31 the superintendent may take action allowed by law.

32
33 Offering a Reward

34 The board may offer a reward for information leading to the discovery, arrest and conviction
35 of persons committing acts of vandalism. The offer will conform to state law and the policy adopt-
36 ed by the board.

37
38 When the board decides to offer a reward, the notice to be published by the superintendent
39 shall conform to the following:

40
41 The board of education, as authorized by K.S.A. 12-1672a, hereby offers a \$_____ (up to
42 \$500.00) reward to any person who first provides information leading to the discovery, arrest and
43 conviction of the person or persons responsible for acts of vandalism on property, real or personal,
44 owned by the school district or rightfully located on school district premises by its employees or
45 students.

47 **EBCA Vandalism**

EBCA-2

48
49 Persons having any knowledge are urged to contact the superintendent of schools at 1511
50 Gypsum, Salina, KS 67402, telephone 785-309-4700. The board reserves the right to determine the
51 deserving recipients of the reward in the event of corroborating and supplementary information.
52

53 Approved: June 28, 1990
54 Reviewed/Revised: June 12, 2001
55 Revised: January 11, 2011

1 **EBE Cleaning and Maintenance Programs**

EBE

2

3

Building and grounds cleaning and maintenance programs shall be developed by the superintendent and may be published in the appropriate handbook(s) or job descriptions.

4

5

6

Approved: January 20, 1982

7

Revised: June 28, 1990

8

Reviewed/Revised: June 12, 2001

9

Revised: January 11, 2011

1 **EBI Long-Range Maintenance Program**

EBI

2
3 The superintendent shall develop and report to the board annually priority lists outlining
4 long-range maintenance of school property, buildings and grounds. A cost analysis report shall be
5 attached to the report.

6
7 Approved: January 20, 1982

8 Revised: June 28, 1990

9 Reviewed/Revised: June 12, 2001

10 Revised: January 11, 2011

2
3 All records pertaining to district-wide maintenance costs shall be filed in the central office.
4 When practical, a cost analysis of existing and proposed maintenance programs shall be developed
5 by the superintendent.

6
7 Approved: June 12, 2001
8 Reviewed: January 11, 2011

1 **EBK Energy Management Conservation**

EBK

2
3 Every effort should be made to conserve energy and natural resources while exercising
4 sound financial management.

5
6 The district will maintain accurate records of energy consumption and cost of energy. The
7 building administrator is accountable for energy management on his/her campus with ongoing ener-
8 gy audits being conducted and conservation program outlines being updated. Judicious use of the
9 various energy systems of each campus will be the joint responsibility of the principal and head cus-
10 todian to ensure that an efficient energy posture is maintained on daily basis.

11
12 Approved: April 9, 1996

13 Reviewed/Revised: June 12, 2001

14 Revised: January 11, 2011

1 **EC Equipment and Supplies Management**

EC

2
3 A quality control system is needed in order to prevent shortages or mismanagement of dis-
4 trict-owned equipment or supplies. The superintendent shall keep up-to-date inventory records ac-
5 curate enough to provide information for budget preparation each year.

6
7 Receiving

8 All packing lists will be checked against all invoices for accuracy. Upon verification by the
9 purchasing agent that receivables are in order, the merchandise shall be sent to the appropriate loca-
10 tion as soon as possible. Each building principal shall be responsible for the allocation or storage of
11 all supplies and equipment. If the items cannot be delivered to the proper destination, they will be
12 stored in an appropriate storage area.

13
14 Back orders shall be filed with the invoice and attached to the purchase order. Periodic
15 checks shall be made to determine whether back orders have been filled and delivered.

16
17 Approved: January 20, 1982
18 Revised: June 28, 1990
19 Reviewed/Revised: June 12, 2001
20 Revised: January 11, 2011

1 **ECA HIPAA Policy**

ECA

2
3 The district shall comply with all applicable Health Insurance Portability and Accountability
4 Act (HIPAA) provisions ensuring the confidentiality of protected health information.

5
6 Inservice Training Required

7 The district shall provide appropriate and timely staff inservice training regarding HIPAA
8 requirements.

9
10 Compliance Required

11 All staff shall abide by HIPAA requirements and maintain the confidentiality of protected
12 health information.

13
14 Approved: May 27, 2003

15 Reviewed: January 11, 2011

1 **ECH Printing and Duplicating Services**

ECH

2
3 The copyright laws of the United States make it illegal for anyone to duplicate copyrighted
4 materials without permission. Severe penalties are provided for unauthorized copying of all materi-
5 als covered by the act unless the copying falls within the bounds of the "fair use" doctrine.
6

7 Any duplication of copyrighted materials by district employees must be done with permis-
8 sion of the copyright holder or within the bounds of "fair use," as set forth in ECH-R.
9

10 The legal or insurance protection of the district shall not be extended to school employees
11 who violate any provisions of the copyright laws.
12

- 13 Approved: January 20, 1982
- 14 Revised: June 28, 1990
- 15 Revised: March 16, 1994
- 16 Revised: February 8, 2000
- 17 Reviewed/Revised: June 12, 2001
- 18 Revised: November 11, 2003
- 19 Revised: January 11, 2011

20
21 **ECH-R Printing and Duplicating Services**

ECH-R

22
23 In accordance with school board policy ECH, the following regulations will be observed to
24 comply with the copyright laws of the United States.
25

26 Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permis-
27 sible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If
28 duplicating or altering a product is to fall within the bounds of fair use, these four standards must be
29 met for any of the purposes:
30

31 The Purpose and Character of the Use

32 The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair
33 use would probably allow teachers acting on their own to copy small portions of work for the class-
34 room but would not allow a school system or an institution to do so.
35

36 The Nature of the Copyrighted Work

37 Copying portions of a news article may fall under fair use but not copying from a workbook
38 designed for a course of study.
39

40 The Amount and Substantiality of the Portion Used

41 Copying the whole of a work cannot be considered fair use; copying a small portion may be.
42 At the same time, however, extracting a short sequence from a 16mm film may be far different from
43 a short excerpt from a textbook because two or three minutes out of a 20-minute film might be the
44 very essence of that production and thus outside fair use. Under normal circumstances extracting
45 small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.
46

48
49 The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

50 If resulting economic loss to the copyright holder can be shown, even making a single copy
51 of certain materials is an infringement, and making multiple copies presents the danger of greater
52 penalties.

53
54 Prohibited Practice

55 No one may make multiple copies of a work for classroom use if it has already been copied
56 for another class in the same institution; make multiple copies of a short poem, article, story, or es-
57 say from the same author more than once in a class term or make multiple copies from the same col-
58 lective work or periodical issue more than three times a term; make multiple copies of works more
59 than nine times in the same class term; make a copy of works to take the place of an anthology; or
60 may not make a copy of “consumable” materials, such as workbooks.

61
62 Permitted Practice

63 A teacher may make--for use in scholarly research, in teaching or in preparation for teaching
64 a class--a single copy of the following: a chapter from a book; an article from a periodical or news-
65 paper; a short story, short essay or short poem (whether or not from a collected work); a chart,
66 graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for
67 classroom use only and not to exceed one per student in a class) multiple copies of the following: a
68 complete poem (if it has fewer than 250 words and is printed on not more than two pages), an ex-
69cerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work,
70 whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

71
72 A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical
73 published within the last five years, make up to six
74 copies a year of small excerpts from longer works, make copies of unpublished works for purposes
75 of preservation and security and make copies of out-of-print works that cannot be obtained at a fair
76 price.

77
78 Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

79 A broadcast program may be recorded off-air simultaneously with broadcast transmission
80 (including simultaneous cable retransmission) and retained for a period not to exceed the first 45
81 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-
82 air recordings must be erased or destroyed immediately.

83
84 Off-air recordings may be used once by individual teachers in the course of relevant teach-
85 ing activities and repeated once, only when instructional reinforcement is necessary, in classrooms
86 and similar places devoted to instruction within a single building, cluster or campus, as well as in
87 the homes of students receiving formalized home instruction, during the first 10 consecutive school
88 days in the 45 calendar day retention period. “School days” are school session days--not counting
89 weekends, holidays, vacations, examination periods or other scheduled interruptions--within the 45
90 calendar day retention period.

92 **ECH-R Printing and Duplicating Services**

ECH-R-3

93
94 Off-air recordings may be made only at the request of and used by individual teachers and
95 may not be regularly recorded in anticipation of requests. No broadcast program may be recorded
96 off-air more than once at the
97 request of the same teacher, regardless of the number of times the program may be broadcast.
98

99 A limited number of copies may be reproduced from each off-air recording to meet the legit-
100 imate needs of teachers under these guidelines. Each such additional copy shall be subject to all
101 provisions governing the original recordings.
102

103 After the first 10 consecutive school days, off-air recordings may be used up to the end of
104 the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine
105 whether or not to include the broadcast program in the teaching curriculum. They may not be used
106 for student exhibition or any other non-evaluation purpose without authorization.
107

108 Off-air recordings need not be used in their entirety, but the recorded programs may not be
109 altered from their original content. Off-air recordings may not be physically or electronically com-
110 bined or merged to constitute teaching anthologies or compilations.
111

112 All copies of off-air recordings must include the copyright notice on the broadcast programs
113 as recorded.
114

115 **Computer Software**

116 District employees may make a back-up copy of computer programs as permitted by current
117 Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall
118 be destroyed in the event that continued possession of the computer program should cease to be
119 rightful.
120

121 When software is used on a disk-sharing system, efforts shall be made to secure this soft-
122 ware from copying. Illegal copies of copyrighted programs shall not be made or used on school
123 equipment.
124

125 Approved: January 20, 1982
126 Revised: June 28, 1990
127 Revised: March 16, 1994
128 Revised: February 8, 2000
129 Reviewed/Revised: June 12, 2001
130 Revised: November 11, 2003
131 Revised: January 11, 2011

1 **ED Student Transportation Management (See JGG)**

ED

2
3 Use of buses by the district shall conform to current state law. At times it may be expedient
4 to pay mileage to parents who transport their child to a specified point to meet the bus or to provide
5 private transportation in lieu of providing bus service. Mileage payments to parents may be made
6 only with board approval.

7
8 Except as may be permitted elsewhere in policy, district buses shall not be available for use
9 by outside groups. (See EDDA)

10
11 Approved: January 20, 1982

12 Revised: June 28, 1990

13 Reviewed/Revised: June 12, 2001

14 Revised: January 11, 2011

1 **EDAA School Vehicles**

EDAA

2
3 District-Owned/Leased Vehicles

4 District vehicles will not be lent, sub-leased or subcontracted to any person, groups of per-
5 sons or organizations except as allowed by law subject to board approval. (See EDDA)

6
7 Liability

8 All district vehicles will be adequately insured.

9
10 Safety

11 Every driver shall have authority and responsibility for the passengers riding in district vehi-
12 cles. Students shall be required to conform to all regulations concerning discipline, safety, and be-
13 havior while riding district vehicles. Violations of said rules by students or others may result in dis-
14 ciplinary action by school officials.

15
16 Safety Inspection

17 The superintendent shall be responsible for inspection of district vehicles. Any defect in a
18 district vehicle shall be repaired as soon as possible.

19
20 Licensing of Drivers

21 It shall be the responsibility of all drivers of district transportation to register with the super-
22 intendent annually the validity of license certification by the Kansas Department of Revenue. If a
23 driver's license is suspended, expired or revoked at any time, such suspension or revocation shall be
24 reported to the superintendent, and the driver shall cease driving a district vehicle until the license is
25 restored. Drivers of district vehicles shall receive annually a copy of this policy on registering their
26 driving certification with the superintendent.

27
28 Housing of District Vehicles

29 All district vehicles shall be housed in areas designated by the superintendent. District vehi-
30 cles may be assigned to a designated employee who shall then be responsible for the proper care
31 and housing of the vehicle either at a district site or at the employee's private residence.

32
33 Transportation to Summer Athletic Events

34 The board authorizes the superintendent to approve the use of school vehicles in transporting
35 district students to summer athletic activities such as, but not limited to, camps and summer league
36 games.

37
38 Any staff requests for such use shall be submitted to the superintendent on or before May 1
39 and shall include information concerning the time, date and duration of trip; the purpose of the
40 transportation; the projected number of students requiring transportation for such event; the type of
41 vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such
42 trips; and whether or not additional school transportation providers would be required to provide
43 such transport.

45
46 The superintendent may grant or deny such requests after taking into consideration the fol-
47 lowing factors: (1) the expense of providing requested transportation; (2) the availability of funds
48 for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transpor-
49 tation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority
50 of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in
51 granting use or repeated use to a particular group of student-athletes; and (7) other good cause as
52 determined by the superintendent.

53
54 **Contract Vehicles**

55
56 The transportation contractor shall provide appropriate certificates of insurance.

57
58 **Safety**

59 Every driver shall have authority and responsibility for the passengers riding in school vehi-
60 cles. The district and the transportation contractor shall agree on rules governing student behavior
61 in vehicles. Any student or other person riding in contracted vehicles who violates the rules of the
62 district and/or the transportation contractor in regard to such passengers will be reported to the
63 proper administrative official. Violations of rules by students or others may result in disciplinary
64 action by school officials.

65
66 **Safety Inspection**

67 Any defect found in a vehicle contracted for the district's use shall be repaired as soon as
68 possible. The transportation contractor shall be responsible for keeping contracted vehicles in good
69 operating condition.

70
71 **Licensing of Drivers**

72 It shall be the responsibility of all drivers of contracted transportation to register annually
73 with the contractor a valid driver's license from the Kansas Department of Revenue. If said license
74 is suspended, expired, or revoked at any time, such suspension, revocation or expiration shall be
75 reported to the transportation contractor, and the driver shall cease driving a contracted vehicle until
76 the license is restored. Drivers shall receive annually a copy of this policy on registering their driv-
77 ing certification with the transportation contractor.

78
79 **Scheduling and Routing**

80 Vehicles and transportation schedules and routing maps will be updated annually prior to the
81 opening of school. Schedules and routing maps shall be on file at both the district office and the
82 transportation contractor's office.

83
84 **Housing of Contracted Vehicles**

85 Contracted vehicles may be housed in the district's central storage or assigned to a designat-
86 ed driver who may then house the vehicle as directed.

87
88 **General Regulations for District-Owned/Leased and Contracted Vehicles**

89
90 **Speed Limits**

91 The board may set lower speed limits for vehicles than state-allowed maximum speed limits.

93

94 Records

95 Any record developed by the district or the transportation contractor for the purpose of mon-
96 itoring vehicle use may include but will not be limited to the following information: miles driving
97 each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such
98 records will be signed by each driver at the conclusion of each trip and submitted to the person re-
99 sponsible for collection of said records.

100

101 An annual report tabulating such data in the record will be used in the compilation of the
102 district's budget. A copy of said annual report may be given to the board on or before the regular
103 board meeting in June or upon request.

104

105	Approved:	January 20, 1982
106	Revised:	June 28, 1990
107	Reviewed/Revised:	June 12, 2001
108	Revised:	November 11, 2003
109	Revised:	January 11, 2011
110	Revised:	November 10, 2015

1 **EDDA Special Use of School Vehicles**

EDDA

2
3 The board believes that transportation equipment purchased by the district should be used
4 primarily for school purposes. Nevertheless, the board may make school transportation equipment
5 available for use by appropriate community groups to the extent that such use is allowed by law and
6 does not impinge upon or impair use for school district purposes. Regulations and procedures for
7 community use of school transportation equipment shall be developed by the superintendent.

8
9 Nonschool use of school transportation equipment shall not interfere with

- 10
11 1. Student transportation to, from, or between schools.
12 2. Student transportation for school activities and functions.
13 3. Emergency transportation for students.
14 4. Time required for maintenance and service of equipment.
15 5. Provisions by standby equipment for school purposes.

16
17 Transportation fees may be charged to offset in full or in part the cost of approved special
18 trips. Revenues received under provisions of this policy shall not be considered a reduction of op-
19 erating expenses of the school district.

20
21 Approved: June 12, 2001

22 Revised: January 11, 2011

1 **EE** **Food Services Management**

EE

2
3 A food service director may be hired by the board to oversee the district's food service pro-
4 gram. The food service director shall be under the supervision of the superintendent and shall have
5 control over all aspects of the district's food service programs subject to board policy, rules and
6 state and federal regulations.

7
8 Any changes in meal prices shall be determined by the board.

9
10 **Sanitation Inspections**

11 The food service director shall inspect each lunchroom to ensure that proper sanitation pro-
12 cedures are being followed.

13
14 **Records**

15 The food service director shall be responsible for keeping food service records required by
16 state and federal laws and regulations.

17
18 **Free and Reduced-Priced Meals**

19 Parents/guardians of students attending schools participating in federal school meal pro-
20 grams must be informed of the availability of reimbursable school meals and provided with infor-
21 mation about eligibility and the process for applying for free or reduced-priced meals on or before
22 the start of school each year.

23
24 **Unpaid Meal Charges**

25 The district's meal charging requirements are as follows:

- 26 • A charge account for student meals may be established with the district. Families
27 who have accrued charges of more than \$100 at the end of each semester will have
28 that debt subject to collection in accordance with policy DP. Charging of á-la-carte
29 items to this account will not be permitted if the balance exceeds \$100.
- 30 • At least one written warning shall be provided to a student and his/her par-
31 ent/guardian for exceeding the district's charge limit. If payment of the negative
32 balance is not received, the debt will be turned over to the superintendent for collec-
33 tion (See DP). If the debt is not paid within ten days of mailing the final notice of
34 the negative account balance under policy DP, it shall be considered bad debt for the
35 purposes of federal law concerning unpaid meal charges.
- 36 • Payments for school meals may be made at the school, district office or online at
37 www.usd305.com Students and parents/guardians are encouraged to prepay meal
38 costs.
- 39 • The district will provide a copy of this unpaid meal charges policy to all households
40 at or before the start of school each year and to families and students who transfer in-
41 to the district at the time of transfer. The terms of this policy will also be communi-
42 cated to all district staff responsible for enforcing any aspect of the policy. Records
43 of how and when it is communicated to households and staff will be retained by the
44 executive director of business.

45
46 Approved: January 20, 1982

47 Revised: June 28, 1990

48 Reviewed/Revised: June 12, 2001

49 Revised: January 11, 2011
50 Revised: June 13, 2017
51 Revised: December 12, 2017

1 **EF** **Data Management**

EF

2

3 Data Dissemination

4 Data collected by the district may be disseminated with board approval in accordance with
5 current law.

6

7 To Education Agencies

8 Data collected in the district may be provided to authorized state or federal government edu-
9 cation agencies upon proper request, subject to the approval of the board or provisions of law.

10

11 Approved: June 12, 2001

12 Reviewed: January 11, 2011