

EA Goals and Objectives

The goal of the board will be to manage the business affairs of the district in the most economical and efficient manner possible.

In order to accomplish the goals of the board, sufficient personnel will be employed to administer the various tasks associated with the district's business affairs. The superintendent is delegated the authority to manage the business affairs of the district, and he may delegate said responsibility to other qualified employees. However, the superintendent, because of his status as chief administrative head of the district, must bear the final responsibility of the success or failure of all business affairs.

Approved: May, 1994

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EB

EB Buildings and Grounds Management

All buildings and surrounding property will be maintained and inspected on a regular basis by the superintendent or by his designated representative.

Approved: May, 1994

USD 329 Mill Creek Valley

EB-R

EB-R Building and Grounds Management

The superintendent or designated representative will develop a comprehensive program which will ensure proper management of all district-owned real property.

Approved: May, 1994

EBA - Insurance Program

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism and other such casualties. Such insurance shall cover theft of district monies.

Liability Other Than for Vehicles

To the extent permitted by law, the board may insure all employees against any legal action arising out of the performance of any authorized duties of said employees. However, if any such policy is purchased for either the board or any other employee, the Tort Claims Act requires that such insurance cover all employees.

Approved: May, 1994

EBB Safety (See JBH)

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

Safety Rules

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

Safety Unit

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

Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

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

Warning System

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

Safety Inspections

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

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money (in excess of \$100.00 will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

All furnaces, boilers, and lighting fixtures will be inspected annually to ensure safety for students, district employees, and patrons. These devices shall meet minimum state and federal standards.

The use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

Approved: September 2014

EBBA Hazardous Waste Inspection and Disposal

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the school district director of maintenance. Written records of these inspections shall be maintained.

Disposal

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

Rules

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

Approved: March 2015

EBBE Emergency Drills

EBBE

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Approved: 09/19

KASB Recommendation—7/96; 4/07; 12/18; 6/19

(See JCAC, JCDBB, JDD, JDDB, JDDC, JGGA, and KGD)

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

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

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or
- any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional, or paraprofessional employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

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

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, employees, and others.

Staff Immunity

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

Approved:

KASB Recommendation-7/96; 6/98; 6/99; 7/03; 4/07; 6/16

EBCA Vandalism

Vandalism Protection

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

In the event of vandalism, the board may consider offering a reward according to law.

Restitution for Damages

The board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles.

Adults who are apprehended will be held responsible for payment for any loss or damage. Parents or guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the superintendent.

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

When a juvenile is involved, the superintendent will contact the parents at the conclusion of his investigation and apprise them of their legal responsibility. He will then notify the parents in writing of the amount of loss or damage sustained by the district. A routine procedure will be followed for any necessary follow-up to secure restitution from the responsible party.

Return of School Property

School property must be returned by the student. If a student moves out of the district, the district may refuse to forward student records according to law.

Offering A Reward

In the best interests of the district and its responsibility to protect its property and the property of its students and employees, the board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism on district property. Such offer will conform to state law and the policy adopted by the board.

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

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

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located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the superintendent of schools at 213 E. 9th, Alma, KS 66401 (785)765-3394.

The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: May, 1994

EC Equipment and Supplies Management

The superintendent or designated representative will keep up-to-date inventory records on all equipment and supplies.

Adequate equipment and consumable supplies will be kept by the district in either the central office storehouse or in each attendance center as the case may be.

Receiving

All packing lists will be checked for accuracy against all invoices as merchandise is received.

Equipment Maintenance

District-owned equipment will be checked for malfunctions upon purchase and on a periodic basis. Necessary repairs will be made as quickly as possible.

Approved: May, 1994

EC-R Equipment and Supplies Management

A quantity control system is encouraged in order to prevent shortages or mismanagement of district-owned equipment or supplies. Such system should be kept up-to-date on a monthly basis and should be accurate enough to be the basis for budget preparation for such items each year.

Receiving

Upon proper verification by the purchasing agent or designated representative that receivables are in order, the merchandise should be sent to the appropriate attendance center as soon as possible. Each building principal or designated representative shall be responsible for the allocation or storage of all such supplies and equipment. If the items cannot be delivered to the proper destination, they will be stored at the central office storage area until deliverable.

Back orders should be properly filed with the invoice and attached to the purchase order. Periodic checks should be made to determine whether back orders have been filled and delivered.

Approved: May, 1994

ECH Printing and Duplicating Services

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

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

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

Updated: October 2002

ECH-R Copyright Policy

Purchasing

Where feasible, the school district shall purchase one copy of each program in its curriculum for each computer within the district, unless a site licensing agreement can be obtained from the software producer.

Preference in purchasing will be afforded to software manufacturers who will enter into multiple computer licensing agreements or will provide the educational institution multiple copy discounts, provided that such programs are compatible with the education policies of the school district.

Supervision

The school district shall designate one employee to serve as Technology Director for Computer Education. This person shall be responsible for monitoring school district compliance with all applicable copyright laws and licensing agreements and this policy.

The computer facilities of the school district shall be under the direct supervision of the building principal, technology director, and such other administrative or certificated personnel as he or she may appoint.

There shall be at least one copy of each instructional program for each computer in use in a classroom, unless applicable license agreements allow multiple computer use of a single program.

No one shall use any software other than that provided by the school district on the computer facilities of the school district without the permission of the principal or his or her designee.

All school district software shall be used in school district computer facilities only, unless permission is given by the principal or his or her designee. Such permission shall only be granted upon reasonable assurances that the intended off-campus use is authorized.

Each teacher and administrator will maintain an inventory of all school district software under their supervision. They will be responsible for its location at any given time.

The rules and policies of the school district as set forth herein shall be provided to all employees.

The principal or technology director shall supervise computer usage in the school building to ensure compliance with this policy.

Copies of all license agreements shall be maintained at the district administrative office and at each building where the program is in use.

Approved: May, 1994

ED Student Transportation Management (See EDDA and JGG)

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

Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.

Approved: September 2010

EDAA School Vehicles (District-Owned Buses) (See ED, JBCA, and JGG)

School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver's license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

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Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle either at a district-owned site or at the employee's residence.

Transportation to Summer Athletic Events

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

Approved: September 2010; March 2014; August 2015

EDAA-R School-Owned Vehicles

Bus routes shall follow the usually traveled roads which are maintained by the state, county, township or city and which are considered safe. No bus shall travel a road which is not regularly maintained and provided with adequate bridges and culverts.

If feasible, direct bus routes should be set up. These are sometimes referred to as "shoestring" or "spoke routes". This means the first pick up in the morning is the farthest from the school building and the bus proceeds to pick up students in as direct route as possible on the way to school. This type of route lends itself to economy if the bus driver lives near the far end of the route and works in town during the day. In theory, each student rides only the distance from his home to the attendance facility. If the circle routes are necessary, then the routes should be run the same way morning and evening so that the first on in the morning will be the first off in the evening.

Bus routes will be planned for all students living beyond walking distance. Walking distance is defined and any distance within the corporate limits of any city within the district which maintains an attendance facility. If students are transported, the bus must be assured of a safe stopping place and there must be a seat for each student.

Bus routes should be so planned that students are picked up and unloaded only at designated points. These designated points in rural areas should be the driveways leading off the main road providing:

They are safe from vehicular traffic and or other hazards; and if a patron happens to live a considerable distance from the public road, it is the responsibility of the patron to have his children meet the bus at the public road.

All students, residing within the school district boundary lines, in grades one through twelve and who reside 2 1/2 miles or more from their attendance facility will be transported to and from the school or a transportation allowance will be paid to the parent. It shall be at the discretion of the board to pay this allowance or to require use of district provided transportation.

Students living outside the district's boundaries and wishing to attend school within the district will be furnished transportation, if they meet the bus on the regular route at designated points. Students living within the district and wishing to attend schools outside the district will have to furnish their own transportation as outside districts are not allowed to enter the district and transport students.

Students living within the district must ride the regular established bus route to their regular attendance facility as established by the board and if they wish to attend another facility within the district they must:

Be granted permission by the board; and

Furnish their own transportation at their own expense to meet the regular established bus route to

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the attendance facility.

The bus routes should be so planned that no student will be required to ride in the bus more than one hour each trip.

Every student transported should have a seat. There must be no standees.

Students transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student. The driver of any school bus shall be held responsible for the order and conduct of the students transported.

Rules for Extra Curricular Bus Trips

All extra curricular bus trips should meet the following conditions:

All trips must be scheduled and approved by the building principal.

All buses must have an adult sponsor; a certified teacher is preferred.

All buses must be driven by a properly qualified bus driver.

All students, teachers and drivers, as representatives of the school, will be expected to maintain conduct, attitude and other measures that would be followed in a normal active school day and that would be a credit to the district.

Conduct which violates rules of the district or endangers the welfare of the students shall be handled immediately and reported to the building principal.

Students who ride an activity bus to such events shall return in the same bus unless written permission is given by the parents to the bus sponsor who shall give the permission slips to the principal as soon as practicable.

All school buses driven to activities will make stops in McFarland at the post office, Paxico at the phone booth, and Maple Hill at the elementary school. The buses are never to be stopped on Interstate 70 for disembarking of students. Drivers are not to leave their established routes to deliver students to their homes. Drivers must use the most direct and best route which insures the earliest possible delivery to their designated drop off points.

School Cars and Trucks

School owned cars and trucks shall be used for school business only.

Approved: May, 1994

EDDA-R Special Use of School Busses

The superintendent may allow, subject to availability, district busses for special uses using guidelines established in the policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips.

Groups allowed use of busses under this policy are responsible for the care and cleaning of the busses, and for the supervision of passengers.

There will be no use of alcohol or tobacco in the bus. Groups using the bus shall agree to compensate the school district for damages caused by the group's usage. Also, special uses will not be approved without school district insurance coverage.

Approved: December 2001

EDDA-R Special Use of School Busses

The superintendent may allow the following special uses for district owned buses:

Parents and/or other adults when traveling to or from USD #329 school-related functions or activities;

Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;

Persons engaged in field trips related to an organized adult education program;

Governing bodies who transport senior citizen groups or organizations;

Another school district if there is a cooperative and shared-cost arrangement with that district.

Groups meeting the above criteria may be allowed to use the district busses. Persons or groups wanting to use buses should contact the superintendent. Such groups will be charged for the pay for the driver which will be at the driver's regular route salary, and for fuel consumed. It will be the responsibility of the driver to submit a statement to the district office itemizing hours worked, miles driven on the bus, and fuel consumed. The district will charge for fuel at its cost.

The superintendent or his designee will designate a driver who shall be a person employed by the district as a bus driver.

Approved: December 2001

EE Food Services Management (See EBBD)

EE

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

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

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than {\$20

worth of/5} meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office {or online at _____}. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this

policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Availability of Meals on Remote Learning Days Due to Severe Weather

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students.

If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: 7/12/21

KASB Recommendation - 4/07; 12/16; 6/21

EE-R Food Service Management

The food service supervisor shall be under the direct supervision of the superintendent or designated representative and shall have control over all aspects of the lunch program in the district subject to board policy and rules and state and federal school lunch regulations.

The price of each individual lunch will be determined by the board prior to the opening of school each year.

The superintendent or his representative shall have control over all aspects of the lunch program in the district subject to state and federal school lunch regulations.

Approved: May, 1994

EF Data Management

To ensure adequate and responsible decision making, the board delegates to the superintendent or designated representative the authority to collect, analyze and disseminate such data as are deemed necessary for the proper and efficient management of district affairs.

Data Dissemination

Data collected by the district's staff may be disseminated to authorized individuals or agencies at the discretion of the board.

To Education Agencies

Data collected in the district will be given to any authorized education agency of the State of Kansas or the federal government upon proper request subject to the approval of the superintendent or provisions of law.

Approved: May, 1994