

ARTICLE 3: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

CONCEPT AND ROLE IN BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Business Management Philosophy

3000

It is the board of education's intent that all business functions, including planning, budgeting, purchasing, accounting, investing, auditing, and managing physical assets will be conducted in a manner that conforms with the highest ethical and legal standards associated with sound business practice.

The board of education will endeavor to use the school district's fiscal and physical assets wisely to maintain a sensitive balance between operating a quality school system and the community's ability to supply resources for such a system.

All attempts will be made to ensure an educational environment that is safe, healthy, and functionally supportive of instructional programs.

The superintendent of schools is responsible for implementation of the foregoing philosophy.

Legal Reference: Neb. Rev. Stat. § 79-1084

BUDGET/BUDGET SYSTEM

Budget

3105

The board of education regards the annual budget as the school district's spending plan and expects that it will be designed on accurate, up-to-date revenue estimates. The anticipated expenses will reflect assessed needs and programs approved by the board of education. Where appropriate, replacement schedules for building improvements and the acquisition of major equipment items will be developed and utilized.

The superintendent of schools shall:

- (a) Construct an annual budget, adhering to procedures and timelines prescribed by the Nebraska Department of Education and the office of the Nebraska Auditor of Public Accounts;
- (b) Design a budget calendar which includes board of education and administrative planning sessions and workshops. Ordinarily, the first planning session for the ensuing year's budget will be in April; and
- (c) Establish deadlines for submission of teacher requisitions, building budgets, and initial purchasing of instructional materials, as well as a public hearing to normally be held in conjunction with the regular August board of education meeting, but no later than September 19 for the school year running from September 1 through August 31. Such public hearing shall meet all requirements set forth in Neb. Rev. Stat. §§ 13-501 to 13-508 and Neb. Rev. Stat. § 79-1084.

The school district's fiscal year shall run from September 1 through August 31. Refer to AR-3105, Budget Timeline Procedures.

It is expected that the administration and other school district employees will participate in the budget building process by assessing needs and submitting budget requests and requisitions in a timely manner.

Fund balances and General Fund line account expenditures will be reviewed by the board of education at each month's regular board meeting. Deficit expenditures in any General Fund accounts must be approved by the superintendent and reported to the board of education at the monthly meeting. Subject to the board of education's approval, inter-fund transfers shall be allowed during the school year to compensate for fluctuations in revenue, except that funds shall not be borrowed from the debt service (Bond Fund).

Legal Reference: Neb. Rev. Stat. §§ 13-501 to 13-508
 Neb. Rev. Stat. § 79-1084
 Neb. Rev. Stat. § 79-1091

Policy Adopted: August 14, 2014

The board of education authorizes the establishment of any of the following special funds:

- (a) Building or Site Fund. This fund may be used to acquire sites for school buildings; purchasing existing buildings for use as school buildings, including sites upon which future school buildings may be located; for the erection, alteration, equipping, or furnishing of school buildings; for the additions to school buildings for elementary and secondary grades; for any capital outlay expenditure as defined and set forth by Nebraska statute; and for no other purpose. The tax levy limit for this fund shall be restricted as set forth by Neb. Rev. Stat. §§ 79-1098 and 79-10,120.
- (b) Hazardous Material Abatement/Handicapped Accessibility Fund. This fund may be used for the removal of environmental hazards and the reduction or elimination of accessibility barriers in the school district. The tax levy limit for this fund shall be restricted as set forth by Neb. Rev. Stat. § 79-10,110.
- (c) Employee Benefit Fund. This fund shall be used to establish reserve General Fund money for the benefit of school district employees for unemployment compensation, early retirement, health insurance deductibles, etc. This fund shall be considered a component of the General Fund.
- (d) Depreciation Fund. This fund shall be used to facilitate the eventual purchase of any costly capital outlay by reserving money from the General Fund. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation. This fund shall be considered a component of the General Fund.
- (e) Contingency Fund. This fund shall be used to assist the school district in funding any uninsured losses and legal fees. Expenditures from this fund shall not exceed five percent of the total budgeted General Fund expenditures of the school district. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation.
- (f) Activities Fund. This fund shall be used to finance operations of quasi-independent student organizations, inter-school athletics, and other self-supporting or partially self-supporting school activities not a part of any other fund. This fund shall not be used to record general operation revenues or expenditures, nor shall it be used as a leading account for the General Fund. The superintendent of schools is authorized to divide this fund into more than one account to allocate portions of this fund for different purposes. Since school activities are the responsibility of the school district, any deficits incurred shall be

paid from the General Fund. However, any payments from the General Fund to this fund must have prior approval of the board of education.

- (g) Student Fee Fund. This fund shall be a separate school district fund not funded by tax revenue. Only money collected from students subject to this fund shall be deposited into this fund, and the money expended from this fund shall only be money that has been collected for this purpose. Funds subject to this fund consist of money collected from students for (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.
- (h) School Lunch Fund. This fund shall be used to accommodate the financial activities of the school district's food service program. Any deficits incurred in this fund shall be paid from the General Fund. However, any payments from the General Fund to this fund must have prior approval of the board of education.
- (i) Bond Fund. This fund shall be used to record tax receipts and payment of bond principal and interest. If the fund balance is not sufficient to meet interest or bond retirement payments, such payments shall be made from the General Fund. However, any payments from the General Fund to this fund must have prior approval of the board of education. Revenue from a levy to retire school district bonds shall be retained by the county treasurer, the financial institution serving as fiscal agent, or the school district.
- (j) Housing Fund. This fund shall be used to accommodate the financial activities of the school district's housing. Any deficits incurred in this fund shall be paid from the General Fund. However, any payments from the General Fund to this fund must have prior approval of the board of education. This fund shall be considered a component of the General Fund.

Annually, prior to placing money in any of these funds or prior to the expenditure of money from these funds, except for the Activities Fund, the superintendent shall develop a budget of expenditures and receipts.

Legal Reference: Neb. Rev. Stat. § 79-1098
 Neb. Rev. Stat. § 79-10,110
 Neb. Rev. Stat. § 79-10,120

Signing Warrants

3115

All orders or warrants written on the school district's General Fund, Depreciation Fund, Employee Benefit Fund, Bond Fund, Building or Site Fund, Housing Fund, and the Hazardous Material Abatement/Handicapped Accessibility Fund shall bear the signatures of any three of the four officers of the board of education.

The board of education authorizes the single signature of the superintendent of schools or the secretary/bookkeeper on orders or warrants written on the Activities Fund. Individual warrants written on all activity fund accounts shall be included in the monthly board of education agenda report for review.

Refer to Policy 8205, President, and Policy 8215, Board Secretary.

Legal Reference: Neb. Rev. Stat. §§ 77-2201 to 77-2203
 Neb. Rev. Stat. § 79-569
 Neb. Rev. Stat. § 79-575

Contracting for Services

3140

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill or where the ability or fitness of the individual plays an important part, are not subject to bid, but are subject to approval by the board of education in conformity with established policy.

Every contract for services to be provided to the school district shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and part of the terms of every contract for services with the school district, including, but not limited to, oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

INCOME

Sale and Disposal of School Property

3205

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate.

The board of education will annually or as necessary adopt a rate schedule for the rental of school facilities. Vehicles, maintenance, and instructional equipment will not be rented nor loaned to non-school related individuals or groups without authorization by the superintendent of schools.

Legal Reference: Neb. Rev. Stat. § 79-606
 Neb. Rev. Stat. § 79-10,106
 Neb. Rev. Stat. § 79-10,114

Policy Adopted: August 14, 2014
Policy Revised: February 8, 2017

Prior to the beginning of each fiscal year, the board of education will designate an official depository for all school funds, said depository being a bank, capital stock financial institution, or qualifying mutual financial institution whose deposits are insured by the FDIC or FSLIC and can pledge securities supported by the United States Government for deposits in excess of FDIC or FSLIC coverage.

All school district receipts shall be deposited as soon as possible in interest-bearing accounts and any idle funds may be invested in securities insured by the United States Government.

The board of education may borrow money to the amount of seventy percent of the unexpended balance of the total anticipated receipts of the general fund, special building fund, bond fund, or qualified capital purpose undertaking fund for the current school fiscal year and the following school fiscal year. The board of education may execute and deliver in evidence thereof its promissory notes which it is authorized and empowered by law to make and negotiate, bearing a rate of interest set by the board of education and maturing not more than two school fiscal years from the date of execution.

The board of education may also accept interest-free or low-interest loans from the state or federal government, and may execute and deliver in evidence thereof its promissory notes maturing not more than twenty years from the date of execution.

When necessary, the superintendent of schools is authorized to contract with fiscal agents to manage a tax anticipation note program. Such action shall require the formal approval of the board of education.

Legal Reference: Neb. Rev. Stat. § 77-2350
 Neb. Rev. Stat. § 77-2352
 Neb. Rev. Stat. § 79-1070

Grants - State and Federal Funds

3215

The board of education will review grants or funds sponsored or recommended by state or federal agencies or other agencies. If the acceptance of these funds is deemed to be in the best interest of the education of the students or patrons of the school district, then school officials will be instructed to apply for the funds and oversee that such funds are spent for their intended use. The criteria for accepting such funds shall be (a) the part that the funds play in the support and maintenance of the school system, and (b) how the funds enhance the education programs for the students or patrons of the school district.

The funds derived from such grants or programs shall become a part of the school district's financial accounting program, administered by the superintendent of schools or his or her designee, and processed through either the school district's General Fund or Activities Fund.

Gate Receipts and Admissions

3220

The school district administration shall appropriately account for all receipts from admissions to school events. The superintendent of schools is responsible for the administration and supervision of all school events for which any admission is charged. Adequate records shall be maintained and shall provide chronological and accounting data for later review and analysis.

Receipts from admissions to school events shall be deposited in the school district's Activities Fund and credited to the appropriate account therein.

School Owned Housing and Leasing

3270

McPherson County Schools owns housing which is available to school district employees. Such housing includes: three 3-bedroom houses and two apartments (one 1-bedroom apartment and one 2-bedroom apartment).

When housing is available, it will be leased upon the following priorities. School district employees with family will have priority preference. If all other considerations are equal, number of years of uninterrupted service to the school district will be the determining factor:

- (a) Full-time teachers employed by the school district.
- (b) Classified employees of the school district.
- (c) School district patrons on a first come, first served basis.

A rental damage deposit in an amount equal to one month's rent shall be made at the time of occupancy. Housing may be rented by school district patrons on a September through May lease if available, and month-to-month through the summer.

Monthly rental fees are to be paid by the first day of each month for school district patrons or the fifteenth day of each month for school district employees:

| | |
|--|-----------------------------|
| 3-bedroom home for school district employees: | \$ 300.00 325.00 |
| 2-bedroom apartment for school district employees: | \$ <u>120.00</u> |
| 1-bedroom apartment for school district employees: | \$ <u>90.00</u> |
| 3-bedroom home for school district patrons: | \$ <u>600.00</u> |
| 2-bedroom apartment for school district patrons: | \$ <u>240.00</u> |
| 1-bedroom apartment for school district patrons: | \$ <u>180.00</u> |

All housing will be inspected by the board of education or its representative at the time of a vacancy. The board of education further reserves the right to make at least an annual inspection during a time of occupancy.

Pets will not be allowed in school district housing without written consent or approval.

School district employees leaving their employment with the school district are to vacate their rental housing unit by June 30, unless another date is approved.

All renters are expected to treat school district housing with appropriate care. Maintenance needs should be reported to the superintendent of schools. The care of the lawn and/or yard **of the three-bedroom houses** is the responsibility of the renter. **The renter can ask the school to mow the yard for a payment of \$30.00 each mowing.** Care of the apartment lawn is the responsibility of the school.

Policy Adopted: August 14, 2014

Policy Revised; July 13, 2017

Gifts, Grants and Bequests

3280

Undesignated gifts, grants, and bequests are welcomed by the school district. They shall become the property of the school district and may be used in the general operation of the school district or as determined by the board of education.

The school district shall honor the request of donors whenever possible when determining the use of gifts, grants, or bequests.

The board of education will consider, on an individual basis, whether to provide cost-sharing when requested to assist with a designated gift, grant, or bequest.

EXPENDITURES AND SPENDING AUTHORITY

Ordering of Supplies and Equipment

3304

The superintendent of schools is charged with the responsibility of approving all school district orders for supplies and equipment within the terms of the budget of expenditures approved by the board of education. Any school district employee who orders any supplies or equipment which are outside of that which has been included in the General Fund's annual budget of expenditures, and without written authorization from the superintendent or his or her designee, shall be personally liable for payment for such supplies or equipment purchased.

School district employees or students purchasing supplies or equipment out of an Activities Fund account must first secure a requisition from the superintendent or building principal authorizing such purchase. Failure to do so will cause the person to be personally liable for payment for such supplies or equipment purchased.

Refer to Policy No. 3305, Purchasing.

Legal Reference: Neb. Rev. Stat. § 79-526

General procedures to be followed in the purchasing of supplies, equipment, or services shall include: (a) research of potential suppliers, (b) invitations to participate in public lettings, (c) requests for price quotations or outright purchases, (d) issuance of purchase orders, (e) verification of receipt of goods or completion of services, and (f) submission of claims for formal approval by the board of education.

Purchases or contracts shall only be made for those items which have been previously approved through the adoption of the annual budget, unless otherwise authorized by the board of education. It must first be determined if the school district has adequate funds to cover an expenditure prior to placing an order or entering into a contract. Ordinarily, bills must be submitted one week prior to the meeting to be approved at the next regular board of education meeting. The board of education is to be informed of any circumstance wherein intended purchases are not within budgetary limitations.

The superintendent of schools is authorized to request price quotations for any supplies, equipment, or services which have a unit price of more than \$2,000.00. These price quotations must be presented to the board of education for approval.

The superintendent is authorized to make outright purchases, with or without developing a set of specifications or requesting price quotations, for small new or replacement items, through established vendors, which cost \$2,000.00 or less. It is expected that the superintendent use his or her discretion, as well as consult with school district employees, to select and purchase those items which will best meet the educational needs of the school district. Such items include, but are not limited to, expendable or perishable items, tools, calculators, or items to supplement materials which had been purchased via price quotations but were not purchased in a sufficient quantity to complete the school year. The use of funds to purchase such items must have prior approval from the board of education through its approval of the annual budget.

No school district employee shall obligate school district funds without prior authorization from the superintendent. Any school district employee who obligates school district funds without proper authorization shall become personally liable for the full amount of such funds. The board of education reserves the right to withhold the purchasing of items which may have had previous budget approval should it deem such withholding appropriate or necessary.

Refer to Policy 3305.1, Public Lettings, Bids to Purchase, and AR-3305, Procedures of Purchasing.

Public Lettings, Bids to Purchase

3305.1

Whenever goods or services needed for the operation of the school district have been identified by the superintendent of schools as falling into the category of items to be secured through public lettings, a recommendation shall be made to the board of education to enter into a public bid letting process for the acquisition of such goods or services. Any action to seek bids through public lettings must have prior approval of the board of education.

Once the board of education has agreed to proceed with the public bid letting process, the superintendent shall take the following actions:

- (a) Identify current vendors or suppliers of such goods or services and notify such individuals that the board of education has agreed to enter into a public competitive bidding process for a stated period of time. Such vendors or suppliers will be invited, in writing, to submit bids to supply the goods or services.
- (b) Create or have created a set of written specifications describing the goods or services desired. Any known vendors will be supplied with the written specifications, and a general outline of the specifications shall be published in one or more newspapers of at least county-wide circulation, including area newspapers, for a period of time of not less than two consecutive weeks.
- (c) In addition to specifications for the goods and services, the bid letter shall contain the following:
 - (1) In order for the amount of a bid to remain anonymous until all bids are opened, vendors or suppliers are to be informed that all bids must be in sealed envelopes, marked as "BID," and delivered to the school district on or before the time indicated in the announcement requesting bids. Bids will not be accepted by fax.
 - (2) Vendors or suppliers of services shall be responsible for describing in detail any deviation from the listed specifications.
 - (3) The board of education reserves the right to reject any or all bids for any reason and shall not be obligated to accept the lowest bid.
 - (4) Any other information as set forth by Nebraska law and is common to public bid lettings for the State of Nebraska and its governmental subdivisions.

Vendor and supplier responses resulting from the public bid letting process must be reviewed and approved by the board of education prior to a commitment to expend school district funds, unless an emergency exists and the superintendent is authorized by the board of education to expend such funds.

Public lettings shall be used for the purchase or construction of new buildings and for any renovation of existing buildings which cost \$100,000.00 or more. The board of education shall consult with legal counsel as to the need for securing performance bonds, on-sight insurance, or other school district liabilities for construction or

renovation projects. The board of education may elect to utilize the construction management at risk contract as allowed by Nebraska law to design and construct plans for the construction of new school facilities or the renovation of existing school facilities.

Legal Reference: Neb. Rev. Stat. §§ 13-2901 to 13-2914
 Neb. Rev. Stat. § 73-101
 Neb. Rev. Stat. §§ 73-105 to 73-106
 Neb. Rev. Stat. § 79-10,120
 Neb. Rev. Stat. § 81-855

Policy Adopted: August 14, 2014
Policy Revised: March 10, 2016

Bidding Construction Projects

3305.2

The school district shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvement when the contemplated expenditures for the project is over \$100,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following.

Notice to Bidders

The school district administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour that bids will close; and the date, hour, and place that bids are to be returned, received, and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.

Regular Manner of Advertisement for Bids

The notice to bidders shall be published one time in a newspaper of general circulation in the school district. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The board of education or school district administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

Bid Opening

When the hour is reach for bids to close, such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

Contract Award

The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the board of education or the school district administration.

Performance and Payment Bonds

Whenever any contract is entered for the erecting, furnishing, or repairing of any school building or other structure or improvement, the contractor shall be required, before commencing the work, to furnish a performance, labor, and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000.00 or less, unless the board of education or school district administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain

such provisions as are required by statute, and be in a form prescribed and required by the school district.

Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid, unless the board of education or the school district administration waives such requirement.

Retention of an Architect or Engineer

The school district shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect or professional engineer, provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed \$100,000.00, as adjusted from time to time by Neb. Rev. Stat. § 81-3445 or other applicable law.

Additional Procedures

The board of education or the school district administration may provide for additional procedures for the procurement, opening, and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. § 52-118
 Neb. Rev. Stat. §§ 73-101 to 73-107
 Neb. Rev. Stat. § 81-3445

Policy Adopted: August 14, 2014

Policy Revised: March 10, 2016

ACCOUNTING SYSTEM

Accounting

3405

The superintendent of schools shall administer the school district's accounting system and ensure that it is in conformity with guidelines established by the Nebraska Department of Education, the office of the Nebraska Auditor of Public Accounts, and the school district's auditor.

Legal Reference: Neb. Rev. Stat. § 79-1088

Audits

3410

An independent auditing firm will conduct the school district's annual audit. All accounts maintained and administered by the school district shall be audited annually. The report of the audit shall be on record at the office of the superintendent of schools and available for public review during normal school hours. Copies of the annual audit will be provided to the board of education, the Nebraska Department of Education, and the office of the Nebraska Auditor of Public Accounts.

Legal Reference: Neb. Rev. Stat. § 79-1089

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Secretary. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt **and** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The secretary and accounting clerk shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Policy Adopted: August 14, 2014
Policy Revised: February 8, 2017

Fundraising

3420

Any individual, student club or organization, or adult organization wishing to solicit or generate funds for school-related purposes must have the approval of the superintendent of schools. If a fundraising project involves the solicitation of businesses and/or residents, the organization's representatives must carry with them a current dated and signed authorization form from the superintendent which explains the purpose of the fundraising project.

Money generated by any such fundraising project must be deposited in the appropriate school district account, and records of transactions must be kept in the school district's Activities Fund.

Legal Reference: Neb. Rev. Stat. § 79-526

Monies in School Buildings

3425

All monies collected for the school district shall be receipted and directed without delay to the proper location for deposit.

In no case shall monies be left overnight in school buildings, except in safes provided for safekeeping.

Deposit of Warrants

3430

All warrants made out to the school district shall be endorsed by the school district treasurer and promptly deposited into the appropriate bank account. Under no circumstances shall a warrant made out to the school district be presented to a bank for cash or presented to a creditor for the payment of goods purchased or services rendered.

Inventory System and Procedures

3435

The superintendent of schools shall designate a system to provide and maintain an accurate record of inventory for supplies, materials, and equipment on an annual basis and may delegate this duty to appropriate staff within the school district. School district employees should provide an annual inventory report of items in their responsibility areas to the superintendent.

NON-INSTRUCTIONAL OPERATIONS

Smoke-Free Environment

3500

All school district facilities, grounds, and vehicles shall be non-smoking areas and signs shall be posted to designate as such. This policy shall apply for all school-sponsored and nonschool-sponsored events and/or usages.

Insurance, Insurance Bidding, and Inventory

3505

The board of education shall be responsible for approving plans for carrying insurance on every school district building, in all school district plants (including contents, boilers, and machinery), and on all school district vehicles and other property under control of the board of education, or to which title is vested in the board of education, except as authorized under regulations of the Nebraska State Board of Education. The board of education may also purchase liability and errors and omissions insurance when deemed feasible. Refer to AR-3505, Insurance and Bond Coverage.

The board of education may periodically, or as deemed necessary, seek competitive bids for the school district's insurance package from companies with an A.M. Best's rating of "A" or better.

To assist in risk management assessment and budget planning, up-to-date inventories on major property items shall be kept on file in the office of the superintendent of schools.

Legal Reference: Neb. Rev. Stat. § 13-401
 Neb. Rev. Stat. § 13-916
 Neb. Rev. Stat. § 79-516
 Neb. Rev. Stat. § 79-610

Employee Bonds

3508

The school district shall pay the bonds of the school district treasurer and all school district employees who handle school funds. The amount of such bonds shall be determined by the amount of money that the treasurer or school district employee handles and as set forth by Nebraska statute.

All bonds shall be bid as deemed necessary by the board of education.

Legal Reference: Neb. Rev. Stat. § 11-103
 Neb. Rev. Stat. § 11-105
 Neb. Rev. Stat. § 11-119
 Neb. Rev. Stat. § 79-586

Physical Facilities

3510

It is the responsibility of the board of education to provide adequate physical facilities for the purpose of providing an adequate educational program. Such physical facilities are to be properly maintained and repaired, and employees are to be hired by the school district to maintain and repair such physical facilities. An adequate risk management or facility insurance coverage plan shall be maintained for all physical facilities of the school district, including school owned vehicles. School district employees are to be covered by an adequate insurance policy according to Nebraska law.

Legal Reference: Neb. Rev. Stat. § 79-501
 Neb. Rev. Stat. §§ 79-525 to 79-526

Student Transportation

3515

The school district shall either provide free transportation for resident students attending school in their assigned attendance area as required by law or shall pay a transportation allowance in lieu of such free transportation. Such an allowance shall be paid to the parents or guardian of the eligible student.

When a student attends school in this school district and lives more than four miles from the assigned attendance center and free transportation is not available, a fee shall be paid per mile for each mile the student travels beyond three miles on each day of attendance one way from the student's residence to the assigned attendance center. The fee to be paid shall be based upon Nebraska statutes and annually set by the board of education.

Transportation allowances shall be paid after the conclusion of each month. Each student's attendance record will be used to determine the number of days for which the transportation allowance shall be paid. If free transportation is available but a family chooses not to avail themselves to such free transportation, the family will not be eligible for the transportation allowance.

The responsibility for administering transportation in the school district shall rest with the superintendent of schools, who shall be assisted by the transportation coordinator and the bookkeeper.

A student may be required to meet a school district vehicle up to two miles without reimbursement. It shall be within the discretion of the board of education to determine such conditions.

Refer to AR-3515.1, Use of School Owned Vehicles, and AR-3515.3, Bus Accident Procedures.

Legal Reference: Neb. Rev. Stat. §§ 79-611 to 79-612

Policy Adopted: August 14, 2014

Transportation Responsibilities

3515.1

School transportation services are provided exclusively for the benefit and safety of school district students and are to be used only in support of programs authorized by and under the auspices of the board of education. All drivers shall hold the appropriate operator's permit and shall have passed the appropriate mental and physical examinations as set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles.

School bus stops and routes shall be determined by the superintendent of schools based upon efficiency, safety, board of education policy, and applicable state and federal law. The superintendent shall:

- (a) Annually review and assess school bus routes, stops, and loading zones for safety, changing student population, and supervision of students;
- (b) Advise parents of any changes in the transportation policy affecting students as early as possible, and be responsive to parents' requests for assistance in seeking alternatives to busing; and
- (c) Work with county and other governmental agencies on a continuing basis regarding transportation issues.

The superintendent, or his or her designees, shall devise regulations governing student behavior while riding in school buses or vehicles. Such regulations shall be approved by the board of education.

Students riding the school buses to and from school on regularly scheduled bus routes shall be under the control of the bus driver. Drivers shall report any student misconduct to the superintendent. The superintendent will work with the bus driver to resolve any student misconduct issues. On activity or field trips, assigned adult sponsors shall be responsible for maintaining discipline among students and for reporting student misconduct to the superintendent. Any student reported to the superintendent for misconduct may be denied bus transportation for a short period of time. Subsequent offenses may result in denial of transportation privileges for the remainder of the semester. No student shall have his or her riding privileges suspended without consultation with the superintendent. Refer to Policy 5505, Student Conduct.

Students shall not be permitted to leave a bus until they have arrived at their destination, except upon written instruction from the school district administration and/or the students' parents or guardians. Students who do not normally ride a bus must have written permission from the school district administration before they are allowed to ride.

Legal Reference: Neb. Rev. Stat. §79-608

Safe Driving Record Standard for Drivers

3515.2

For purposes of these policies, “pupil transportation vehicle” shall mean any vehicle utilized to carry school children as sponsored and approved by the board of education, including, but not limited to, a school bus, activity bus, small vehicle, or coach bus. “Pupil transportation vehicle operator” shall mean a driver of any pupil transportation vehicle utilized to transport school children.

The school district shall obtain a record of satisfactory driving for each pupil transportation vehicle operator. A copy of such operator’s driving record shall be on file with the school district before employment as a pupil transportation vehicle operator. The school district shall obtain and keep on file a criminal history record of pupil transportation vehicle operator applicants who are not certificated Nebraska teachers or administrators. Such criminal history record shall be obtained through the Nebraska State Patrol and local law enforcement agencies before a person’s employment as a pupil transportation vehicle operator.

The record of satisfactory driving shall apply to all new school district employees. Existing school district employees shall be subject to the same standards, although the superintendent or his or her designee may permit an exception based on the existing employee’s record of satisfactory driving while employed with the school district and the nature and proximity of prior driving offenses as they relate to safe transportation.

For pupil transportation vehicle operators, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

- (a) Motor vehicle homicide;
- (b) Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior five years;
- (c) Reckless driving or willful reckless driving, within the immediate prior five years; or
- (d) Accumulation of 5 or more points under the motor vehicle operators’ license point system within the immediate prior four years. In the event the person has accumulated 3 or 4 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the superintendent or his or her designee based on the nature and proximity of the offense as it relates to safe transportation.

Pupil transportation vehicle operators driving school buses must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. The superintendent of schools shall develop procedures for selecting school bus drivers to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities, including minimum requirements of a satisfactory driving record. Such school bus drivers must have a valid school bus operator’s permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for

extracurricular activities. All school bus drivers are required to inform the school district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the school bus operator's permit.

Substitute pupil transportation vehicle operators shall meet the same requirements and qualifications as a regular pupil transportation vehicle operator. A pupil transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of any school administrator or person designated by the board of education.

Each person who drives a school district vehicle other than a pupil transportation vehicle and does not transport students in such vehicle shall be precluded from driving in the event such person does not have a record of satisfactory driving. If driving vehicles is a function of such person's employment with the school district, such employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

- (a) Motor vehicle homicide;
- (b) Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior five years;
- (c) Reckless driving or willful reckless driving, within the immediate prior five years; or
- (d) Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the superintendent or his or her designee based on the nature and proximity of the offense as it relates to safe transportation.

Legal Reference: Neb. Rev. Stat. § 60-4,182
 Neb. Rev. Stat. § 79-318
 Neb. Rev. Stat. §§ 79-607 to 79-608
 92 NAC Chapter 91

Policy Adopted: August 14, 2014

Extracurricular Activities and Field Trips

3515.3

The superintendent of schools may authorize student extracurricular activities and field trips that relate to educational purposes and fall within budget limitations. Students participating in such extracurricular activities and field trips, other than those held at school district facilities, shall be transported by school district vehicles or other school-sponsored transportation.

Students may ride from an extracurricular activity or field trip in a non-school district vehicle with prior approval, after presenting the activity or trip sponsor with written permission to ride with a parent or guardian. The school district shall not be responsible for students riding in non-school district vehicles.

Overnight extracurricular activities and field trips must be approved by the superintendent.

Refer to Policy 6315, Educational Trips.

Legal Reference: Neb. Rev. Stat. § 79-601

Safe Pupil Transportation Plan

3515.4

This Safe Pupil Transportation Plan sets forth the school district's plan for providing safe transportation to students in pupil transportation vehicles.

The superintendent shall plan and implement a safety training program for pupil transportation vehicle operators and passengers. The superintendent shall monitor the scheduling of in-service and educational opportunities for such operators to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all in-service meetings.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education. Pupil transportation vehicle operators are required to attend each safety drill. Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency, including, but not limited to, students with disabilities.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicles. Students violating these rules and regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to pupil transportation vehicles or equipment by their children.

All transportation vehicles shall be acquired and maintained to meet or exceed Nebraska Department of Education Minimum Equipment Standards for pupil transportation vehicles. The superintendent shall develop a systematic preventative maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a recordkeeping system for maintaining inspection reports, along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

Weapons. Upon becoming aware of a weapon aboard a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (i.e., law enforcement or fire department), or community service agency. The school district office will immediately notify appropriate law enforcement agencies and school district administration;
- (b) Give a description of the weapon and participating parties to the school district office;

- (c) Pull the vehicle over to a safe and secure area; and
- (d) Confiscate the weapon if it does not jeopardize the safety of students or the pupil transportation vehicle operator.

Pupil Behavior. Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation vehicle operator is responsible for controlling behavior which affects safety and for reporting rule violations to school district administration. In the event that a student's behavior jeopardizes safety, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location;
- (b) Activate emergency flashers and bring the vehicle to a safe stop;
- (c) Seek to resolve the incident through discussion with the student(s) involved, using physical restraint only when necessary to protect students or the pupil transportation vehicle operator; and
- (d) Report and document discipline problems to school district administrators on a Student Disciplinary Action Report.

Terroristic Threats. A person commits a terroristic threat if the person threatens to commit any crime of violence (a) with the intent to terrorize another; (b) with the intent of causing the evacuation of a building, place of assembly, or facility of public transportation; or (c) in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location. The school district office will immediately notify appropriate law enforcement agencies and school district administration;
- (b) Keep passengers calm, which may mean complying with the person making the terroristic threat; and
- (c) Wait for instructions from the school district office or administration ***if possible***.

Severe Weather. School district buses and other pupil transportation vehicles will not operate when weather conditions such as fog, rain, snow, or other natural elements make it unsafe to do so. The superintendent shall make the final judgment as to when conditions make it unsafe to operate pupil transportation vehicles. As weather conditions may vary around the school district and may change quickly, the superintendent will make the best judgment possible with the information available and will be assisted by the actual "on location" reports of pupil transportation vehicle operators.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be provided by commercial radio, television, and the telephone calling tree. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school, or delivered to an appropriate alternate location, until they are picked up by their parents.

Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location;
- (b) If less than fifteen (15) minutes away, follow the directions of the school district administration and either return to the school or proceed to the nearest route home if a parent can be reached;
- (c) If more than fifteen (15) minutes away, proceed to the destination or to the nearest safe haven location at the discretion of the pupil transportation vehicle operator; and
- (d) In tornado-like conditions, if there is no shelter and there is immediate danger, the pupil transportation vehicle operator and passengers are to follow evacuation procedures and get everyone off of the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

Hazardous Materials. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location. The school district office will immediately notify appropriate law enforcement agencies and school district administration;
- (b) Pull the vehicle over to a safe and secure area;
- (c) Give a description of the hazardous materials in question to the school district office; and
- (d) Wait for instructions from the school district office or administration ***if possible***.

Medical Emergencies. Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation ***if possible***. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location. The school district office will immediately notify appropriate medical agencies and school district administration;

- (b) Follow instructions from the school district office or administration and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures;
- (c) **Only if necessary**, move student passengers only enough to get them out of danger of traffic or fire. If moved, the pupil transportation vehicle operator and aide are to keep passengers where placed until medical personnel arrive, unless a parent has taken charge of his or her child; and
- (d) Keep student passengers as calm as possible.

In the event the pupil vehicle transportation operator is incapacitated, the designated pupil representative shall call the school district office.

Procedures in the Event of Mechanical Breakdown of Vehicle. Upon becoming aware of a mechanical breakdown aboard a pupil transportation vehicle, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation **if possible**. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location;
- (b) Pull the vehicle over to a safe and secure area **if possible**;
- (c) Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines if not in a secure area; and
- (d) Keep student passengers as calm as possible.

The school district office will arrange for assistance and a relief vehicle **if needed**.

Procedures in the Event the Drop-off Location is Uncertain or Appears Unsafe to Leave. In the event the drop-off location is uncertain or appears unsafe to leave students, the pupil transportation vehicle operator shall make every attempt to:

- (a) Radio or call the school district office and notify staff of the situation **if possible**. If not possible, every attempt shall be made to telephone the school district office from a cellular telephone or from the nearest safe haven location. The school district office will immediately notify appropriate law enforcement agencies and school district administration if appropriate under the circumstances; and
- (b) Release students only if an adult responsible for such students is present. If not, keep students who are to be released in the vehicle, continue with the route, and return student who were to be released to the school.

Transportation of Unsafe Items. Pupil transportation vehicle operators shall not permit the transportation of any items, animals, materials, weapons or lookalike weapons, or equipment which would in any way endanger the lives, health, or safety of such operator and any passengers. Lookalike weapons associated with a school-sponsored or approved activity may be transported only with written permission of the school district administration. Any items that could break or produce injury if tossed about inside the pupil transportation vehicle if involved in an accident or sudden stop shall be secured or stored in the luggage bays.

Documentation under Safe Pupil Transportation Plan. Each pupil transportation vehicle operator is required to complete and submit to school district administration a Student Disciplinary Action Report involving his or her vehicle or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

Supplemental Information. A copy of this Safe Pupil Transportation Plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this Safe Pupil Transportation Plan can be found in the school district's safety and security plan adopted pursuant to Nebraska Department of Education regulations and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. § 28-311.01
 Neb. Rev. Stat. § 79-318
 Neb. Rev. Stat. § 79-601
 Neb. Rev. Stat. § 79-609
 92 NAC Chapter 91

Policy Adopted: August 14, 2014

Pupil Transportation Vehicle Inspections

3515.5

Mechanical

A mechanical inspection shall be performed on all school district pupil transportation vehicles prior to the opening of school each fall and each eighty days during that part of the year when school is in session. The *Mechanic's Pupil Transportation Vehicle Inspection Report* will be used. If a mechanical inspection reveals any defects, the pupil transportation vehicle will be removed from service until such defects are corrected.

Daily Vehicle Inspections

In addition to the mechanical inspections, each pupil transportation vehicle operator shall make daily inspections of his or her vehicle to ensure that the vehicle and its equipment are fully operational. Reports of such daily inspections shall be kept by the operator and filed weekly with the superintendent of schools or the person designated to receive these reports. The *Daily Vehicle Inspection Form* will be used.

Post-Trip Inspections

All pupil transportation vehicle operators must conduct post-trip inspections as required in the Staff Handbook. This duty cannot be delegated. The *Daily Post Trip Inspection Form* will be used. Post-trip inspections must be performed after the completion of each trip and at the vehicle storage compound. Post-trip inspections shall include, but are not limited to, walking from one end of the vehicle to the other and checking behind and under every seat for students remaining in the vehicle. If a pupil transportation vehicle operator fails to perform a post-trip inspection, and a student is left in the vehicle without supervision or at the vehicle storage area, the operator will be dismissed from his or her duties.

The superintendent shall retain copies of all vehicle inspections performed.

Legal Reference: Neb. Rev. Stat. § 79-602

Policy Adopted: August 14, 2014

Student Transportation in Private Vehicles

3515.6

School district employees with standing authorization or special permission to use their own vehicles for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the superintendent of schools.

Standing authorization shall be granted by the board of education to school district administration and other student services employees designated by the superintendent.

Special permission for providing student transportation in private vehicles may be granted in exceptional cases by the principal to school district employees such as coaches, music teachers, and activity sponsors. Exceptional cases shall be determined by a review of the number of students traveling, relative costs, safety factors, and distance, as well as when the following conditions have been met:

- (a) The school district administration has approved the activity;
- (b) A permission slip signed by the student's parent or guardian has been received by the principal or his or her designee, granting permission for the student to participate in the activity and to ride in the private vehicle;
- (c) The school district employee driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the State of Nebraska and as set out by the school district;
- (d) The vehicle contains an adequate number of seat restraints and the adult driver requires their use; and
- (e) The "school students" signage required by the Nebraska Department of Education is displayed on the private vehicle when students are being transported.

The school district will develop procedures to implement this policy.

Transportation Liability Insurance

3515.7

The school district shall purchase liability insurance consistent with state statute and generally accepted insurance practices. Such liability insurance shall be conditioned for the payment of any and all damages due to bodily injury or death, or injury to or destruction of property, that may accrue to any person or persons by reason of any negligence or carelessness in transporting students or other school district employees to and from school-sponsored activities or when on school business in school district-owned vehicles.

Legal Reference: Neb. Rev. Stat. § 79-610

Policy Adopted: August 14, 2014

Special Education Student Transportation

3515.8

Transportation of students who require special education services shall generally be provided as for other students, when appropriate.

Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan. Transportation of a student to and from a special education support service is a function of that service, and shall be specified in the individual education program.

When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP, the school district will provide one or more of the following transportation arrangements for special education instructional or support services:

- (a) Transportation from the student's residence to the location of the special education instructional or support services and back to the student's residence;
- (b) Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education instructional or support services; and/or
- (c) Reimbursement of the actual costs of transportation when, by mutual agreement, the parents provide transportation for the student to and from the special education instructional or support services.

Legal Reference: 20 U.S.C. § 1401
 20 U.S.C. § 1701 *et seq.*
 34 C.F.R. Part 300

Cell Phone Usage in Pupil Transportation Vehicles

3515.9

All pupil transportation vehicle operators are prohibited from using cell phones and all other electronic devices while operating such vehicles, regardless of occupancy. If situations occur that require the operator to make or receive a phone call, the operator shall not do so until the vehicle has safely pulled to a complete stop off the road. Violation of this policy may result in termination of employment.

Transportation of Nonschool Groups

3515.10

School district vehicles may be available to local entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students. The local entity shall make a donation for use of the school district vehicle.

McPherson County Schools are committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent is designated as and shall serve as the primary liaison between emergency personnel and the District in the event of an incident. The Superintendent shall designate individuals within each building to serve as a liaison between emergency personnel and the District in the event of an incident. The Superintendent shall inform emergency personnel of the persons designated as liaisons.

The Superintendent shall ensure that emergency drills are conducted at least as often as required by law, including fire drills conducted at least once a month with one additional drill being conducted during the first 30 days of school, tornado drills conducted at least once during the first two weeks of school and at least once during the month of March, and bus evacuation drills conducted at least two times during the school year involving all students and appropriate staff.

The Superintendent shall ensure that, in the event of an emergency, the District has methods of communication to reach all internal and external stakeholders and that the District has a plan for public communication to gather, verify, coordinate, and disseminate information during an incident.

The Superintendent shall ensure that multi-hazard training is provided for specified employees in required areas to comply with local, state, and federal regulations, as well as non-required areas to improve safety within the District.

Safety Committee

A Safety Committee is hereby created. The Superintendent shall coordinate and maintain the Safety Committee. The Safety Committee will be made up of community stakeholders willing to serve on the Committee. The Board hopes that the following members of the community are willing to serve on the Safety Committee: parents, law enforcement and local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

The Safety Committee shall meet at least annually to review safety standards and protocols. The Safety Committee may designate subcommittees to report to the Safety Committee.

The Safety Committee shall:

- Prepare and communicate with local authorities (e.g., fire, police, rescue, emergency management personnel) at least annually. Such communications shall include collaborations with local authorities to identify and address safety and security issues.
- Consider, develop and implement guidelines for event and incident management. Such guidelines shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually.
- Consider, develop and implement standard response and practice procedures for emergency situations, such as lock downs, lock outs, evacuations and shelter. Such procedures shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually. Such procedures shall include a plan to identify and document crisis communication procedures with the following stakeholder groups: emergency responders, employees, students, parents/guardians, media, and others as needed. Such procedures shall also provide information to staff to empower staff to initiate protection actions, when appropriate.
- Take any reasonably necessary steps to ensure that the District is in compliance with all applicable fire and life safety codes.
- Take any reasonably necessary steps to ensure that the District has standardized and visible interior and exterior signage for emergency responders.
- Consider, develop and implement strategies and processes to assess observable, positive relationships between students and employees and students and other students.
- Consider, develop and implement strategies and processes to create a respectful, positive, and safe environment conducive to learning.
- Consider, develop and implement procedures to monitor school safety and security protocols for off-campus school sponsored events.
- Consider, develop and implement a student assistance process where problem solving can occur and intervention strategies are recommended and implemented.
- Consider, develop and implement a plan for behavioral threat assessments and conducting threat assessment protocols using trained staff.
- Consider, develop and implement safety and security procedures to monitor before and after-school activities, including other facility users.
- Identify mental health resources and use such resources when appropriate.
- Ensure that procedures are in place that require all District employees to participate annually in at least one hour of suicide prevention training.

- Ensure that all school buildings have designated multiple evacuation assembly locations for each building, and that staff and students within each building are aware of said locations.
- Review the District's bullying policy and student dating violence policy at least annually and recommend to the Board any proposed changes to the District's bullying policy and/or student dating violence policy.
- Consider, develop and implement a protocol for an annual inventory of all chemicals (e.g., classrooms, custodial, buildings, grounds), proper storage, and disposal of unused or outdated chemicals.
- Ensure that the District maintains immunization records for all students and uses the data for health and safety of students, when appropriate.
- Conduct a District-wide safety and security self-assessment for each building.
- Conduct a safety audit on an annual basis.
- Review at least annually the District's policies and protocols on active supervision throughout school buildings and campus, and recommend any changes in policies or protocols to the Board.
- Review at least annually the District's policies and protocols on security and visitors (including visitors in specialized areas, such as prekindergarten areas, playgrounds, science labs, and so forth) in school buildings, and compare the District's policies and protocols with guidance issued by the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA), and recommend any changes in policies or protocols to the Board.
- Conduct a performance review of emergency drills and suggest any changes, when appropriate.
- For any safety and security procedures or protocols, review said procedures and protocols to ensure that such procedures and protocols accommodate individuals with special needs.
- Consider, develop and implement procedures supporting academic, physical, operational and psychological/emotional aspects of an incident, after an incident occurs. Such procedures shall ensure that students and employees are supported and given an opportunity to address psychological and emotional health needs after an incident. Such procedures shall also ensure that resource requests and management of the incident be conducted in a way that supports the psychological and emotional needs of students and staff after an incident. The Committee shall explore mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas, and make any recommendations to the Board.
- Adopt and maintain an effective written Injury Prevention Program for the District.

The Safety Committee shall maintain documentation of its compliance with this policy.

Legal Reference: Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 10, Rule 10 Accreditation of Schools,

011.01b, c, d, e, f, g (Seclusion and Restraints, Bullying, Dating Violence); 79-2,137 (Bullying); 79-2,138 to 79-2,142 (Dating Violence); 79-2,146 (Suicide Awareness, 2015-2016); Criminal Code Sec. 28-318 (Sexual Harassment); Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 11, Rule 11 Accreditation of Schools, 004.11g (Pre-K CPR and First Aid) Neb. Rev. Stat. §§ 48-443 to 48-445

Cross-Referenced: Policy 3523 (Emergency Drills)

Policy Adopted: August 14, 2014
Policy Revised: June 8, 2017

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

Equipment

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants, and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance, or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

When the school acquires an AED it will notify the local emergency medical service of the existence, location, and type of the AED, and will notify EMS of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

Program Coordinator

The school district's AED Program Coordinator is the Athletic Director. The Program Coordinator shall:

- Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED
- Select employees for AED training
- Arrange for appropriate training of anticipated users at least annually
- Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification
- Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- Maintain on file a specification sheet on each approved AED model
- Monitor the effectiveness of this system
- Communicate with medical director on issues related to medical emergency response program including post-event reviews
- Coordinate with the local fire department and police department

- Take appropriate steps after an AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing, or recharging components of the AED as appropriate.

Medical Oversight

The medical advisor of the AED program is Steve Boyer, M.D. of Mullen, Nebraska. The medical advisor is responsible for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
- Evaluation of post-event review forms and digital files downloaded from the AED

Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED, or medical first aid.

Fire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference: Neb. Rev. Stat. §79-706

School district officials shall take pro-active steps to reduce the probability of a bomb threat. Primary consideration shall be given to the safety and welfare of students and school district employees. Steps shall be taken to (a) reduce the opportunities for persons to leave unidentified objects unattended on school premises, (b) reduce the opportunities for unidentified persons to enter school premises or school buildings, and (c) to control the flow of foot traffic and vehicular traffic around school premises.

All physical education bags, athletic bags, backpacks, musical instrument cases, or other boxes or containers brought onto school premises by any student or school district employee must be kept in a student's locker or in an area designated by school officials. School lockers are the property of the school district and shall be subject to unannounced checks by school officials. Students will be assigned lockers and a record of occupancy shall be maintained in the office of the principal. Only school-approved locks shall be used on lockers. School officials will remove any unauthorized locks on lockers. Any lockers not assigned to a student will be kept locked and clearly marked so school officials will know such lockers are unoccupied.

The number of exterior doors by which school district employees may enter a school building without a key shall be limited. Except for major entrances, exterior doors shall be designated so building occupants can readily exit the building in the event of an emergency, but school district employee cannot enter without a key. Records are to be maintained on the issuance of all building keys. School district employees who are issued keys shall not loan such keys to unauthorized individuals.

The school district shall post signs on all entrances directing all non-school persons entering the building to report to the office of the superintendent of schools. If an unidentified person is seen in the building, school district employees should ask the person if he or she could help direct the person to his or her destination. Unidentified persons loitering in or around the building shall be reported to the school district office or to custodial personnel.

The following procedures shall be followed should any school district employee receive a telephone call or a message that a bomb or any lethal explosive device exists or is reported to exist in or around a school building or school district premises:

- (a) The person receiving the telephone call or message shall attempt to gain all possible information. Refer to Step 1 of AR-3525, Bomb Incident Plan.
- (b) The person receiving the telephone call or message shall notify the superintendent, the building principal, or a designated individual immediately. Refer to Step 2 of AR-3525, Bomb Incident Plan.
- (c) The superintendent, or his or her designee, shall serve as the spokesperson for the school district to parents, the press, or other information gathering agencies.
- (d) School time missed due to a bomb threat shall be made up unless excused by the board of education.

When a building is evacuated, school district employees shall take students to a predetermined "safe area," an area which will not be used by emergency vehicles.

School officials shall provide the fire department with current copies of all school building floor plans. These plans shall list all activities for each room and indicate where flammable and/or toxic chemicals are regularly stores. These floor plans shall also indicate the location of major electrical and gas shutoffs. The floor plans shall be updated annually (Note: The floor plans need not be building blueprints.)

This policy shall be reviewed annually by the board of education.

School district records shall be organized, managed, retained, and disposed of in accordance with law and the Nebraska Secretary of State's schedules for retention and disposition of public records. The superintendent of schools is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period should be addressed to the records officer.

Electronic Messages

Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons, and any other individual or entity. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI).

The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

- (a) **End-User Management.** End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop computer, rather than from a central point. Each end-user is responsible for organizing, managing, and disposing of records that are part of his or her desktop computer.
- (b) **Categories for Retention.** Electronic messages fall within three categories: (1) transitory messages, (2) records with a less than permanent retention period, and (3) records with a permanent retention period. End-users are to organize, store, retain, and dispose of electronic messages according to these three categories. The records officer shall determine which electronic messages require any sort of retention and communicate such determination to school district employees.
 - (1) ***Transitory messages.*** Transitory messages are messages posted to several persons and casual or routine communications similar to telephone conversations. As determined on an individual case-by-case basis by the end-user, transitory messages include, but are not limited to, certain embryonic materials, notes, or drafts; unwanted and unneeded "junk" mail; "personal" mail for school district employees not related to school district business; unsolicited sectarian, religious, partisan, political, or commercial messages; or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. School district employees sending or receiving such messages may delete them immediately without obtaining approval.

- (2) *Records with a less than permanent retention period.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. School district employees creating or receiving such messages may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records shall be made to the records officer.
 - (3) *Records with a permanent retention period.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records shall be made by the records officer after consultation with NSHS and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the decision is made to transfer the records, then the determination of the method, frequency, and format of the transfer should be made cooperatively by the records officer, NSHS, and State Records Administrator.
- (c) Electronic Storage Limitations. The school district's computer system deletes electronic messages within sixty (60) to ninety (90) days after such messages are sent or received in order to avoid operational problems. End-users with electronic messages that are required to be maintained past that time shall convert such electronic messages to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for a particular electronic message is the best indicator of which storage format to choose.

Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging shall not be used for personal purposes, except for (1) incidental, intermittent, or occasional use which does not interfere with performance of duties as determined by the school district administration; (2) use that is authorized pursuant to an individual use agreement; and (3) use that represents a form of the school district employees' compensation. Electronic messaging shall not be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging shall not be used for the purposes of assisting a non-profit organization, except when and to the extent such use serves a school purpose or facilitates school district business.

Electronic messaging shall not be used to (1) promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability, or sexual preference; (2) promote sexual harassment; or (3) promote personal, political, or religious business or beliefs.

School district employees shall not (1) read electronic messages received by another employee when there is no school district related purpose for doing so; (2) send electronic messages under another employee's name without the employee's consent or administrative authorization; or (3) change or alter any portion of a previously sent electronic message without administrative authorization.

Electronic messaging is subject to all requirements of Policy 6800, Internet Safety and Acceptable Use, and may be monitored and accessed at any time without prior notice. The school district has the complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right, and it is not a public forum. Electronic messaging is made available subject to all board of education policies and regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

Litigation Holds

When litigation against the school district or any school district employee is filed or threatened, the school district shall take all reasonable actions to preserve all documents and records that pertain to the issue. Such actions shall be taken in particular when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the school district is made aware of pending or threatened litigation, a litigation hold directive shall be issued by the records officer or his or her designee. The directive shall be given to all persons suspected of having records that may pertain to the litigation issue.

School district employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the school district's computer system. Such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold. E-mail and computer accounts of separated employees that have been placed on a litigation hold shall be maintained by the records officer until the hold is lifted.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposal or destruction of the records until the litigation hold has been lifted. No school district employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Settlement Agreements

A public written or electronic record of all settled claims shall be maintained. The record for all claims settled in the amount of fifty thousand dollars (\$50,000.00) or more (or one

percent of the total annual budget of the school district, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of financial compensation, if any, paid by or to the school district or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the board of education for information purposes, or for approval if required.

The record of any settled claim or settlement agreement shall be a public record, although specific portions of the record may be withheld from the public to the extent permitted or provided by law.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. §§ 84-712 to 84-713
 Neb. Rev. Stat. §§ 84-1201 to 84-1227
 Nebraska State Records Administrator Guidelines

It is the policy of the District to comply with the Every Student Succeeds Act (ESSA) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Policy Adopted: August 14, 2014
Policy Revised: February 8, 2017

PERSONNEL

Recruitment and Selection

3605

The school district is an equal opportunity employer and shall employ the individual considered to be most qualified for each vacancy. Prior to filling any vacancy, the position shall be publicly advertised to seek applications from as many qualified applicants as possible. Each applicant for employment by the school district must possess the education and training necessary to perform the tasks for the position for which he or she has applied, and must be trustworthy, of good moral character, and willing and able to assume the responsibilities of the assigned duties.

Reimbursement and Miscellaneous Expenditures

3610

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members, administrators, staff, and volunteers to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such individuals may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, non-alcoholic beverages, and over-night costs of meals and lodging as permitted by law. Meals will be reimbursed at actual cost up to \$25.00 per day.
3. The board authorizes the expenditure of funds for meals for students participating in state competitions or events involving an overnight trip. The coach/ sponsor shall pay for one group meal per day with the school credit card not to exceed \$16.50 per student. The meal stop must be planned by a school district administrator or the Athletic Director.
4. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
5. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$25.00.

Refer to AR-3610, Travel Expenses.

Adopted on: August 14, 2014
Revised on: January 12, 2017
Revised on: June 8, 2017