

## BUSINESS MANAGEMENT

### EA                    Goals and Objectives

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

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

Approved: March 8, 1999

**EB Buildings and Grounds Management**

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

Approved: March 8, 1999

**EB-R Building and Grounds Management**

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

Approved: January 12, 1987

**EBA Insurance Program**

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

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

Approved: February 8, 1988

**EBA-R Insurance Program**

The board may designate one or more insurance agents of record. The superintendent or designee may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the employees and property of the district.

Approved: February 8, 1988

**EBAA Workers' Compensation**

The district will participate in workers' compensation as required by current statute.

Approved: December 4, 1989

**EBAA-R Workers' Compensation**

All employees of the board shall be covered by workers' compensation insurance or workers' compensation pool paid for and provided by the board. Workers' compensation insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury arising from accident or industrial diseases suffered or contracted as a result of employment in the district.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those workers that qualify. However, should any worker qualify for sick leave coverage as supplied by the district, the amount of workers' compensation will be deducted from the daily wage of the employee before sick leave pay is paid. The employee will be charged for one full or part of a day of sick leave, as provided in the sick leave policy or the negotiated agreement, for each day absent until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written doctor's release before the employee shall be allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

Approved: December 4, 1989

## **EBB            Safety**

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

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

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

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

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

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

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

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

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

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

Approved: 1/12/87; August 11, 2008; 8/11/14

## **EBBA Hazardous Waste Inspection and Disposal**

Inspection - Regular inspection of district facilities for hazardous waste shall be conducted by the superintendent. Written records of these inspections shall be maintained.

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

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

Approved: May 14, 1990; 4/13/15

## **EBBA-R Hazardous Waste Inspection and Disposal**

### **Inspection and Disposal**

Should hazardous waste be discovered during the periodic inspection as required in Policy EBB and/or hazardous waste is produced during the instruction of a class, the waste material shall be disposed of in accordance with current law and guidelines published by the Kansas Department of Health and Environment.

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

Approved: May 14, 1990

## **EBBE      Emergency Drills**

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

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

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

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

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

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

Approved: October 13, 2003, 2/11/19, 8/12/19

## **EBC Security and Safety**

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

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

### **Reporting Crimes at School to Law Enforcement**

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

Reportable events would include:

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

It is recommended the building administrator also be notified.

### **Reporting Certain Students to Administrators and Staff**

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

Reportable events include:

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

## **EBC Security and Safety**

- A student being tried and convicted as an adult for any felony, except theft

involving no direct threat to human life.

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

### Annual Reports

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

### Staff Immunity

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

Approved: 8/9/99; August 11, 2003; 8/8/16

**- Sample Form -**

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b> <b>USD _____</b>
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Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description</b>
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
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Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD \_\_\_\_ Student/s file

Approved : 8/13/18

- Sample Form -

*Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.*

<b>Report to Staff Member USD ###</b>
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Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

<b>School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD ### employees and officials. Violation of these privacy rights could include sanctions up to and including termination.</b>
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Signed: \_\_\_\_\_

—  
School employee who receives the report

Signed: \_\_\_\_\_

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Administrator or school employee making report

Approved: 8/13/18

## **EBCA      Vandalism**

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

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

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

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

Juveniles or their parents will make restitution payments to the business office, and their accounts will be credited accordingly. Persons of legal age will be held responsible for their own payments. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time may be processed for legal action.

Return of School Property - School property must be returned when a student moves out of the district. If not returned, the district may refuse to forward student records according to law.

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

## **EBCA Vandalism**

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

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

*Persons having any knowledge are urged to contact the Superintendent of Schools at 211 South Broadway, P.O. Box 188, Sterling, Kansas 67579, 316/278-3621. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.*

Approved: January 14, 1985

## EBE            Cleaning Program

The superintendent or designated representative will develop a building and grounds cleaning program.

Sanitation - The superintendent or designated representative will develop such cleaning schedules as are necessary to see that all attendance centers and grounds are free from litter and refuse.

Repairs - The superintendent or designated representative will repair any item in need at the earliest possible time after a defect has been discovered.

Approved: March 8, 1999

## EBE-R        Cleaning Program

Any cleaning program initiated by the district shall include but not be limited to the following at least once each year at all attendance centers:

- ↔ the attendance center will be thoroughly cleaned
- ↔ all floors will have the wax removed and re-waxed or refinished
- ↔ all gym floors will be refinished as necessary
- ↔ all student and faculty desks will be sanded and/or cleaned as necessary
- ↔ all windows and sills will be cleaned and/or re-caulked as necessary
- ↔ all door locks will be repaired and cleaned as necessary

All gym shower rooms will be cleaned and disinfected **once daily**; all restrooms will be cleaned **daily**.

Repairs - If the cost of repair of any item exceeds the funds in the general budget for said repairs, the superintendent will seek permission from the board to issue no-fund warrants, if necessary, or use capital outlay funds to repair the defect.

Approved: March 8, 1999

**EC                    Equipment and Supplies Management**

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

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

Receiving - all packing lists should be checked for accuracy against all invoices as merchandise is received.

Equipment Maintenance - school district-owned equipment should be checked for malfunctions on a periodic basis and repaired as quickly as possible.

Approved: March 8, 1999

**ECA            HIPPA Policy (See also JRB)**

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

Staff Training Required – The district shall provide appropriate and timely professional development activities regarding HIPPA requirements.

Compliance Required – All staff shall abide by HIPPA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

Approved: August 11, 2003

## **ECH            Printing and Duplicating Services**

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

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

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

Approved: 3/8/99; September 9, 2002

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

In accordance with school board Policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

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

The purpose and character of the use. The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The nature of the copyrighted work. Copying portions of a news article may fall under fair use, but not copying from a workbook designated for a course of study.

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

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

The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

### Prohibited Practice

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

### Permitted Practice

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

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

### Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

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

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

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

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

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

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

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

### Computer Software

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

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

Approved: 9/8/86; 9/9/02; August 11, 2003

**ED                      Student Transportation Management (See EDDA and JGG)**

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

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

Approved: July 12, 2010

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

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

Liability - All school vehicles will be adequately insured.

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

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

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

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

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

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

Scheduling and Routing - Scheduling and routing shall be the responsibility of the superintendent or the superintendent’s designee.

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

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

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure,

## **EDAA School Vehicles    EDAA-2**

and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

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

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

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

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

Transportation to Summer Athletic Events - The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

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

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other

**EDAA School Vehicles EDAA-3**

fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

Approved: 1/10/83; 8/11/03; July 12, 2010; 5/11/15; 8/10/15

**EDAA-R      Seat Belts**

Students riding in school owned vehicles other than large buses are required to wear a seat belt. (For purposes of this policy, a large bus is defined as any bus with seating capacity of 24 passengers or larger.) The driver of the vehicle shall require students to fasten seat belts and keep them fastened while being transported. Failure of the student to abide by this regulation shall be reported to the building principal, who may deny future transportation privileges to violators.

Approved: November 11, 1985

## **EDB            Vehicle Idling**

This policy seeks to reduce student and driver exposure to vehicle exhaust by limiting unnecessary idling of school buses and other vehicles to improve the health of students and others on school campus. This policy applies to all school buses, delivery and personal vehicles at school loading and unloading areas, on field trips and at other destinations.

Exhaust from idling school buses, delivery and personal vehicles can accumulate in and around the bus/vehicle and pose a health risk to children, drivers and the community at large and exposure to exhaust can cause lung damage, respiratory problems and exacerbate asthma and existing allergies; long-term exposure is thought to increase the risk of lung cancer. Automobile exhaust leads to ground-level ozone formation, acid rain, and other forms of air pollution. It also releases greenhouse gases to the atmosphere, a major contributor to global climate change. Idling buses/vehicles also waste fuel and financial resources.

### **Guidance for School Buses**

- Drivers will turn off their engines as soon as practical when arriving at loading or unloading areas in order to eliminate idling time and reduce harmful emissions. They should be started when the bus is ready to depart and there is a clear path to exit the pick up area. Exceptions include conditions that would compromise safety, such as a) extreme weather conditions or b) idling in traffic.
  - At bus depots, warm-up idling will be limited to what the school bus manufacturers recommend (usually 3-5 minutes). Exemptions include extremely cold weather.
    - The loading zone, when feasible, will be located at least 100 feet from air intakes, doors, and windows of the school building. When this is not possible, school personnel will take steps to limit air intake during loading and unloading times.
    - The employer of the school bus driver must ensure that the bus driver upon employment is informed of the requirements of this policy.
    - All drivers will receive a copy of this policy before the start of each school year and should acknowledge such receipt by their signature.

### **Guidance for Delivery Vehicles**

- All service delivery vehicles will turn off engines while making deliveries to school buildings.
  - Signs will be posed at loading docks to remind drivers of the commitment to be idle-free.
  - All drivers will receive a copy of this policy before the start of each school year and should acknowledge such receipt by their signature.

## **EDB Vehicle Idling**

### Guidance for Personal Vehicles

- Drivers will turn off their engines as soon as practical when arriving at loading or unloading areas in order to eliminate idling time and reduce harmful emissions. They should be started when the vehicle is ready to depart and there is a clear path to exit the pick up area. Exceptions include conditions that would compromise safety, such as a) extreme weather conditions or b) health factors where a controlled temperature is necessary.
- At the beginning of each new school year, parents and guardians will receive an information fact sheet on idling and health and sign a commitment to help reduce unnecessary idling.
- Efforts will be made to reduce idling by converting the “pick-up line” of vehicles to a “pick-up lot” where parents and guardians can park and wait without the need to idle.

### Guidance for the School

- The school district will post “idle-free” or “idle reduction zone” signs in loading and unloading areas to alert bus drivers, parents, guardians, administrators, and vendors that engines should be turned off when a vehicle is waiting or parked.
- In extreme cold and warm weather, schools are encouraged to provide a space inside buildings where drivers who arrive early may wait to encourage compliance with this idle-free policy.

Approved: July 12, 2010

**EDDA            Special Use of School Buses**

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset, totally or in part, the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities groups may sponsor while using district transportation shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

Approved: December 9, 1997

## **EDDA-R Special Use of School Buses**

The board may allow the following special uses for district owned buses: (K.S.A. 72-8316)

Parents and/or other adults when traveling to or from school-related functions or activities.

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

Persons engaged in field trips related to an adult education program maintained by the district.

Governing bodies of townships, city or county who transport individuals, groups or organizations.

Nonpublic school students when traveling to or from inter-school or intra-school functions or activities.

Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.

A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or from transportation of students, alumni and other members of the public to or from functions or activities of these organizations.

Public recreation commissions, if travel is to or from an activity related to the operation of the commission.

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

Approved: December 9, 1997

## **EE Food Services Management**

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

### **Sanitation Inspections**

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

### **Records**

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

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

### **Meal Prices**

Meal prices shall be determined by the board.

### **Free and Reduced Price Meals**

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

### **Unpaid Meal Charges**

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Charging of a la carte or extra items to this account will not be permitted.

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

**EE    Food Services Management    EE-2**

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

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

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved: November 9, 1992, 1/9/17