

TABLE OF CONTENTS
E - BUSINESS MANAGEMENT

		<i>Latest BOE Approval Dates</i>	
		<i>Policy</i>	<i>Regulation</i>
EA	Goals and Objectives	<i>03-09-92</i>	<i>No Reg</i>
EB	Buildings and Grounds Management	<i>03-09-92</i>	<i>03-09-92</i>
EBA	Insurance Program	<i>03-09-92</i>	<i>03-09-92</i>
	Liability Other Than for Vehicles		
EBAA	Workers' Compensation (See also GAOE)	<i>03-09-92</i>	<i>08-14-95</i>
EBB	Safety	<i>09-08-08</i>	<i>No Reg</i>
	Safety Rules		
	Safety Unit		
	Warning Systems		
	Safety Inspections		
	Heating and Lighting		
EBBA	Hazardous Waste Inspection and Disposal	<i>03-09-92</i>	<i>03-09-92</i>
	Inspection		
	Disposal		
EBBD	Evacuations and Emergencies	<i>05-14-01</i>	<i>05-14-01</i>
	School Closing Announcements		
	Bomb Threats		
	Planning for Emergencies		
EBBE	Emergency Drills	<i>05-14-01</i>	<i>05-14-01</i>
EBBF	Crisis Planning (See EBBD)	<i>05-14-01</i>	<i>05-14-01</i>
EBC	Security and Safety	<i>10-08-01</i>	<i>No Reg</i>
	Staff Identification Procedure		
	Employees		
	Substitute Employees		
	Visitors		
	Reporting Crimes at School to Law Enforcement		
	Reporting Certain Students to Administrators and Staff		
	Annual Reports		
	Staff Immunity		
	Report to Local Law Enforcement (form)	<i>09-08-08</i>	---
	Report to Staff Member (form)	<i>10-21-99</i>	---
EBCA	Vandalism	<i>03-09-92</i>	<i>No Reg</i>
	Vandalism Protection		
	Restitution for Damages		
	Return of School Property		
	Offering a Reward		
EBE	Cleaning and Maintenance Programs	<i>03-09-92</i>	<i>03-09-92</i>
	Sanitation		

EBF	Energy Management and Conservation Energy Conservation Guidelines Procedures for Operating Air-Conditioning Equipment Procedures for Operating Heating Equipment Procedures for Operating Lighting and Electrical Equipment	05-10-04	05-10-04
EBI	Long-Range Maintenance Programs	03-09-92	03-09-92
EBJ	Records	03-09-92	No Reg
EC	Equipment and Supplies Management Receiving	03-09-92	03-09-92
ECA	HIPAA Policy (see JRB) Staff Training Required Compliance Required	02-14-05	No Reg
ECH	Health Records - Request for Amendment Form Printing and Duplicating Services <i>(new handbook language approved 10-13-03)</i>	02-14-05 09-09-02	--- No Reg
ED	Student Transportation Management (See EDDA, JGG) Student Transportation Outside of the District	08-09-10	No Reg
EDAA	School Vehicles (District-Owned Buses) (See ED, JBCA, Liability Safety Speed Limits Safety Inspection Scheduling and Routing Records Licensing of Drivers Housing of School Vehicles and JGG)	08-09-10	No Reg
EDDA	Special Use of School Buses Transportation Use Policy - General Provisions Terms for Use of Transportation	03-09-92	03-09-92
EE	Food Services Management Sanitation Inspection Records	03-09-92	03-09-92
EF	Data Management Data Dissemination To Education Agencies	03-09-92	No Reg

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

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

Approved: 3-9-92

All district buildings and property shall be maintained and inspected on a regular basis.

Approved: 3-9-92

The Director of Business and Operations shall develop a comprehensive program which will ensure proper maintenance of all district-owned property.

Approved: 3-9-92

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

Liability Other Than for Vehicles

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

Approved: 3-9-92

The district may designate one or more insurance agents of record. The Director of Business and Operations may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

Approved: 3-9-92

The district will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

Approved: 3-9-92

All employees of the district shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases suffered or contracted or arising out of and in the course 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 employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers' compensation will be charged for one full or partial day of sick leave, as provided in the sick leave policy or the negotiated agreement, for each day of absence 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 doctor's written release before the employee is 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.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing his/her job.

Approved: 8-14-95

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

Safety Rules

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

Safety Unit

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

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

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

Warning Systems

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.

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 the 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 safety for students, district employees, and patrons. These devices shall meet minimum state and federal standards.

Approved: 9-08-08

Inspection

Inspection of district facilities for hazardous waste shall be conducted as provided in policy *EBB Safety Inspections*. 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.

Approved: 3-9-92

Inspection and Disposal

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

Approved: 3-9-92

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent or his/her designee. A plan for emergency dismissal of students during the school day shall be developed and approved by the superintendent. A copy shall be filed with the clerk of the board, and procedures for dismissal shall be given to parents/guardians and students at the beginning of each school year.

Approved: 05-14-01

School will not be dismissed early because of an emergency when the safety of students and teachers is better served by remaining at school.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents/guardians may come to school and pick up their child(ren). Students shall be released according to board policy for release of students during the school day. (See JBH)

School Closing Announcements

When the superintendent or his/her designee believes the safety of students is threatened by severe weather or other circumstances, parents/guardians and students shall be notified of school closings or cancellations by announcements made over radio / TV station(s).

Bomb Threats

If there is a bomb threat or similar emergency, the principal or his/her designee shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies, as noted in the crisis plan, shall be followed.

If it is determined that no danger exists to the students' safety, and if there is time remaining in the school day, school shall be resumed.

Planning for Emergencies

Each building principal shall develop appropriate emergency procedures that shall be included in the district's crisis plans (see EBBF). As appropriate, portions of the crisis plan shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved: 05-14-01

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

Approved: 05-14-01

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.

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

Each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Within one (1) week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. However, at least one (1) of the three (3) tornado drills required by law shall be held prior to the tornado season each February.

Building principals shall provide parents with a copy of the emergency plans at the beginning of each school year. Each emergency drill plan shall be reviewed by the superintendent and filed with the Clerk of the Board.

Approved: 05-14-01

The superintendent, in cooperation with each building principal and the Director of Business and Operations, shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

Approved: 05-14-01

EBBF ***Crisis Planning (See EBBD)*** ***EBBF-R***

A copy of the plan shall be on file in each building and with the Clerk of the Board.

Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

Crisis plans shall be subject to regular review by the administration. If a plan is implemented, the board shall receive a report on how well the plan worked. If necessary, the report shall include recommended changes.

Approved: 05-14-01

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, report felonies and misdemeanors committed at school, on school property, or at school-sponsored activities.

Staff Identification Procedure

For the safety and well being of students and staff, USD 428 requires all persons entering district facilities to obtain and wear appropriate identification information.

- Employees

Each employee of USD 428 will be issued and shall be required to wear an official USD 428 picture identification badge during contract time and during before-and-after school educational opportunities, unless directed by the Superintendent of Schools or his/her designee. If an employee's badge is lost or stolen, the employee should contact the Public Information Director at the District Education Center immediately to have a new badge issued. Each employee shall receive his/her initial badge free of charge. Replacement badges will be issued with the employee's paying a replacement fee.

- Substitute Employees

A substitute employee shall report to the office of the assigned facility at the beginning of his/her work time to receive the appropriate temporary identification badge from the office personnel. This badge should be returned to the office at the end of the substitute's work period.

- Visitors

Each visitor shall report to the office of the facility being visited to receive the appropriate temporary identification badge from the office personnel. The badge should be returned to the office when the visitor exits the facility.

Reporting Crimes at School to 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 shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended that 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 a pupil has engaged in the following shall report the information and the identity of the pupil 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 student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct which endangers the safety of others;
- Any student who has been expelled for commission of felony-type offenses;
- Any student who has been expelled for possession of a weapon;
- 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;

- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

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/guardians, patrons, students, and employees and others who request the information.

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: 10-8-01

REPORT TO LOCAL LAW ENFORCEMENT

Unified School District 428
Great Bend, Kansas
(Reference BOE Policy EBC and JDDB)

Pursuant to Kansas Statutes, 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 a misdemeanor or felony behavior at school, on school property, or at a school activity; or possession, use, sale, or distribution of an illegal drug or controlled substance at school, on school property, or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in serious bodily injury to others.

Date	School / Location	Student(s) or Person(s) Involved	Brief Description

School districts are required by federal law and K.S.A. 72-6214 to protect the privacy rights of students under the age of eighteen (18).

Signed: _____
Administrator or Other School Employee

Copy: Superintendent of Schools, USD428
Student(s) file

Approved 09-08-08

REPORT TO STAFF MEMBER

Unified School District 428

Great Bend, Kansas

(Reference BOE Policy EBC)

Pursuant to K.S.A. 72-89b03, 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 that 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 the pupil:

1. Any pupil 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.

School District staff are required by both Federal Law and K.S.A. 72-6214 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 428 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
School Employee Who Receives the Report

Signed: _____
Administrator or School Employee Making Report

Approved 10-21-99

Vandalism Protection

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

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

Restitution for Damages

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the Director of Business and Operations of any loss of, or damage to, district property. The Director of Business and Operations shall 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 Director of Business and Operations shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

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

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

Return of School Property

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

Offering a Reward

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

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

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

Persons having any knowledge are urged to contact the Superintendent of Schools at 201 Patton Road, Great Bend, KS 67530. Telephone: 620-793-1500. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: 3-9-92

The Director of Business and Operations will develop building and grounds cleaning and maintenance programs.

Sanitation

The Director of Business and Operations will develop cleaning schedules to see that all attendance centers and grounds are free from litter and refuse.

Approved: 3-9-92

Detailed cleaning, sanitation, and routine maintenance plans shall be developed by the Director of Business and Operations and published in the appropriate handbook(s) or job description(s) and/or employment contract(s).

Approved: 3-9-92

The superintendent or designee will develop short and long-range strategies in the areas of facilities management dealing with energy awareness and conservation. The implementation of these strategies is the joint responsibility of board members, administrators, teachers, students and support personnel; and its success is based on cooperation at all levels.

Approved 05-10-04

The district administration will develop and distribute energy conservation guidelines.

The energy educator/manager will maintain accurate records of energy consumption and cost of energy and will provide information to the board on the goals and progress of the energy conservation program.

Judicious use of the various energy systems of each building will be the joint responsibility of the principal/supervisor and the custodial/maintenance staff to insure that an efficient energy posture is maintained on a daily basis.

Every student and employee will be expected to contribute to energy efficiency in the district. Every person will be expected to be an “energy saver” as well as an “energy consumer.”

Energy Conservation Guidelines

These guidelines supersede all previous instructions. It is essential that energy guidelines be observed in the operation of the cooling and heating equipment. The teacher

will be responsible for implementing the applicable guidelines during the time that he/she is present in the classroom. The principal and the custodial/maintenance staff will be held responsible for the total energy usage of each building. The principal will be provided information reflecting the energy consumption for his/her building on a monthly basis.

To maintain an environment that is conducive to the educational process, the classroom temperature should be between 72 and 74 degrees during the cooling season and between 68 and 72 degrees during the heating season.

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer”.
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. During the summertime, air conditioning will be used only in schools having summer school and in office areas. Air conditioning may be used in those schools that are involved in a team-cleaning concept or in areas of buildings where maintenance or repairs are being performed. Air conditioning will be kept on in all server head end rooms.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. The custodians at each building will be responsible for lowering and closing venation blinds at the end of each day.

Procedures for Operating Air Conditioning Equipment

The following energy conservation procedures are to be observed in those buildings equipped with air conditioning units:

1. There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or the heating equipment to operate. It will be the teacher’s responsibility to close all windows and doors when the heating or air conditioning system is operating.

2. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each campus will be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
3. Whenever possible, close individual classroom and office doors when the air conditioning equipment is in operation. Doors between conditioned space and non-conditioned space should remain closed at all times.
4. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat, which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
5. The air conditioning equipment will be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
6. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer school. Custodians will be expected to open doors and windows to provide necessary ventilation. Air conditioning may be used in those schools that are involved in a team-cleaning concept.

Procedures for Operating Heating Equipment

The following energy conservation guidelines are to be observed when operating heating equipment in school buildings:

1. The thermostat controls will be set no higher than 72 degrees.
2. Individual classroom and office doors will be closed when the heating equipment is in operation.
3. In those buildings with central controls, the start time for the heating equipment will be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls, the maintenance personnel will be responsible for setting the thermostat controls appropriately at the beginning of the day.

4. In those classrooms with individual thermostat controls, maintenance will be responsible for setting the night set-back temperature at 55 degrees (60 degrees during extremely cold weather). The high school commons will not be set back.
5. The principal will be responsible to insure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain that the building is closed or shut down in an energy conservative manner.

Procedures for Operating Lighting and Electrical Equipment

1. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.
2. Lights in Morrison gymnasium should not be left on unless the gym is being utilized. In all other gymnasiums, lights should be turned off if the gymnasium will be unoccupied for more than two hours.
3. All outside lights should be turned off during daylight hours.
4. When in the building during non-school hours, custodians should turn lights on only in the specific area in which they are working.
5. The exhaust fan in the rest rooms shall be turned off at the end of the day.
6. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office machines should be turned off by the office staff each night. If power strips are present and accessible, turn off the power at the power strip. If a power strip is not accessible, be sure to turn off all components including monitors, speakers, and printers. Fax machines should be left on except during extended unoccupied times in the summer.
7. All classroom computers (except for any network servers that must be left on) should be turned off each day at the end of the last class. Turn off at the power strip, if present, or be sure to turn off all components (speakers, monitor, computer and printer). Network laser printers should also be turned off at the end of each day.
8. All capable computers should be programmed for the “energy saver” mode using the “power management” feature. Monitors, hard drives, etc., should go into “sleep” mode after ten minutes.

Approved: 05-10-04

EBI

Long-Range Maintenance Programs

EBI

The Director of Business and Operations shall annually develop priority lists outlining long-range maintenance of school property, buildings, and grounds.

Approved: 3-9-92

EBI-R

Long-Range Maintenance Program

EBI-R

The Director of Business and Operations shall annually present a report to the board concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Approved: 3-9-92

All records pertaining to district-wide maintenance costs shall be filed in the central office. When practical, a cost analysis of existing and proposed maintenance programs shall be developed by the Director of Business and Operations.

Approved: 3-9-92

The Director of Business and Operations shall keep up-to-date inventory records on all equipment and supplies.

Receiving

All packing lists will be checked against all invoices for accuracy by the Director of Business and Operations or person responsible for receiving supplies.

Approved: 3-9-92

A quantity control system is needed in order to prevent shortages or mismanagement of district-owned equipment or supplies. The system shall be kept up to date and be accurate enough to provide information for budget preparation each year.

Receiving

Upon verification by the purchasing agent that receivables are in order, the merchandise shall be sent to the appropriate location as soon as possible. Each building principal shall be responsible for the allocation or storage of all supplies and equipment. If the items cannot be delivered to the proper destination, they will be stored in an appropriate storage area.

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

Approved: 3-9-92

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

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

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

The *Notice of Privacy Practices* for USD 428 shall be kept on file in the office of the Clerk of the Board.

Approved: 02-14-05

HEALTH RECORDS

Request for Amendment Form

Reference: BOE Policy ECA -- HIPAA Policy

To: _____, the Unified School District 428 Privacy Official

From: _____

Date: _____

I request that the district make the following amendment to protected health information:

I would like the amendment made for the following reason(s):

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Approved: 02-14-05

ECH

Printing and Duplicating Services

ECH

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

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

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

Approved: 09-09-02

Use of buses by the district shall conform to current state law. Except as may be permitted elsewhere in policy, the district buses shall not be available for use by outside groups.

With board approval, the district will pay mileage for the shortest route (two round trips daily, if traveled) to families to bring their children to school if the family lives outside the city limits of Great Bend, but within the boundaries of USD 428 and over 2.5 miles from the learning center.

Payment will be paid for transportation to the USD 428 established learning center unless other agreements have been requested by the Director of Business and Operations and the Superintendent of Schools. One mileage payment will be made each year in July on the basis of a signed voucher and board approval. (See *BOE Policy JGG* for procedure.) The Board of Education shall establish the amount to be paid each year for reimbursement.

No mileage shall be paid to families living outside the boundaries of USD 428.

Student Transportation Outside of the District

The district shall not allow other unified school districts to enter USD 428 district for the purpose of picking up students who live in USD 428 boundaries to attend school in another district.

Approved: 8-9-10

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

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

Every school vehicle driver shall have authority over and responsibility for the passengers riding in school vehicles.

Students or other persons riding school buses who violate district bus passenger rules will be reported to the proper administrative official. Violations of these rules may result in disciplinary action by school officials.

Speed Limits

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

Safety Inspection

The Director of Business and Operations 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 Director of Business and Operations and the Director of Transportation. Special Education bus and transportation schedules and routing maps will be updated annually prior to the opening of school.

Records

Every bus or other driver of school vehicles will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the Director of Business and Operations.

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

Licensing of Drivers

It shall be the responsibility of all school bus drivers, upon license renewal, to register with the Director of Business and Operations the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, the suspension or revocation shall be reported the Director of Business and Operations; and the employee shall immediately cease driving a school bus. School bus drivers may request a copy of this policy upon registering their driving certification with the Director of Business and Operations.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the Director of Business and Operations. 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.

Approved: 8-9-10

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 or use buses to attend religious activities or events.

Special uses will not be approved without liability insurance coverage.

Approved: 3-9-92

Effective January 1, 1987, Unified School District 428 will not make available district-owned transportation to any non-Unified School District 428 group unless it is deemed fiscally feasible by the Board of Education. Emergency situations involving other unified school districts or youth groups involving school-age children attending USD 428 may be handled on an individual basis by the central office administration.

Transportation Use Policy - General Provisions (Kansas Statute 72-8302,b)

The Board of Education may provide buses in the following situations when the district-owned buses are not being used for required school purposes.

- I. Transporting parents and other adults to and from school-related functions, and/or transporting pupils to and from functions sponsored by organizations, the membership of which is principally composed of school-age children.

- II. Entering into contracts with:
 - A. Governing bodies for transportation of senior citizens.
 - B. Governing authority of non-public schools for transportation of non-public school children to and from their school functions.
 - C. Trustees of the community college for transportation of their students to and from college functions.
 - D. Recreation Commission for purposes of their recreation programs.
 - E. Other boards of education on a cooperative or shared basis.

Terms for Use of Transportation

- I. District-employed driver
 - A. Salary for the driver will be based on the assigned driver's overtime rate.
 - B. The driver's meals will be purchased by the leasing group at the same rate as meals purchased by the group.
- II. Additional charges
 - A. All turnpike charges and other tolls will be paid by the leasing organization.
- III. Insurance charges
 - A. The leasing group will provide proof of liability insurance.
 - B. Vehicle insurance charges will be included in the "per-mile rate."
- IV. Fuel and oil
 - A. The vehicle will be full of fuel at the time of departure from Great Bend. Fuel and oil costs will be included in Item X, A - *Terms for Use of Transportation*.
- V. Deposit
 - A. A deposit of \$100.00 per day will be required.
- VI. Geographic restrictions
 - A. All trips by organizations will be confined to Kansas.

VII. Sponsor

- A. The renting organization is responsible for providing one (1) sponsor for each ten (10) passengers, or less. (Senior citizens and adult groups are excluded from this regulation.) The district's assigned bus driver will be in charge of all aspects of the trip involving transportation. Strict discipline will be in effect at all times. Bus rules, as adopted by the Board of Education, will be in effect on all trips. (A copy of the Board-adopted rules may be secured in the Board of Education Office.)

VIII. Request deadlines

- A. All requests for the lease of activity bus(es) must be submitted at least ten (10) days before the scheduled trip. Requests deemed to be unusual in nature will be referred to the Board of Education for consideration at their next regularly scheduled meeting.

IX. Dates buses will be available

- A. Activity buses will be available one (1) day after the last day of school until seven (7) days before the first day of school.
- B. The leasing of buses will be contingent upon the availability of district-employed drivers.

X. Per-mile rate

- A. There will be a per-mile rate for each mile driven from the time the bus departs Great Bend until the return to Great Bend. Rates per bus classification are as follows:

	<u>Regular Buses & Vans</u>	<u>Continental</u>
Fuel	.37	.36
Oil	.01	.01
Tires	.04	.05
Depreciation	.03	.25
Maintenance	.25	.25
Insurance	<u>.15</u>	<u>.28</u>
<i>Per Mile Cost</i>	\$.85	\$ 1.20
<i>Bus check and trip preparation</i>		
<i>Per Trip</i>	\$ 5.00	\$ 5.00

Approved: 3-9-92

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

Sanitation Inspection

The building principal shall inspect each appropriate 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.

Approved: 3-9-92

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

Lunch prices shall be determined by the board prior to the opening of school each year or, if necessary, during the school year.

Approved: 3-9-92

Data Dissemination

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

To Education Agencies

Data collected in the district may be provided to authorized education agencies of the state and/or federal government upon proper request, subject to the approval of the board or provisions of law.

Approved: 3-9-92