

E--BUSINESS MANAGEMENT

If the board does not have a policy or rule on the subject; these codes will be marked with an asterisk (*)
SN Excludes fiscal management.

| | |
|---------------|---|
| EA | Goals and Objectives |
| EB | Buildings and Grounds Management - KSA 58-1301 to 58-1305; 12-1769; 72-8212 |
| EBA | Insurance Program - KSA 72-8401 <u>et seq.</u> |
| EBA | Casualty - KSA 72-8401 <u>et seq.</u> |
| EBA | Liability - KSA 72-8401 <u>et seq.</u> |
| EBAA | Workers' Compensation |
| *EBAC | Self-Insurance |
| EBB | Safety |
| EBB | Fire Prevention - KSA 31-150; 31-133 |
| EBB | Warning Systems - KSA 31-133 |
| EBB | Safety Inspections (See JGF) |
| | Heating and Lighting |
| EBBA | Hazardous Waste Inspection and Disposal |
| *EBBC | Emergency Drills (Also JGFA) |
| *EBBD | Emergency Closings (Also AFC; See JGFC) |
| *EBBE | Traffic and Parking Controls (See JGFF) |
| EBC | Security - KSA 72-8222 |
| EBCA | Vandalism |
| EBCA | Vandalism Protection (See EBC) |
| EBCA | Vandalism: Restitution for Damage - KSA 72-5386 |
| EBCA | Offering a Reward - KSA 12-1672a |
| EBCA | Return of School Property |
| EBE | Cleaning Program - KSA 65-202; 72-8212; 72-1033 |
| EBE | Sanitation |
| *EBGA | Routing (See EBE) |
| *EBGB | Emergency (See EBE) |
| *EBH | Leasing and Renting (See KG, DFG) - KSA 72-8225; 55-211; 55-211a |
| EBI | Long-Range Maintenance Program |
| *EBIA | Buildings |
| *EBEB | Grounds |
| EBJ (See EBI) | Records |
| *EBJA | Types |
| EC | Equipment and Supplies Management |
| EC | Receiving |
| EC | Equipment Maintenance |
| *ECA | Insurance Program (See EBA) - KSA 72-8401 <u>et seq.</u> |
| *ECAA | Casualty (See EBA) |
| *ECAB | Liability (See EBA) |
| *ECAC | Self-Insurance - KSA 44-505b, (e); 72-8414 |
| *ECC | Warehousing |
| *ECD | Distribution |
| *ECE | Leasing and Renting (See DFG) - KSA 72-8225; 55-211; 55-211a |
| *ECG | Records |

| | |
|-------|---|
| *ECGA | Types |
| ECH | Printing and Duplicating Services |
| ECH | Prohibited Practice |
| ECH | Permitted Practice |
| ECH | Programming for Educational Purposes |
| ECH | Computer Software |
| ED | Student Transportation Management (See JGG) - KSA 72-8301 <u>et seq.</u> |
| *EDA | Carrier Types |
| EDAA | School Vehicles (Buses) - KSA 72-8301 <u>et seq.</u> |
| EDAA | Liability |
| EDAA | Safety - KSA 72-8301 <u>et seq.</u> |
| EDAA | Safety Inspection |
| EDAA | Scheduling and Routing |
| EDAA | Records |
| EDAA | Licensing of Drivers |
| *EDAB | Leased Buses |
| *EDAC | Contracted Bus Service |
| *EDAD | Public Carriers |
| *EDAE | Private Vehicles |
| *EDB | Insurance Program (See EBA) - KSA 72-8401 <u>et seq.</u> |
| *EDBA | Casualty |
| *EDBC | Self-Insurance |
| *EDCB | Student Conduct (See JCD) |
| EDDA | Special Use of School Buses (See EDAA) |
| *EDDB | Walkers and Riders (Also JGGA) |
| *EDE | Maintenance Program |
| EE | Food Service Management - KSA 72-5112 <u>et seq.</u> ; 72-5213; 72-5113 |
| EE | Sanitation Inspections (See EBE) |
| EE | Records |
| *EEA | Free Lunch Policy |
| *EECA | Types of Records - KSA 72-5112 <u>et seq.</u> ; 72-5121 |
| EF | Data Management - KSA 75-4707; 72-8227; 72-7527; 72-7528; 45-215 <u>et seq.</u> <u>SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Report" in Index.</u> |
| EF | Data Dissemination |
| EF | To Education Agencies (See MI) |
| *EFA | Data Collection Purposes |
| *EFB | Data Collection and Retrieval Methods |
| *EFC | Data Analysis |

EA Goals and Objectives

EA

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.

Adopted: USD 377 BOE – 07/11/11

EB Buildings and Grounds Management

EB

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

Adopted: USD 377 BOE – 07/11/11

EB-R Buildings and Grounds Management

EB-R

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

Adopted: USD 377 BOE – 07/11/11

EBA Insurance Program

EBA

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.

Adopted: USD 377 BOE – 07/11/11

EBA-R Insurance Program

EBA-R

The district may designate one or more insurance agents of record. The superintendent 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.

Adopted: USD 377 BOE – 07/11/11

EBAA Workers Compensation

EBAA

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.

Adopted: USD 377 BOE – 07/11/11

EBAA-R Workers Compensation

EBAA-R

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 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 for 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 written doctor's 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 their job.

Adopted: USD 377 BOE – 07/11/11

EBB

Safety

EBB

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

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

EBB Safety

EBB-2

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of \$1,000 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: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the Director of Maintenance. Written records of these inspections shall be maintained.

Disposal

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

Adopted: USD 377 BOE – 07/11/11

EBBA-R Hazardous Waste Inspection and Disposal

EBBA-R

Inspection and Disposal

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.

Adopted: USD 377 BOE – 07/11/11

EBBD **Evacuations and Emergencies**

EBBD

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

Approved: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBBD-R **Evacuations and Emergencies**

EBBD-R

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 may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (See JBH)

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), KAIR, KNZA, WIBW-TV, KSNT, KTKA.

Bomb Threats

If there is a bomb threat or similar emergency, the principal 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 which shall be included in the district's crisis plans. (See EBBF) As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBBE **Emergency Drills**

EBBE

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

Approved: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBBE-R **Emergency Drills**

EBBE-R

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 week there-after, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.

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.

Approved: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

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

EBBF

The superintendent, in cooperation with each building principal, 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: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBBF-R **Crisis Planning**

EBBF-R

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

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: KASB Recommendation–7/96

Adopted: USD 377 BOE – 07/11/11

EBC **Security and Safety**

EBC

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.

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 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, 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: KASB Recommendation-7/96; 6/98; 6/99; 7/03

Adopted: USD 377 BOE – 07/11/11

EBCA Vandalism

EBCA

Vandalism Protection

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

In the event of vandalism, the board may 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 superintendent of any loss of, or damage to, district property. The superintendent 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 superintendent 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 superintendent may take action allowed by 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 an 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 Atchison County USD 377, 506 6th Street, P.O. Box 289, Effingham, KS 66023-0289, telephone 913-833-5050. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: KASB Recommendation – 12/00

Adopted: USD 377 BOE – 07/11/11

EBE **Cleaning and Maintenance Programs**

EBE

The director of maintenance shall develop building and grounds cleaning and maintenance programs for board approval. After approval the plans shall be shared with the appropriate administrators and classified staff.

Sanitation

The director of maintenance shall develop cleaning schedules to see that all attendance centers and grounds are free from litter and refuse.

Adopted: USD 377 BOE – 07/11/11

EBE-R **Cleaning and Maintenance Programs**

EBE-R

Cleaning, sanitation and routine maintenance plans shall be developed by the director of maintenance and may be published in the appropriate handbook(s) or job descriptions and/or employment contracts after board approval.

Adopted: USD 377 BOE – 07/11/11

EBI **Long-Range Maintenance Program**

EBI

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

Adopted: USD 377 BOE – 07/11/11

EBI-R **Long-Range Maintenance Program**

EBI-R

The superintendent shall present a report to the board annually concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Adopted: USD 377 BOE – 07/11/11

EBJ **Records**

EBJ

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 superintendent.

Adopted: USD 377 BOE – 07/11/11

EC Equipment and Supplies Management

EC

The superintendent 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 superintendent or person responsible for receiving supplies.

Adopted: USD 377 BOE – 07/11/11

ECA HIPAA Policy (Also see JRB)

ECA

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.

Approved: KASB Recommendation – 7/03

Adopted: USD 377 BOE – 07/11/11

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: KASB Recommendation – 7/02; 7/03

Adopted: USD 377 BOE – 07/11/11

ED Student Transportation Management (See JGG)

ED

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. (See EDDA)

Adopted: USD 377 BOE – 07/11/11

EDAA School Vehicles (District-Owned Buses)

EDAA

(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

Every school vehicle driver shall have authority 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 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 transportation director.

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 superintendent.

Any record developed by the district for the purpose of monitoring vehicle use will include but will 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 to register with the superintendent annually 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 to the superintendent and the employee shall immediately cease driving a school bus.

School bus drivers 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.

Adopted: USD 377 BOE – 07/11/11

EDAE Private Vehicles

EDAE

Off-road private motorized vehicles shall be prohibited on school grounds. The superintendent or his designee may authorize exemptions to this policy for purposes that serve the best interests of the district and community.

Adopted: USD 377 BOE – 09/10/07

EDDA Special Use of School Buses

EDDA

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 these 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.

Adopted: USD 377 BOE – 07/11/11

EE Food Services Management

EE

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

Sanitation Inspections

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

Records

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

Adopted: USD 377 BOE – 07/11/11

EE-R Food Service Management

EE-R

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.

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

Adopted: USD 377 BOE – 07/11/11

EF Data Management

EF

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 state or federal government education agencies upon proper request, subject to the approval of the board or provisions of law.

Adopted: USD 377 BOE – 07/11/11