

## E-BUSINESS MANAGEMENT

*SN Excludes fiscal management*

EA	Goals and Objectives
EB	Buildings and Grounds Management
EB-R	Buildings and Grounds Management
EBA	Insurance Program
EBA-R	Insurance Program
EBAA	Hazardous Materials
EBAA-R	Hazardous Materials
EBAB	Liability
EBB	Safety
EBBA	Hazardous Waste Inspection and Disposal
EBBA-R	Hazardous Waste Inspection and Disposal
EBBB	Warning Systems
EBBE	Emergency Drills
EBBF	Safety Inspections (Cf. JGF)
EBBF-R	Safety Inspections
EBC	Security and Safety (example reports)
EBCA	Vandalism
EBCA-R	Vandalism Protection
EBD	Heating and Lighting
EBE	Cleaning Program
EBE-R	Cleaning Program
EBF	Sanitation
EBG	Repairs
EBG-R	Repairs
EBI	Long-Range Maintenance Program
EBI-R	Long-Range Maintenance Program
EBJ	Records
EC	Equipment and Supplies Management
EC-R	Equipment and Supplies Management
ECB	Receiving
ECB-R	Receiving
ECF	Equipment Maintenance
ECH	Printing and Duplicating Services
ECH-R	Printing and Duplicating Services
ECH-R-2	Copyright Regulation & Fair Use Rules
EDAA (See ED, JBCA, JGG)	School Vehicles
EDAA-R	School-Owned Buses
EDBB	Liability
EDC	Safety
EDC-R	Safety
EDCA	Safety Inspection
EDCA-R	Safety Inspection
EDD	Scheduling and Routing
EDD-R	Scheduling and Routing

EDF  
EDFA  
EDFA-R

Records  
Types  
Types

EE  
EE-R  
EF

Food Services Management  
Food Service Procedures  
Data Management

**EA Goals and Objective**

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

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

Approved:

**EB Buildings and Grounds Management**

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

Approved:

**EB-R Buildings and Grounds Management**

The superintendent or his/her designated representative will develop a comprehensive program that will insure proper management of all district-owned real property.

Approved:

**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.

Approved:

**EBA-R Insurance Program**

The district will designate at least one insurance agent residing in the district to act as the district's insurance agent of record. Said agent will have the responsibility to develop adequate insurance programs covering all property owned by the district at the best possible premium rate for consideration by the board.

Approved:

## **EBAA            Hazardous Materials**

The board recognizes the necessity of utilizing hazardous materials in the day-to-day operation of school facilities and in supporting education requirements. The board realizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during use, storage, and transportation. There are many areas of the district, from science laboratories and art departments to custodian services and vehicle maintenance, where such a variety of uses is performed.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard. Example of materials classed as hazardous are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

The board, through the superintendent, will cause to be created procedures that address the purchase, storage, handling, transportation, and disposal of hazardous materials for school facilities and operations including instructional areas. Emergency response actions and evacuation plans will be coordinated with the procedures.

The procedures will comply with applicable local, state, and federal laws and regulations that pertain to safe and proper storage, transportation, and disposal of hazardous materials.

## **EBAA Hazardous Materials (cont.)**

The goal of the procedures will be to have in place an ongoing process by which each location in the district will have a program of identifying and managing hazardous material. District personnel will be encouraged to substitute non-hazardous material for hazardous substances to the extent possible and to minimize the quantities of hazardous substances stored on school property.

Approved:

## **EBAA-R Hazardous Materials**

### Hazardous Material Program

Responsibilities. Overall supervision for the hazardous materials policy and procedures within the district is assigned to the custodial supervisor, referred to in this procedure as manager.

Each building administrator is responsible for complying with district, local, state and federal policies and regulations dealing with hazardous materials. Day-to-day management of hazardous materials may be delegated to a specific designee.

Definitions. Hazardous materials are defined to be those items listed in state laws and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to:

Non-building related asbestos materials;

## **EBAA-R Hazardous Materials (cont.)**

Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);

Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algicide, rodenticide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

### Tracking, Inventory, and Material Safety Data Sheets

Each building administrator is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at his/her location. Copies of the current inventory will be provided to the manager no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire, and emergency service districts by risk management.

The manager will be responsible for maintaining a set of Material Safety Data Sheets (MSDS) for the district.

Each building administrator will maintain a set of MSDS for hazardous materials utilized at his/her location. These MSDS sheets will be made available for review by district employees, citizens, and appropriate police, fire, health, and emergency service authorities.

### Purchase of Hazardous Materials

Each building administrator will maintain a list of acceptable hazardous materials for use at/within his/her area. The division of instructional services will be responsible for

## **EBAA-R Hazardous Materials (cont.)**

providing an acceptable list to school locations. This list will be updated annually and a copy furnished to the director of purchasing and the manager of environmental compliance.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of the order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the district's refusing to accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the MSDS are provided. These procedures also will apply to the acceptance of donated hazardous materials.

### Hazardous Materials Which Have Been Declared Waste and Are Being Held for Disposal

The manager will establish a central storage area and may designate storage areas at each separate location if deemed appropriate.

When a site/location has a substance that qualifies as hazardous material and which may require disposal, the manager will be contacted to arrange for storage, transfer, or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.

Storage of hazardous materials will be in compliance with local, state, and federal law. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the

## **EBAA-R Hazardous Materials (cont.)**

materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

Containers for hazardous material will be labeled to show date of receipt by the district, shelf life and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first in/first out).

Transfer of hazardous materials within the district will be accomplished in compliance with the transportation of hazardous materials section of these procedures (see below).

### Disposal of Hazardous Materials

When a building administrator believes that he/she has materials that may qualify as hazardous and there is no immediate need, he/she will contact the manager for disposal. Only the manager will be authorized to declare materials to be waste, excess, or surplus and to order their disposal.

When material is determined to be ready for disposal, the manager will arrange for disposal in a manner that complies with applicable local, state, and federal laws and regulations.

### Transportation of Hazardous Materials

Transportation of hazardous materials will meet applicable local, state, and federal requirement and will be coordinated by the manager. Once a hazardous material is under district control, each location controlling the material will be responsible for the material until it is passed to the control of another district location. The manager will

## **EBAA-R Hazardous Materials (cont.)**

verify that the transportation used meets district, local, state, and federal transportation requirements.

Students will not be permitted to transport, for any reason, hazardous material owned by or attributed to the district.

### Emergency Response Plan

The manager will develop an emergency response plan that will enable district employees to take appropriate action to protect students, staff, the general public, and district property when there is an incident involving hazardous material. This plan will comply with applicable laws and regulations.

In addition, a plan to handle spills and leaks will be developed and maintained for hazardous materials. The plan will address immediate emergency procedures, required notification, and clean-up procedure and will comply with applicable laws and regulations. Only the superintendent, communications officer, or their designee will release information regarding a hazardous material incident.

### Evacuation Plan

An evacuation plan will be developed and implemented for each location. In developing the evacuation plan, consideration will be given to the location and the types of hazardous materials present at that location.

An evacuation drill will be held at least once each calendar year at each location. Where possible, this plan will be coordinated with existing fire drill, bomb threat evacuation plans, and/or tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill will be maintained by each location.

**EBAA-R Hazardous Materials (cont.)**

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. The location/building administrator, the manager or any other designated person approved by any of the above-named persons, will maintain copies of the evacuation plan. Where practical, the evacuation plan will be coordinated with the fire department, police department, and the district's transportation department.

Training of Staff and Students

Staff members handling hazardous materials will receive training in responding to hazardous materials emergency incidents.

When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage, and usage techniques appropriate to the materials used as part of the curriculum. The staff will also be instructed in emergency procedures, including evacuation, appropriate to the materials.

Approved:

**EBAB Liability**

To the extent permitted by law, the board will insure all employees against any legal action arising out of the performance of any authorized duties of said employees.

Approved:

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

The superintendent, building principals, and maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers, and other appropriate areas to see that they

are adequately maintained. Written records of these inspections shall be maintained.

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

#### Heating and Lighting

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

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

Approved: 10/13/2014

**EBBA            Hazardous Waste Inspection and Disposal**

Inspection

Inspection of district facilities for hazardous waste shall be conducted as provided for and in the same manner as specified in policy EBB.

Safety Inspections

Disposal

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with the rules and regulations of the Kansas Department of Health and Environment.

Approved:

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

Inspection and Disposal

Should hazardous waste be discovered during the periodic inspection, as required in policy EBB Safety Inspection, and/or hazardous waste be 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 notifying 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:

**EBBB Warning Systems**

The board will seek to cooperate with local government officials, civil defense authorities and other related state agencies to insure that adequate warning systems in the event of fire or other natural disasters are available for use in the district.

Approved:

**EBBE    Emergency Drills**

**EBBE**

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.

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. However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.

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

Approved: 02/11/2019

**EBBF            Safety Inspections (Cf. JGF)**

The superintendent, building principals and maintenance personnel will periodically inspect each attendance center, playgrounds and playground equipment, boilers, bleachers and other such areas to determine whether said facilities or play areas are in adequate repair and free of dangerous or otherwise harmful defects.

Approved:

**EBBF-R        Safety Inspections**

If, upon proper investigation, defects are found to exist, the individual conducting the investigation will immediately inform the building principal, superintendent or immediate supervisor of the defect in writing. Such steps that are necessary to either repair or remove the defect will be taken as soon as possible. Defects that will require expenditure of money will be reported to the board of education in compliance with rules regulating such circumstances. Any defects not immediately removed, repaired or otherwise eliminated, will be blocked off with fences or other restraining devices.

Approved:

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

**Reporting Crimes at School to Law Enforcement**

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

Reportable events would include:

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

It is recommended the building administrator also be notified.

**Reporting Certain Students to Administrators and Staff**

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

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;
- A student being expelled for possession of a weapon;

- A student being adjudged to be a juvenile offender for an offense, which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

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

#### Annual Reports

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

#### Staff Immunity

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

Approved: 01/08/2018

**EBC SAFETY AND SECURITY**

**- 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.

Signed: \_\_\_\_\_  
Administrator or other school employee.

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

- 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: \_\_\_\_\_  
Administrator or school employee making report

## **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/or other wrongful acts by adults or juveniles.

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

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

## **EBCA          Vandalism (cont.)**

after consultation with appropriate personnel.

When a juvenile is involved, the superintendent will contact the parents at the conclusion of his/her investigation and apprise them of their legal responsibility. He/she 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.

Approved:

**EBCA-R      Vandalism Protection**

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

Approved:

**EBD            Heating and Lighting**

All furnaces, boilers and lighting fixtures will be periodically inspected to insure maximum safety for students, district employees and patrons. All such devices will meet minimum standards as regulated by state and federal agencies governing such items.

Approved:

**EBE            Cleaning Program**

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

Approved:

**EBE-R          Cleaning Program**

Any cleaning program initiated by the district shall include but not be limited to the following: at least twice each fiscal year, all attendance centers will be thoroughly cleaned; all floors will have the wax removed and rewaxed or refinished as the case may be; all gym floors will be refinished at least once each year; all student and faculty desks will be sanded and/or cleaned once each year or as necessary; all windows and sills will be cleaned and/or recaulked at least once each year or as necessary; all door locks will be repaired and cleaned at least once each year or as necessary; all gym shower rooms will be cleaned and disinfected once weekly during the school year; all restrooms will be cleaned daily.

Approved:

**EBF          Sanitation**

The superintendent or his/her designated representative will develop such cleaning schedules as are necessary to see that all attendance centers and grounds are free from litter and refuse. All restrooms are to be cleaned and disinfected daily.

Approved:

**EBG            Repairs**

The superintendent or his/her designated representative will cause to be repaired any item needing such repair at the earliest possible time after a defect has been discovered.

Approved:

**EBG-R        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:

**EBI            Long-Range Maintenance Program**

The superintendent or his/her designated representative will develop an annual priority list outlining long-range maintenance of the school property, buildings and grounds.

Approved:

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

The superintendent or his/her designated representative will present a report to the board annually on or before June 1, concerning the district's maintenance priorities. A cost analysis report will be attached to the annual maintenance report.

Approved:

**EBJ                Records**

All records pertaining to district-wide maintenance costs will be filed in the central office. To the extent possible, cost analysis of existing and proposed maintenance programs will be developed by the superintendent or his/her designated representative.

Approved:

**EC                    Equipment and Supplies Management**

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

The district, in either the central office storehouse or in each attendance center, will keep adequate equipment and consumable supplies as the case may be.

Approved:

**EC-R                  Equipment and Supplies Management**

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

Approved:

**ECB            Receiving**

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

Approved:

**ECB-R        Receiving**

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

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

Approved:

**ECF            Equipment Maintenance**

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

Approved:

**ECH   PRINTING AND DUPLICATING SERVICES**

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

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

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

Approved:

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

In accordance with school board policy, ECH, the following regulations will be met to comply with Title XVII of the United States Code.

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 changing 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 a work for the classroom, but would not allow a school system or institution to do so.

**THE NATURE OF THE COPYRIGHTED WORK.** Copying portions of a news article may fall under fair use, but copying from a workbook designed for a course of study would not.

**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; however, a quantitative test alone does not suffice.

**THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright

**ECH-R      Printing and Duplicating Services (cont.)**

holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.

A TEACHER MAY NOT -- 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; make a copy of consumable materials, such as workbooks.

A TEACHER MAY -- make a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class, of the following: 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, cartoon, or picture from a book, periodical, or newspaper; -- make multiple copies for classroom use only, and not to exceed one per student in a class of the following: complete poem, if it is less than 250 words and printed on not more than two pages; an excerpt from a longer poem, if it is less than 250 words; an excerpt from a prose work, if it is less than 1,000 words or 10 percent of the work, whichever is less; one chart, graph, diagram, cartoon, or picture per book or periodical.

**ECH-R      Printing and Duplicating Services (cont.)**

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.

Approved:

## **ECH-R-2**

## **COPYRIGHT REGULATIONS AND “FAIR USE” RULES FOR EDUCATORS.**

### *Suggested Handbook Language*

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 designed 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 from 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.

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 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 has fewer than 250 words and is 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 and 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 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.

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 a 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 those 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 copy 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:

**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

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

**Licensing of Drivers**

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by

the Kansas Department of Revenue. If a school transportation provider's license

is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

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

#### Housing of School Vehicles

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

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

#### Transportation to Summer Athletic Events

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

Approved: 09/14/2015

## **EDAA-R      School-Owned Buses**

District-owned school buses may be used to transport parents, other family members, and other adults to or from U.S.D. #113 school related functions and activities when the following conditions have been met:

1. Buses are available and not being used for regularly required school purposes and a licensed driver is available.
2. Request is made for transportation one week in advance of trip on forms provided by the school.
3. Payment is received for thirty reservations two days prior to scheduled trips. (No refunds.) (Board of Education to set fares on a yearly basis.)
4. All passengers will observe the rules and regulations adopted by the Board of Education to govern conduct of pupils while being transported in school buses:
  - a. The possession and/or use of tobacco, in any form, is prohibited.
  - b. The possession and/or consumption of alcohol, narcotics, or other drugs is prohibited.
  - c. The authority of the driver must be recognized; all passengers must willingly submit to that authority.
  - d. Rider is responsible for being on time; the bus driver will not wait.
  - e. The damage to, or destruction of, school property is prohibited.
  - f. Any assault, verbal or physical, on school employees is prohibited.
  - g. Any unnecessary conversation with the driver is prohibited.
  - h. Any loud talking or excessive noise is prohibited.
  - i. The throwing of paper, trash, and/or rubbish on the floor is prohibited.
  - j. Any movement from one's seat while the bus is in motion is prohibited.
  - k. The extending of one's arms or head through the windows is prohibited.
  - l. The possession and/or use of weapons or dangerous instruments is prohibited.

**EDAA-R School-owned Buses (cont.)**

5. Parents, other family members, and other adults may ride the pep club bus
  - a. when final signup has been completed
  - b. when space is available
  - c. conditions 1, 2, and 4 are met
  - d. payment of fare is made

The building principal or activities director shall be responsible for implementing this policy.

The Board of Education reserves the right to refuse transportation to anyone without reason.

Approved:

**EDBB Liability**

All school-owned vehicles will be adequately insured. Such insurance shall include but not be limited to the following: liability, medical, collision and property damage.

Approved:

**EDC            Safety**

Every bus driver shall have complete control and responsibility over the passengers riding in school-owned buses.

Approved:

**EDC-R        Safety**

Any student or other person riding in school-owned buses who violates the rules of the school district in regards to such passengers will be reported to the proper administrative official. Repeated violations of said rules by students or other such persons may result in disciplinary action by the school responsible for the conduct of the passenger.

Approved:

**EDCA        Safety Inspection**

All school-owned vehicles will be inspected at board of education or state of Kansas designated inspection stations each year prior to the opening of school.

Approved:

**EDCA-R     Safety Inspection**

Any defect found in a school-owned vehicle will be repaired as soon as possible. The supervisor of transportation shall be responsible for keeping district-owned vehicles in good operating condition.

Approved:

**EDD         Scheduling and Routing**

The superintendent or his/her designated representative shall be responsible for bus and other transportation schedules.

Approved:

**EDD-R      Scheduling and Routing**

Bus and transportation schedules and routing maps will be up-dated annually prior to the opening of school.

Approved:

**EDF      Records**

Every bus or other vehicle driver of school-owned vehicles will keep accurate records pertaining to each vehicle assigned to him/her.

Approved:

**EDFA      Types**

The superintendent or his/her designated representative will develop such records for driver use as are necessary.

Approved:

**EDFA-R      Types**

Any record developed by the school 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 costs, purpose of the trip, destination, time departing and time of return. Such records will be signed by each driver at the conclusion of each trip and turned in to the person responsible for collection of said records. An annual report tabulating such data in the record will be used in the compilation of the district's transportation budget. A copy of said annual report may be given to the board on or before the regular boards meeting in June or upon request.

Approved:

**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.

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

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

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

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than {\$20 worth of/5} meals to this account. Charging of a la carte or extra items

to this account will not be permitted.

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

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

Payments for school meals may be made at the school or district office. 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: 01/09/2017

These policies have been approved by the Prairie Hills Board of Education with the approval of the Kansas State Board of Education – Nutrition Services and are intended to be used as a uniform set of policies to be followed throughout the entire district. These policies are established to cover all meal accounts regardless of the category: free, reduced, or paid.

Parents and students will be notified in writing of the district's policy at enrollment time.

#### ACCOUNT CHARGES

1. Total charges to each student account will be limited to the cost of 5 lunches. Charges will only be allowed for full Main Menu meals. The charging of A La Carte items will not be allowed under any circumstances. A reminder is given to the student when their account is \$5.30 at the elementary level and \$5.70 at the middle and high school level. A notice will be sent to the parents/guardian when the account reaches \$0.00.
2. In order to conduct the end of the school year account closing, four weeks prior to the end of the school year parents and/or students will be notified that no charges of any kind will be allowed during the last two weeks of school.

**NOTE – Students in grades K-12 will never be allowed to be without some kind of food. An alternative food source will be given to these students if this form of action is required. (i.e. PB&J, Cheese Sandwich, Fruit & milk)**

#### LOANING, EXCHANGING, BORROWING OR MISUSED MEAL TICKETS

1. **In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines.**
2. To prevent the possible reuse or misuse of meal tickets it is the responsibility of the secretary to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of the secretary to ensure that only the individual that has been issued the ticket actually used the ticket.

## REFUNDS

1. Refunds are only to be given if a student is leaving the school district or at the end of the school year.
2. Refunds of \$5.00 or more will be given only if a parent or guardian request it. If a refund is not given at the end of the school year, it will be kept in the student's account for the following school year.
3. Any food service refund must be verified with the signature of the person receiving the refund when the refund is given directly to that individual.
4. Refunds will only be given to the student when the refund is under \$20.00. Refunds of more than \$20.00 will be collected by a parent or guardian directly from the school or by a district written check.

## MEAL PRICES:

Breakfast:	Grades K-5 =	1.55	Grades 6-12 =	\$1.75
Lunch:	Grades K-5 =	\$2.75	Grades 6-12 =	\$2.95
Reduced price breakfast:		.30		
Reduced price lunch:		.40		

Please feel free to call your child's school if you have questions regarding the amount of payment.

Approved: 07/09/2018

**EF Data Management**

The board of education believes in the axiom that whoever controls the data controls the decision-making process. To insure adequate and responsible decision-making, the board delegates to the superintendent or his/her designated representative the authority to collect, analyze and disseminate such data as are deemed necessary for the proper and efficient management of school district affairs.

Approved: