

E-BUSINESS MANAGEMENT

SN Excludes fiscal management

EA	Goals and Objectives
EB	Buildings and Grounds Management
EBA	Insurance Program Liability Other Than For Vehicles
EBB	Safety (See JBH) Safety Rules Safety Unit Warning System Safety Inspections Heating and Lighting
EBBA	Hazardous Waste Inspection and Disposal Inspection Disposal Rules
EBBD	Evacuation and Emergencies (See EBBF and JBH) School-Closing Announcements Bomb Threats Planning for Emergencies
EBBE	Emergency Drills
EBBF	Crisis Planning (See EBBD)
EBC	Security and Safety (example reports) Reporting Crimes at School to Law Enforcement Reporting Certain Students to Administrators and Staff Annual Reports Staff Immunity
EBCA	Vandalism Vandalism Protection Restitution for Damages Return of School Property Offering a Reward
EBE	Cleaning Program Sanitation
EBI	Long-Range Maintenance Program
EBJ	Records

EC	Equipment and Supplies Management Receiving
ECA	HIPPA Policy (See BCBK, BE, CN, CNA, IDAE and JR <u>et seq.</u>) Staff Training Required Compliance Required
ECH	Printing and Duplicating Services (See IIBG and KBA)
ED	Student Transportation Management (See EDDA and JGG)
EDAA	School Buses and Vehicles (See ED, JBCA and JGG) Liability Safety Speed Limits Safety Inspection Scheduling and Routing Records Licensing of Drivers Housing of School Vehicles Transportation to Summer Athletic Events Option 1
EDDA	Special Use of School Buses (See ED)
EE	Food Services Management (See EBBD) Sanitation Inspections Records Meal Prices Free and Reduced Price Meals Unpaid Meal Charges
EE-R	USD#113 Food Service Procedures
EF	Data Management Data Dissemination To Education Agencies

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: 01/09/2012

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: 01/09/2012

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 also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

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.

Approved: 07/11/2022

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: 01/09/2012

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.

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.

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather, health or safety concerns, or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV stations.

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. 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: 02/08/2021

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. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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

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

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

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

Approved: 08/12/2019

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:

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.

Report to Local Law Enforcement USD _____
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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 }

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

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

cc: Superintendent of Schools, USD ____ Student/s file

- 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.

Report to Staff Member USD ###

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.

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.
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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 determine 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.

EBCA Vandalism

2

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: 01/09/2012

EBE Cleaning Program

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

Approved: 01/09/2012

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: 01/09/2012

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: 01/09/2012

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: 01/09/2012

ECA HIPAA Policy (See BCBK, BE, CN, CNA, IDAE, and JR et seq.)

Staff Training Required

Compliance Required

MISSING

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: 01/09/2012

ED Student Transportation management (See EDDA and JGG)

(See EDDA and JGG)

The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

Approved: 07/11/2022

(See ED, JBCA, and JGG)

Use of buses and other school vehicles by the district shall conform to current law. 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 administrator. 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 or the superintendent’s designee 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 or the superintendent's designee.

School Buses and Vehicles

EDAA-2

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 provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. 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 be provided access to this policy annually.

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 vehicles are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle at a district-owned site, while on school business, or at the employee's residence.

Transportation to Summer Athletic Events

Option 1:

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: 07/11/2022

EE **Food Services Management** (See EBBD)

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 {or online at _____}. 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.

Availability of Meals on Remote Learning Days Due to Severe Weather

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students.

If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: 07/12/2021

EE-R

USD #113 FOOD SERVICE PROCEDURES

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 and adult 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 \$5.90 at the elementary level and \$6.30 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 =	1.70	Grades 6-12 =	\$1.90
Lunch:	Grades K-5 =	\$2.95	Grades 6-12 =	\$3.15
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: 06/13/2022

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: 01/09/2012