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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.

Approved:

EB Buildings and Grounds Management

EB

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

Approved:

EB-R Buildings and Grounds Management

EB-R

The director of buildings and grounds shall prepare for the superintendent a comprehensive program which will insure proper maintenance of all district owned property.

Approved:

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.

Approved:

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.

Approved:

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.

Approved:

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.

EBAA-R Workers Compensation

EBAA-R-2

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.

Approved:

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.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money will be reported to the board in compliance with JG. 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

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

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

Disposal

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

Approved:

EBBA-R Hazardous Waste Inspection and Disposal

EBBA-R

Inspection and Disposal

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

Approved:

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 (or designee). 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 Recommendation7/96

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).

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 districts 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 Recommendation7/96

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

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

EBBF **Crisis Planning** (See EBBB)

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

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

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: July 28, 2003

- 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. 72-89b03, 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, mis-demeanors 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. 72-6214 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.

Report to Staff Member USD _____

Pursuant to K.S.A. 72-89b03, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined 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. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD _____ employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
School employee who receives the report

Signed: _____
Administrator or school employee making report

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 may 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.

EBCA Vandalism

EBCA-2

Return of School Property

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

Approved:

EBE Cleaning and Maintenance Programs

EBE

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

Approved:

EBE-R Cleaning and Maintenance Programs

EBE-R

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

Approved:

Regulations on Use of School Buildings

School buildings represent a heavy investment to taxpayers of the local school district. It is the desire of the board that maximum use be made of facilities under their jurisdiction for the educational and recreational activities of the patrons of the local district. To extend the privileges of using the facilities, the board of education finds it necessary to seek compliance to its regulations governing the use of school buildings and facilities.

Nondiscrimination

Persons requesting use of facilities shall not be discriminated against based upon age, sex, national origin, race, color, religion, or handicap.

Procedure of Obtaining Facility

A *Request for Use of School Facilities* form shall be submitted to the building administrator at least two weeks prior to usage date. Form are available at the attendance center office. Building administrators determine if the facility request is approved or denied. The building administrator also determines if school equipment is approved or denied. The building administrator also determines if school equipment or supplies can be used. The group requesting the facility will be notified by the building administrator regarding approval, denial, fees, and conditions of the use of school district facilities.

Assumption of Responsibility

School facilities will only be available to organized groups in which one individual agrees to assume responsibility for the facilities being used. This includes the payment of any damages done to school property during the group's use. The school district and it's personnel accept no responsibility for accidents. USD 289 has the right to request additional supervision. All materials must be picked up immediately following the use of the building.

Opening and Closing Facilities

Whenever a facility is used during non-school hours, the building shall be opened and closed by an administrative approved adult supervisor in direct supervision (not participation). An administrative approved supervisor shall remain on duty for the duration of the event. Custodial service must be performed by school district personnel. The group will pay custodial fees if custodial service is deemed necessary by the administration.

Kitchen Use

Whenever the kitchen door is unlocked for use by a non-school group, the group shall pay a kitchen fee. Limited kitchen use (water, serving window, and counter tops) does not require a USD 289 food service worker to be present. However, full use of a kitchen does require a USD 289 food service worker to be present. In this case, the group will be assessed a fee to defray the cost of hiring a food service employee.

Fee Adjustment

A group may submit a Request for Waiver of Fees form prior to usage date if they would like the school district to consider reducing or waiving the assessment fees. The form should be submitted to the building administrator. The final decision will be made by the building administrator in consultation with the central office administration.

Written Guidelines

When a facility request is approved, the group will be given a copy of the Policy for the Use of School Facilities by Non-School Groups. USD 289 does reserve the right to discontinue the use of a facility by a non-school group for violating the written guidelines.

Fee Assessment

The facility fee structure is approved by the USD 289 Board of Education. The fee structure shall be reviewed by the BOE periodically. Full payment of fees are due to the central office no more than weeks after facility usage. During extended use of facility, payment shall be made at least each thirty (30) days. If the established rates do not cover the cost of the facility and custodial charges, school district personnel may adjust the fees to cover actual expenses.

Deposit

USD 289 may require a group to pay a deposit prior to the use of a facility. The deposit would be used to defray costs associated with damage to the equipment or facilities. If no damages occurs, the deposit would be returned in full after all other fees have been paid.

Use of Facilities: Inclement Weather, Holidays, Emergencies, Sundays

If school is not in session due to inclement weather, holidays, or because of an unforeseen emergency, groups will not be allowed to use the school district facilities. If school is not in session, school district facilities are not available (i.e. Christmas break, Spring break).

Facility Eligibility

Persons living within the boundaries of USD 289 are eligible to request school facilities. Fifty percent of the group membership must live within the USD 289 boundaries. The school district can require a list of organization members and addresses prior to approving the facility request. School facilities will not be available for programs which the school would not sponsor. Except in an emergency situation, facilities will not be available to individuals or groups for profit, personal gain, commercial interest, or political meetings without the consent of USD 289 Board of Education.

Group Classifications

A. The following groups are educational in nature and are not charged for use of facilities. However, they may be charged for weekend use of facilities and weekday events involving food.

Scouts	Booster Club	4-H
P.T.A	Class Reunions	FCA
WJRC	Alumni Assn.	W.E.A.

B. The following groups are considered Not-for Profit Organizations:

Churches	Civic Organizations	Chamber of Commerce
City Council	Family Groups	College Classes

C. The following groups are considered Profit Organizations:

Local Businesses	Commercial Organizations	Craft Shows
Sports Tournaments	Exercise/Dance Studios	

Approved:

**Policy for the Use of School Facilities
By Non-School Groups
Wellsville School District USD 289**

Introduction

Your group has been granted permission to use school district facilities. Non-compliance with the listed guidelines could result in forfeiture of use of the facilities. USD 289 assume no responsibility in case of accidents. Members of your group should be made aware of these guidelines to ensure proper use of facilities.

General Guidelines

1. The person requesting the use of the facility and accepting responsibility for the group must be present at each scheduled event.
2. This person is responsible for restricting the persons attending to the membership of the group.
3. Young children must be supervised at all times by adults.
4. Immediately report in written form any damage to equipment or facilities.
5. Groups requesting additional school equipment (chairs, tables, etc.) must submit a written request at least one week prior to the event.
6. Please arrive on time and leave on time.
7. Food and drinks are not allowed in the gymnasium or carpeted areas.
8. School use of the building will take precedence over scheduled outside groups. You could get bumped.
9. If school is canceled (i.e. inclement weather), outside groups are automatically canceled for that day.
10. Smoking is not permitted inside the building.
11. Use of alcohol is prohibited.
12. Use the facility so that no unusual wear or damage will occur.
13. Groups using the gym must use shoes designed for gym use and not worn on the street.
14. USD 289 does not provide storage. Schools do not provide scoreboard control panels.
15. Combustible materials that violate fire regulations may not be used.
16. Call (785) 883-2057 if you are going to cancel your event.

Financial Matters

Outside groups may be charged for usage. Make checks payable to USD 289. Mail check to the attention of the Clerk of the Board, USD 289, P.O. Box 537, Wellsville, KS 66092.

During extended use of facility, payment shall be made at least once every thirty (30) days.

Wellsville Unified School District #289
6th & Walnut, PO Box 537
Wellsville, KS 66092

REQUEST FOR USE OF SCHOOL FACILITIES

(This form must be returned a minimum of 2 weeks prior to usage date.)

Building Requested: _____

Organization: _____ Number of People anticipated _____

Contact Person: _____ Do you live in USD 289? _____

(This person will be responsible for the group and will assume responsibility for any damages that may occur.)

Address: _____

Phone # (Home) _____ (Work) _____

Is attendance limited to membership of this group? _____

Is this a profit making group? _____

Describe specifically how the facility will be used: _____

Date(s) building will be used: _____

Time of use:: Begin _____ End _____

Please list type of area and equipment needed:

(Commons, Red Gym, Blue Gym, Kitchen, P.A. System, Projectors, etc.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of User: _____ Date _____

Approved () Denied ()

Signature of Building Administrator _____ date _____

Signature of Director of Facilities _____ date _____

Copies to: _____ Superintendent	_____ Director of Grounds
_____ Secondary Principal	_____ Food Service Director
_____ Elementary Principal	_____ Group requesting facilities

Usage Fees: \$ _____

Comments:

Adopted: 8/23/99

Wellsville Unified School District #289
602 Walnut Street
Wellsville, KS 66092-8746

REQUEST FOR WAIVER OF FEES
FOR SCHOOL FACILITIES USE

(This form must be returned a minimum of 2 weeks prior to usage date.)

Building Requested: _____

Organization: _____

Number of People anticipated: _____

Contact Person: _____ Do you live in USD 289? _____

(This person will be responsible for the group and will assume responsibility for any damages that may occur.)

Address: _____

Phone # (home) _____ (Work) _____

Is attendance limited to membership of this group? _____

Is this a profit making event? _____

Describe specifically how the facility will be used: _____

Date(s)/Time(s) Building will be used: _____

Reason for Waiver Request: _____

Signature of user: _____ Date _____

Approved () Denied ()

Signature of Building Administrator _____ date _____

Signature of Director of Facilities _____ date _____

Copies to: ___ Superintendent
___ Secondary Principal
___ Elementary Principal

___ Director of Grounds
___ Food Service Director
___ Group requesting facilities

Usage Fees: \$ _____

Comments:

VII - Use of School Building and Facilities

Facility Use Classification

Facility	A	B	C	Custodial Time
Classroom	NC	\$10.00	\$15.00	15 minutes
*Classroom	NC	\$20.00	\$25.00	
Kitchen (limited)	NC	\$15.00	\$20.00	1 hour
*Kitchen (limited)	NC	\$25.00	\$30.00	
Kitchen (full)	NC	\$15.00	\$20.00	2 hours
*Kitchen (full)	NC	\$25.00	\$30.00	
Gymnasium	NC	\$15.00	\$20.00	30 minutes
*Gymnasium	NC	\$25.00	\$30.00	
Commons w/o food	NC	\$10.00	\$15.00	30 minutes
*Commons w/o food	NC			
Commons w/food	NC	\$15.00	\$20.00	1 hours
*Commons w/food	NC	\$25.00	\$30.00	
Custodian	NC	\$15.00	\$15.00	
*Custodian	\$15.00	\$15.00	\$15.00	2 hour minimum
Food Service Worker	NC	\$15.00	\$15.00	
*Food Service Worker	\$15.00	\$15.00	\$15.00	2 hour minimum
Deposit (if requested)	\$200/use	\$200/use	\$200/use	

Important Information

Classification rates that are listed are on a per hour basis.

*Use of facility that is not during regular school or custodial hours requires USD 289 to hire an employee. The group using the facility will be charged a rate of \$15.00/hour to compensate for custodial overtime.

Full use of a kitchen requires a food service worker to be present. An additional fee of \$15.00 per hour will be assessed to the group using the facility to compensate for the food service overtime.

EBI Long-Range Maintenance Program

EBI

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

Approved:

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.

Approved:

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 director of buildings and grounds.

Approved:

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.

Approved:

EC-R Equipment and Supplies Management

EC-R

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

Receiving

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

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

Approved:

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: July 28, 2003

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: July 28, 2003

ECH-R Printing and Duplicating Services

ECH-R

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 presents the danger of greater penalties.

Prohibited Practice

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; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following:

ECH-R Printing and Duplicating Services

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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.

ECH-R Printing and Duplicating Services

ECH-R-4

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

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

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

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up 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.

ECH-R Printing and Duplicating Services

ECH-R-5

Illegal copies of copyrighted programs shall not be made or used on school equipment.

Approved:

ED Student Transportation Management (see JGG)

ED

Operation of School Buses

The system of school bus transportation shall be operated to transport pupils to and from school. The school buses must comply with regulations of the State of Kansas regarding school bus transportation.

Bus routes will be established in the most efficient and safest manner possible. In the interest of efficiency and safety, students may be asked to walk a reasonable distance.

Pupils Permitted to Ride School Bus to School

Only those pupils residing outside of the city limits of the city of Wellsville and those students living within the city limits who utilize child care services outside of the city limits, if the bus has seating available and goes directly by the child care service providers residence, shall be permitted to ride the school bus to and from school. The District Transportation Director shall determine if the bus has seating available and the route of the bus.

Buses do not Operate Beyond District Boundaries

The buses of Unified School District No. 289 shall not operate beyond the boundaries of the district for the purpose of transporting students to and from school.

Activity Buses

- a. The school buses may be operated to transport students to and from school activities such as athletic contests, music contests, field trips, etc.
- b. Coaches who drive activity buses shall be paid at a flat rate per trip.

Self-Transportation of Pupils

Those pupils who drive vehicles to school shall park their vehicles in the designated student parking area if they use the school parking lot. The vehicles are not to be driven without permission of the principal until school is dismissed in the afternoon. Violations of this policy may result in suspension from school.

School Buses Not Used by Outside Organizations

The school buses may be used by any organization not connected with the school.

Disclosure Form

Any district employee who plans to drive a school vehicle must file a disclosure form with the transportation director prior to driving. The form is shown on the following page.

Approved:

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 superintendent.

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 super-intendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

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

Approved: July 28, 2003

Safety

Any student or other person riding in school buses who violates the rules of the district and/or the leasing company in regard to such passengers will be reported to the proper administrative official. Violations of said rules by students or other such persons may result in disciplinary action by school officials.

Safety Inspection

Any defect found in a school vehicle leased for the district's use shall be repaired as soon as possible. The leasing company shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

The director of transportation shall prepare for the superintendent bus and transportation schedules and routing maps to be updated annually prior to the opening of school.

Records

Any record developed by the district or the leasing company 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 departing 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 said records.

An annual report tabulating such data in the record will be used in the compilation of the district's budget. A copy of said annual report may be given to the board on or before the regular board meeting in June or upon request.

Housing of School Vehicles

District cars or vans shall be assigned to a designated employee who shall then be responsible for the proper care, maintenance and housing of the vehicle at a district-owned site.

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.

Approved:

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.

Approved:

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.

Approved: