

SECTION E: SUPPORT SERVICES

Section E of the NEPN/NSBA classification system contains policies, regulations, and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

- EA** Support Services Goals/Priority Objectives
 - EAA** Evaluation of Support Services

- EB** Environmental and Safety Program
 - EBA** Building and Grounds Inspections
 - EBA A** Reporting of Hazards/Warning Systems
 - EBAB** Hazardous Materials – “Right-to-Know”
 - EBAC** Environmental and Safety Audits
 - EBB** Accident Prevention and Safety Procedures
 - EBBA** Prevention of Disease/Infection Transmission
 - EBBB** Accident Reports
 - EBC** Emergencies
 - EBCA** Disaster Plans
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 - EBCC** Bomb Threats
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 - EBCE** School Closings and Cancellations

- EC** Buildings/Grounds/Property Management
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 - ECAB** Access to Buildings
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 - ECD** Custodial Services
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 - EGAEB** Fax Service
 - EGAF** Telephone Service
 - EGB** Clerical Services
 - EGC** Notary Public
 - EGD** Use of Technology in Office Services
 - EGE** Office Services Records and Reports

- EH** Data Management
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- EI** Insurance Program/Risk Management
 - EIA** Property Insurance
 - EIB** Liability Insurance
 - EIC** Self-Insurance/Insurance Pools

SUPPORT SERVICES GOALS/PRIORITY OBJECTIVES

The Caesar Rodney School District Board of Education recognizes that the business operations of the school system are essential - yet ancillary and auxiliary - to the primary function of the school system, which is education. To fulfill this secondary but important function, it is the intention of the Board to:

- Ensure the proper operation and maintenance of school buildings, vehicles, equipment, and services; to set high standards of safety; to promote the health of pupils and staff; to reflect the aspirations of the community and to support environmentally the efforts of the staff to provide good instruction.
- Encourage, through the Superintendent and staff, the establishment of efficient and businesslike procedures for the management of buildings and grounds, offices, vehicles, equipment, supplies, and the food program.
- Encourage the establishment of a thorough, effective, and economical maintenance program, including preventive maintenance that will ensure a useful life of school property, vehicles, buildings, and equipment.
- Encourage the adherence to generally accepted management principles and applicable laws and regulations when establishing policies and regulations in these areas.

Adopted: date of manual adoption

ENVIRONMENTAL AND SAFETY PROGRAM

Reasonable precaution is to be taken to guard against accidents and to protect the safety of all Caesar Rodney School District students, employees, and others present on District property or at school-sponsored events.

The Board of Education expects the staff to adhere to recommended safety practices as they pertain to the school plant, special types and areas of instruction, student transportation, school sports, occupational safety, etc. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. The Administrative Assistant to the Superintendent serves as the District Safety Officer.

The principal of each school is responsible for the care and maintenance of the buildings and grounds as well as the supervision of the custodial staff. In addition, the principal is responsible for forwarding notices to appropriate District staff of maintenance needs not considered routine and an expected part of the building maintenance procedures.

Teachers will recognize and be particularly observant of conditions that affect the health and safety of children in their classrooms, on the playgrounds, or in any other area where children work or play. Teachers will take action to protect students and other personnel from accident, injury, or health hazards, and will concern themselves with continual, repeated health and safety instruction as may be appropriate and necessary for the welfare of students and other personnel. Teachers also are expected to make a written report to their principal of any health or safety hazard that is beyond their power to control.

The Administrative Assistant to the Superintendent is assigned the overall supervision for health and safety responsibilities, as well as the responsibility for the implementation of rules, regulations, and laws governing health and safety.

Current practice codified February 1995

BUILDING AND GROUNDS INSPECTIONS

All Caesar Rodney School District buildings and grounds will be inspected at least annually for potential or demonstrated hazards to safety and health. An inspection checklist will be provided to aid in this process. Hazardous conditions will be corrected or compensating devices installed or special arrangements made to provide for safe and healthful facilities.

The responsibility for scheduling and conducting inspections is under the direction of the District Safety Officer in cooperation with the District Supervisor of Facilities Management and the building principal at each school site.

Information and data from the inspection will be used to develop the priority projects for the Minor Capital Improvement Fund. This list is to be reviewed annually by the Board of Education.

In addition to the above inspection, the Supervisor of Buildings and Grounds shall arrange for all county, state and federal mandated inspections, such as the state fire marshall's inspection and inspection by providers of insurance coverage.

All inspection reports shall be forwarded to the District Office to be reviewed by the District Safety Officer and will be filed as recorded.

Adopted: date of manual adoption

LEGAL REFS.: 16 Del. C. Chapter 66
 Delaware State Fire Prevention Regulations
 Federal Register
 Section 504, Occupation and Rehabilitation Act

HAZARDOUS MATERIALS “RIGHT TO KNOW”

It is the intent of the Caesar Rodney School District to provide for the safety, health and physical well being of each employee of the District. To do so, the District will provide guidelines for the employees to follow while working with, or being exposed to hazardous chemicals during their work shift. Each employee will be provided information and training opportunities to acquaint them with hazards they may work with or be exposed to. The procedures developed are intended not only to provide for the safety, health and physical well being of the employee, but are also intended to comply with OSHA Standards and State of Delaware Regulations related to hazardous chemicals and Employees Right-To-Know.

Chemical Lists

A workplace chemical list of all hazardous materials used or stored on school property has been prepared. For each chemical on the list, a Material Safety Data Sheet (MSDS) is on file. One aspect of the training program for all employees will be to acquaint them with the chemical list and the MSDS file. Employees are instructed not to handle materials not listed on the chemical list until appropriate training for the handling of such materials has been provided.

Training

The Administrative Assistant to the Superintendent will assist in scheduling training sessions for all employees. Upon completion of training, employees will be expected to sign a form signing they have received the appropriate training. The Supervisor of Facilities Management will be authorized to provide training for all members of the custodial staff. Other administrative staff who supervise the training of employees will require these employees to sign verification forms at the end of the training session.

Material Safety Data Sheet (MSDS)

The MSDS file is located in the office of each principal. Employees have the responsibility of knowing if they have received training to handle chemicals that they are expected to work with as part of their regular job assignment.

Labeling

All containers holding chemicals have been labeled in a manner to inform the employee of the potential hazard of the material in the container. The labeling code is presented to the employee as part of the routine training program. It is an employee's responsibility to be able to accurately interpret the label code on any material.

Placarding

The Administrative Assistant to the Superintendent is responsible for the placement, at appropriate locations throughout the buildings of the District, of signs for the purposes of informing employees of their Right-to-Know about any hazardous chemicals to which they may be exposed in the workplace. Employees are restricted from bringing any chemical that has not been appropriately labeled and for which there is no MSDS on file into a building or an area of a building.

Community Response

Inquiries from the public regarding hazardous chemicals should be referred to the Administrative Assistant to the Superintendent of the District.

Adopted: August 1990

HAZARDOUS CHEMICAL INFORMATION ACT
Right-to-Know Training Record

Name of School or Group

Name of Trainer

Date of Training

I have received Delaware Right-to-Know training that included:

- 1. Trainer information.*
- 2. A "walk-through" of the information handout.*
- 3. A question and answer period.*
- 4. A reference for any questions I asked that did not get answered.*

Your signature below verifies the above

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACCIDENT PREVENTION AND SAFETY PROCEDURES

Caesar Rodney School District principals are expected to see that appropriate safety and accident prevention instruction is provided to students and employees. In addition, principals are responsible that equipment in the school for the purpose of assuring a safe and accident free environment is operable and that appropriate students or staff are capable of using such equipment.

Principals are to schedule appropriate drills and other activities to assure that students and employees know how to best act in a safe manner or in an emergency in an effort to achieve an accident-free environment.

Current practice codified February 1995

CROSS REFS.: EBC, Emergency Plans

LEGAL REFS.: 14 Del. C. §4109

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again in the Caesar Rodney School District. If there are injuries or damage, prompt reports also are vital in assuring the District, staff, students, and others of proper insurance coverage.

Therefore, the Board of Education requires that an accident report be filed for every accident that takes place on school property, involves a school vehicle, students or staff on school-sponsored trips, and staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

All accidents involving District students or visitors are to be reported on the proper form within 48 hours to the Director of Business and Finance by the administrator or designee who has primary responsibility for that site. Serious accidents are to be reported by phone with written reports to follow.

All accidents involving school employees are to be reported on the proper forms within 48 hours to the Director of Human Resources by the administrator or designee who has primary responsibility for that site. Serious accidents are to be reported by phone with written reports to follow.

The Director of Business and Finance or designee is to promptly report to state officials, accidents and reports associated with environmental practices or regulations.

Current practice codified February 1995

Accident Report Form

This form, or a similar one preferred by the district, is to be completed on each injury which occurs in the school building, on the school grounds, while the student is on his/her way to or from school activities that result in one-half or more day's absence from school or requires a doctor's attention. This form can be created electronically with eSchoolPlus. Submit all completed reports to the designated office in the school district. It is recommended that a duplicate copy of this report be prepared for the school's file. The nurse may be asked by the district/charter to complete additional medical insurance documents.

1. Name: _____ Sex: _____ Grade: _____ Student: _____
 2. District: _____ School: _____
 3. Date/Time Accident Occurred: _____
Date/Time Accident Reported: _____
 4. Nature of Accident: _____
Name of Injury: _____ Part of Body Injured _____
 5. Reason for Nurse Assessment: _____

Nurse Assessment: _____

Date of Last Tetanus Shot: _____

Nurse's Note: _____

Intervention: _____
 6. How did the accident happen? List specifically any unsafe act(s) and/or unsafe condition(s). Specify any tool, machine, or equipment involved.
 7. What action(s) was taken and by whom?
 8. Was the parent/guardian notified? Yes / No
Who: _____ Relationship: _____
When: _____ How: _____
 9. Please complete below:
Location: _____ Activity: _____ Areas: _____
To and From School: _____
 10. Total Number of School Days Lost: _____ (To be recorded when the student returns to school)
- *Some districts use this form to document staff accidents.*

CAESAR RODNEY SCHOOL DISTRICT

MINOR ACCIDENT REPORT FORM

This form is necessary only when there is an accident that does not require medical treatment. It is important to fill this form out in case a worker's compensation claim is filed at a later date.

NAME OF EMPLOYEE

SCHOOL

DATE OF INJURY

PLACE

WITNESS TO ACCIDENT:
(IMPORTANT)

DESCRIPTION OF ACTIVITY AND TYPE OF INJURY:

SIGNATURE OF EMPLOYEE

SIGNATURE OF SCHOOL NURSE

File one copy in the nurse's office and forward the original to the Director of Business Affairs.

EMERGENCIES

Emergency preparedness plans and drills will be developed by the Caesar Rodney School District Office in cooperation with the building principals. District emergency preparedness plans and building emergency plans will include procedures for cases of bomb threat, civil disturbance, fire, severe weather, and tornado.

Close cooperation with other community agencies (fire department, police department, and civil preparedness units) is expected. The Board may enter into agreements with local chapters of the American Red Cross or other agencies to set up cooperative efforts in case of disaster in the Kent County area.

Current practice codified 1995

Adopted: date of manual adoption

DISASTER PLANS

In recognizing the responsibility for the safety of its employees and pupils, the Caesar Rodney School District Board of Education sets forth the following statements in regard to policy in the event of disaster.

- It is imperative that pupils, staff, and the public be protected in case of emergency and that the educational process of the school be carried out with the least amount of disruption.
- The building principal is to have a plan for dealing with disasters such as fire, tornado, and other emergency situations. The principal is responsible for assuring that the disaster plan is reviewed annually and revised as appropriate. A copy of the plan shall be filed with the district Safety Officer.
- The school district will cooperate with the Kent County Emergency Planning and Operations Office by making the schools available as emergency shelters. The district safety officer serves as the district liaison to the Kent County Emergency Planning and Operations Office. Each principal or designee will serve as the building liaison when the Kent County Emergency Planning and Operations Office finds it necessary to use the building during an emergency.
- In the event that food service is needed during the emergency, the District Supervisor of Child Nutrition will assist the Kent County Emergency Planning and Operations Office. Wages for district workers will be assumed by the school food service fund if reimbursement to the school food services fund are insufficient to meet payroll expenses incurred by the emergency. To the degree possible, volunteer labor should be recruited except that at least one district food service employee shall be on duty if the kitchen is used.
- In the event that custodial services are needed beyond regularly scheduled hours, the principal is authorized to assign custodians to meet the need. Wages for such labor will be assumed by the district if reimbursement is not sufficient to cover the cost. To the degree possible, volunteer labor should be recruited if more than one worker is needed at a given time.

Adopted: date of manual adoption

SAFETY DRILLS

A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions expected by Caesar Rodney School District staff and students. Principals shall conduct fire drills at least monthly as prescribed by the Delaware Code. Principals shall schedule other Emergency Preparedness Drills as needed, but at least once during the month of September and January.

The decision for calling and executing drills will be the responsibility of each building principal or designee. Reports will be made to the Superintendent's office as requested.

Current practice codified 1995

LEGAL REFS: 14 Del. C. §4109

PRINCIPAL REPORT FORM

OFFICE OF STATE FIRE MARSHAL
R.D. 2, Box 166A
Dover, DE 19901

MONTHLY FIRE DRILL REPORT Due by the 5th day of each month

Name of School _____

Address _____

Date of Drill _____

Time of day _____ Evacuation Time: Mm. _____ Sec. _____

I hereby verify the above information to be correct.

Doc. 75-01-83-10-07

School Officer

OFFICE OF STATE FIRE MARSHAL
R.D. 2, Box 166A
Dover, DE 19901

MONTHLY FIRE DRILL REPORT Due by the 5th day of each month

Name of School _____

Address _____

Date of Drill _____

Time of day _____ Evacuation Time: Mm. _____ Sec. _____

I hereby verify the above information to be correct.

Doc. 75-01-83-10-07

School Officer

CAESAR RODNEY SCHOOL DISTRICT
EMERGENCY PREPAREDNESS DRILL REPORT
(Due only for September and January)

Please complete this report and forward to the Administrative Office
by the 5th day of the month

Name of School _____

Address _____

Date of Drill _____

Time of Day _____

I hereby certify the above information to be correct.

School Officer

CAESAR RODNEY SCHOOL DISTRICT
EMERGENCY PREPAREDNESS DRILL REPORT
(Due only for September and January)

Please complete this report and forward to the Administrative Office
by the 5th day of the month

Name of School _____

Address _____

Date of Drill _____

Time of Day _____

I hereby certify the above information to be correct.

School Officer

BOMB THREAT

Bomb threats will be taken seriously because Caesar Rodney School District officials cannot afford to disregard any potential endangerment to students, staff, and visitors at the school.

The procedures for school officials to follow upon receipt of a bomb threat are confidential and not maintained in this manual. Only the Superintendent of Schools may authorize access to bomb threat procedures to persons other than the school staff. School staff is not authorized to share bomb threat procedures with non-employees.

The Board of Education directs that any and all legal remedies and actions be taken against any person apprehended and proven to have made such a threat. Further, the Board of Education directs the Superintendent to implement the procedures prescribed in the Student Code of Conduct against any student of the District who has been apprehended and proven to have made such a threat. As detailed in the Student Code of Conduct, this action will be a recommendation by the Superintendent.

Adopted: date of manual adoption

LEGAL REFS: 11 Del. C.§1338

SCHOOL CLOSINGS AND CANCELLATIONS

Closings:

The Caesar Rodney School District Superintendent has the authority to close the schools or change the time for the start or end of the school day in case of severe weather or other emergency conditions, for the length of time the emergency exists.

As soon as the decision to close or modify the school day has been made, the Superintendent's designee will request designated radio and television stations in the area to broadcast public announcements of the decision.

Students, parents, and staff will be informed each school year of the procedures that will be used to inform them of emergency closing, late opening or early dismissal.

If school is closed or the school day modified for an emergency, employees are to report for work in accordance to regulations as presented in the Staff Handbook.

Scheduling of make-up days beyond those covered by the school calendar will require Board consideration.

Cancellations:

After school events scheduled for days school is closed or when the students are dismissed early for weather emergencies will be cancelled or postponed. The Superintendent has the discretion to authorize student participation in after school events in which the students participate, if in the Superintendent's opinion the conditions which necessitate closing or early dismissal have changed sufficiently to allow student participation without unduly threatening the safety of the students or staff involved.

Current practice codified 1995

BUILDINGS/GROUNDS/PROPERTY MANAGEMENT

The Caesar Rodney School District Board of Education recognizes that the education of children depends on many factors, including a physical environment that is safe, clean, attractive, pleasant, and functions smoothly.

The care, custody, and safekeeping of school district property is the general responsibility of the Director of Business and Finance, reporting to the Superintendent of Schools. It will be the responsibility of the Supervisor of Facilities Management to establish procedures that will ensure the proper maintenance and safekeeping of school district property.

Within the schools, the principal is responsible for the proper care and maintenance of the building, equipment, and grounds. The principal shall establish the duties of custodial and maintenance employees assigned to his or her building.

Adopted: date of manual adoption

SECURITY

Buildings and grounds of the Caesar Rodney School District are one of the greatest investments of the community and they should be adequately protected.

Security means not only keeping buildings locked and secure, but providing protection from fire hazards and faulty equipment as well as providing for the safe use of electrical, plumbing and heating equipment. The Board of Education requires and encourages close cooperation with police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons unauthorized to have keys.

Funds and valuable records will be kept in a safe place and under lock and key.

Alarm systems and other devices that protect buildings against illegal entry and vandalism will be installed where appropriate. Employment of watchmen may be approved in situations where special risks are involved.

Current practice codified 1995

ACCESS TO BUILDINGS

The security of each school building in the Caesar Rodney School District is the responsibility of the building principal.

Entrance to schools after hours or to restricted areas will be limited to authorized persons.

Unauthorized persons, including employees, found in restricted areas of school buildings, and in buildings after school hours, will be subject to arrest.

Codes permitting entry into electronically equipped buildings, and all keys, will be strictly controlled.

Keys: The principal is responsible for issuing door keys and maintaining an accurate up-to-date list in the school office of all people who have been issued such keys.

Lost keys must be reported.

No person issued a key to a public school facility is authorized to have that key duplicated.

The principal will make a complete inventory of all keys at least once each year.

In the event that a principal is transferred from the building, a current inventory will be presented to the incoming principal. In the event that this is not feasible, the inventory will then be presented to the Director of Business and Finance.

Current policy and practice codified 1995

Revised: date of manual adoption

ACCESS TO BUILDINGS

Key Control System

Each principal in the Caesar Rodney School District will establish a key control system, and keep a record of the number of each key filed. All keys used in a school building will be the responsibility of the building principal, and all keys will be issued through the office.

A receipt showing the number of the key and the room(s) or building(s) which it opens will be signed by the person to whom the key is issued. This receipt will be filed in lieu of the key, and will be returned to the employee when the key is returned.

The person to whom a key is issued is responsible for its safekeeping, and will pay for a duplicate key if the original is lost, and for replacement door locks if security demands that locks be changed.

Keys shall be used only by authorized employees, and shall never be loaned to students. The principal may authorize student managers the use of keys associated with the activity upon written request by the head coach/sponsor. Grand master keys will be limited to the building principal, the head building chief custodian, the Supervisor of Facilities Management, and any others authorized by the Director of Business and Finance.

For emergency purposes, one complete set of keys for the entire District will be kept in a secure place in the District Office under the supervision of the Director of Business and Finance.

Persons authorized early or late access will be temporarily issued keys for access to the building and instruction on how to deactivate and reactivate the electronic security system.

Early or late access is primarily for direction of activities. Keys for early or late access will not be authorized for routine clerical, recordkeeping, or class preparation activities generally associated with normal teaching assignment.

Issued: 1995, based on current practice

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the Caesar Rodney School District are clearly contrary to the best interests of the District and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Education to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from individuals who are responsible for the vandalism. In the case of minors, restitution will be sought from the parents of the responsible individuals according to the laws of the state.

Students who willfully or maliciously destroy school property through vandalism or who create a hazard to the safety of other people on school property may be referred to law enforcement authorities. Students who are caught vandalizing school property will be suspended and may be referred to the Superintendent for possible expulsion if the principal determines that the vandalism warrants this action.

CROSS REFS.: JGD, Student Suspension
 JGE, Student Expulsion

LEGAL REFS.: 2 Del. C. §222, 1442-1447
 14 Del.C. §4112

VANDALISM

Law enforcement agencies will be notified when an act of vandalism has occurred within the Caesar Rodney School District and reporting the crime is needed to record the incident or when law enforcement assistance is needed.

The principal will prepare a full report of any vandalism or damage to school property, including school buildings, facilities, furniture, equipment or other property. Copies of the report will be forwarded to the Superintendent, the Director of Business and Finance, and the appropriate law enforcement agency.

The principal will obtain an estimate of the cost of repairs of any damage to school property or equipment, then forward a bill for the cost of such damage to the responsible party or parties. If the party involved is a student, a copy of the bill will be sent to the student's parents or guardian. Payment for such damage will be made, or adequate arrangements made for payment, within 10 days of receipt of the bill. If payment is not made, or adequate arrangements made for payment within 10 days, the Superintendent will inform the attorney for the Board to commence, on behalf of the District, a civil action to recover from the responsible party or parties and their parents, or guardian, the amount of damages sustained by the District, together with the cost of such action.

If the vandalism is committed by a student or students enrolled in the District's schools, the principal may cause their suspension and refer the matter to the Superintendent for consideration of expulsion if the magnitude of the vandalism is gross.

The principal, whenever he deems it necessary, will sign a criminal complaint against the person, or persons involved in vandalism or damaging school property.

The maintenance and custodial staff shall repair damaged property as quickly as possible. The purpose for so doing being a belief that unrepaired vandalism attracts additional acts of vandalism and communicates a lack of respect for property.

Revised 1995

SCHOOL AND PERSONAL PROPERTY REPLACEMENT/RESTITUTION

The Caesar Rodney School District Board of Education will authorize payment of the cost of replacing or repairing property of an employee such as eye glasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee, or vehicles when such items are damaged or stolen in the line of duty as a result of malicious acts and without fault of the employee. Other personal property of employees or personal teaching aids belonging to the employee are not included. The maximum payment any one can claim is \$1,500 or actual cost whichever is less in the case of vehicles and \$1,000 or actual cost whichever is less for other property. Loss or damage will be reported to the principal or supervisor and, if appropriate, to the police as soon as the employee becomes aware of such loss or damage. Claims are available from the Director of Business and Finance and should be forwarded through the principal or supervisor to the Director of Business and Finance.

Employees will not be compensated for losses or damages for which compensation, wholly or partially, was paid under the employees private insurance policy.

Principals are authorized to require replacement or restitution to be a condition of re-entry from suspension if it can be determined a student or visitor was the victim of a student theft or malicious act that was not the fault of the victim student or victim visitor if the theft or malicious act occurred on school property or a school sponsored trip.

Such replacement/restitution does not apply to items which students are not authorized to bring into the school.

Adopted: date of manual adoption

CROSS REFS.: JGD, Student Suspension
 Bid, Board Member Compensation and Expenses

SECURITY SERVICES

The Superintendent, principals, and athletic directors are authorized to employ outside agents to provide security services for events sponsored by the Caesar Rodney School District or to require organizations renting school facilities to employ security agents.

When available, members of local or state police should be the first such type of persons employed. District employees who volunteer may be employed to provide such services.

No one other than a uniformed police officer is authorized to carry a firearm when employed as a security agent.

At large-scale public events, persons acting or employed as a ticket seller or other security agent shall wear a yellow jacket identifying the person as an agent of the school.

Current practice codified 1995

ELECTRONIC SURVEILLANCE AND RECORDING

The Caesar Rodney School District Board of Education authorizes the use of electronic surveillance and the recording of video and/or audio data in order to monitor student behavior and to help protect students and staff from breaches of security. Such electronic surveillance and recording may take place on school property that includes, but is not limited to, classrooms, hallways and stairs, auditoriums, cafeterias, gymnasiums, parking areas, athletic fields, and buses (both District owned and those owned by subcontractors). However, in no event shall video cameras be used at any time or in any location which would violate an individual's reasonable expectation of privacy including, but not limited to, locker rooms, rest rooms or other areas where individuals would be expected to disrobe.

The decision to utilize electronic surveillance and/or recording devices on buses shall be made by the Director of Support Services or her/his designee. The decision to utilize electronic surveillance and/or recording devices on District owned property other than buses or individual schools shall be made by the Director of Business and Finance or his/her designee. The decision to utilize electronic surveillance and/or recording devices in individual schools or on individual school sites shall be made by the building principal. However, in no event shall such means be used for classroom surveillance unless the principal of the school and the teacher of the classroom agree in writing to the surveillance. Electronic surveillance and/or recording devices may be used without prior notification to the general public, including students, as determined by the authorized decision makers listed above. Authorization to view and/or listen to electronic surveillance and or recordings will also be determined by those same authorized decision makers.

LEGAL REF.: 14 Del. C. §4121

Adopted: April, 2002

Caesar Rodney School District, Wyoming, Delaware

BUILDINGS AND GROUNDS MAINTENANCE

The Caesar Rodney School District Board of Education supports the development and administration of a continuing program of maintenance of all District-owned buildings, equipment, and grounds. This program of maintenance will be administered in such a manner as to preserve the capital investment of the District and to prevent deterioration due to lack of proper care.

The Director of Business & Finance will carry out the above policy by providing for:

- Buildings and grounds improvements and additions as established by the capital outlay and MCI budget approved by the Board;
- An adequate custodial program for all schools;
- Improvement and maintenance of school grounds and fields;
- Repairs, including repairs of equipment, and painting; and
- Determination of obsolete equipment.

Current practice codified 1995

BUILDINGS AND GROUNDS RECORDS AND REPORTS

The Caesar Rodney School District Board of Education expects the Superintendent, through the Director of Business and Finance or other designees, to prepare and maintain maintenance service records and reports. Such records and reports should be maintained that will be beneficial to the Board and administration in determining priorities for building and grounds projects and budget development.

Adopted: date of manual adoption

CUSTODIAL SERVICES

The Caesar Rodney School District administration will maintain cleaning standards for the custodial and grounds services of the District.

Each building and/or grounds site in the District will receive periodic reviews and evaluations based on established standards. The Director of Business and Finance will maintain procedures for such reviews.

The Supervisor of Facilities Management is responsible for custodial training and informing the Director of Business and Finance of District-wide needs associated with good custodial and maintenance practice.

Principals supervise custodians assigned to their schools. The Supervisor of Facilities Management is available to assist the principal in planning and implementing training, trouble-shooting, and organizing building level needs.

Current practice codified 1995

TRAFFIC AND PARKING PROCEDURES

Driving and parking on Caesar Rodney School District property are privileges granted by the Board of Education to persons who have reasons and are authorized to be in the buildings or on school property.

Unlicensed motor vehicles, with the exception of school vehicles, are prohibited on school property. Licensed vehicles with the exception of school and police vehicles may be operated only on areas designated for traffic and parking. A maximum speed of 15 miles per hour, unless posted otherwise, will be observed at all times. Parking space is limited; therefore, each principal will establish rules concerning his or her area of jurisdiction for employee, visitor, and student parking to permit maximum utilization of space and safe traffic flow.

The Board is conscious of bearing a measure of responsibility for the safety of children traveling to and from school, but believes that primary responsibility for traffic on the streets and sidewalks rests with law enforcement authorities. To demonstrate this responsibility for the safety of children traveling to and from school, the Board of Education authorizes the Superintendent to employ crossing guards or to assign school employees to such duty at street crossing adjacent to school property.

Parking is prohibited on school property without special permission of the principal for any purpose other than for attendance at school activities or for employees while such employees are performing their assigned duties.

In cooperation with principals, the Director of Business and Finance or designee shall organize parking areas to meet the specific needs of the schools. Maintenance costs for driveways and parking areas are a District responsibility.

The high school principal is authorized to establish regulations for parking of student vehicles. Such authority includes the right to require possession of a parking permit and the right to deny a student a parking privilege.

Current practice codified 1995

ENERGY MANAGEMENT CONSERVATION

The Caesar Rodney School District Board of Education believes that it is the responsibility of the Board to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the Board, administrators, teachers, students, and support personnel and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and chief custodian to ensure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to ensure that every student will participate in the energy management program in the District as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management on his/her campus will be made part of the principal's annual evaluation.
4. The chief custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. Administrative guidelines will be adopted that will be the "rules of the game" in implementing the District's energy program.

The Board bears responsibility for the best use of tax dollars. Public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs.

The Board directs the Superintendent and/or his/her agents to develop short and long-range strategies in the areas of facilities management and curriculum development dealing with energy awareness and conservation.

Adopted: June, 1999

Caesar Rodney School District, Wyoming, Delaware

Page 2 of 2 pages

ENERGY MANAGEMENT CONSERVATION

It is essential that energy guidelines be observed in the operation of the cooling and heating equipment. The teacher will be responsible for implementing the guidelines during the time that he/she is present in the classroom. The principal will be held responsible for the total energy usage of his/her building. The principal will be provided information reflecting the energy consumption for his/her building on a monthly basis.

TO MAINTAIN AN ENVIRONMENT THAT IS CONDUCIVE TO THE EDUCATIONAL PROCESS, THE CLASSROOM TEMPERATURE SHOULD BE BETWEEN 75 AND 78 DEGREES DURING THE COOLING SEASON AND BETWEEN 68 AND 72 DEGREES DURING THE HEATING SEASON.

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our District. Every person will be expected to be an “energy saver” as well as an “energy consumer.”
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. During the summertime, air conditioning will be used in schools having summer school and in office areas. Air conditioning may be used in those schools that are involved in a team cleaning concept.
4. The chief custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.

PROCEDURES FOR OPERATING AIR CONDITIONING EQUIPMENT

The following energy conservation procedures are to be observed in those buildings possessing air conditioning equipment:

1. Buildings with windows, ceiling fans and individual classroom controls should:
 - a. Refrain from turning the air conditioning equipment on until the outside temperature exceeds 78 degrees. Temperature control should be achieved by the use of ceiling fans and window adjustments. During air conditioning season, the custodian should raise the classroom windows upon arrival each morning (if applicable) if the outside temperature is below 78 degrees. The principal will be responsible for devising a system of notifying the teachers when the air conditioning is to be turned on.

- b. There will be times when the outdoor temperature is such that the energy management system will not allow the cooling or the heating equipment to operate. It will be the teacher's responsibility to close all windows and doors when the heating or air conditioning system is operating.
- c. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment at each campus should be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.
- d. Set the thermostat controls at 75 to 78 degrees when air conditioning is in operation. It is anticipated that by maintaining the 75 to 78 degree thermostat setting, the classroom climate can be reduced to an even more comfortable level by the use of ceiling fans. Ceiling fans should be operated in all areas which have them.
- e. Close individual classroom and office doors when the air conditioning equipment is in operation.
- f. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which, in turn, places additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
- g. The air conditioning equipment should be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- h. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Custodians will be expected to open doors and windows to provide necessary ventilation. Air conditioning may be used in those schools that are involved in a team cleaning concept.
- i. The principal, in coordination with the energy manager, will be expected to devise a plan for turning the air conditioning units on in phases to prevent overloading the system which occurs when all units are turned on at the same time.
- j. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.

2. In those air conditioned areas within a building that have windows and no ceiling fans, the same procedure as listed in item 1 should be observed with the following exceptions:
 - a. Air conditioning equipment is not to be turned on until the outside temperature exceeds 75 degrees.
 - b. The thermostat controls are to be set no lower than 75 degrees when the air conditioning equipment is in operation.
3. Buildings without windows and ceiling fans should maintain a thermostat setting of no less than 75 degrees.

PROCEDURES FOR OPERATING HEATING EQUIPMENT

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

1. The thermostat controls shall be set no higher than 70 degrees.
2. Individual classroom and office doors will be closed when the heating equipment is in operation.
3. In those buildings with central controls, the start time for the heating equipment should be set as late as possible while still allowing time to heat the building to guideline temperature by the beginning of classes. In those buildings with individual classroom controls which the custodian can access, the custodian will be responsible for setting the thermostat controls appropriately at the beginning of the day.
4. In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 55 degrees as he/she leaves the room at the end of each day. The principal or his/her designee will be responsible for setting thermostat controls to 55 degrees in the rest rooms, offices and other heated areas at the end of the day.
5. In those buildings with central controls, the principal or his/her designee will be responsible for the setting of thermostat at 55 degrees at the end of each day.
6. The principal will be responsible to ensure that the custodial staff performs an end-of-day shutdown checklist on Monday through Thursday and a weekend shutdown checklist on Friday to make certain that the building is closed or shutdown in an energy conservation manner.
7. If, on extremely cold nights, a 55 degree setback will not allow your building to heat to a comfortable level by the time the students arrive, take the following action:
 - a. Set the nighttime temperature setting at 60 degrees.
 - b. Notify the office of the energy manager immediately.

PROCEDURES FOR OPERATING LIGHTING EQUIPMENT

1. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.
2. **LIGHTS IN ALL GYMNASIUMS SHOULD NOT BE LEFT ON UNLESS THE GYM IS BEING UTILIZED.**
3. **ALL OUTSIDE LIGHTS SHOULD BE TURNED OFF DURING DAYLIGHT HOURS.**
4. **WHEN IN THE BUILDING DURING NON-SCHOOL HOURS, CUSTODIANS SHOULD TURN LIGHTS ON ONLY IN THE SPECIFIC AREA IN WHICH THEY ARE WORKING.**
5. The exhaust fan in the rest rooms shall be turned off at the end of the day.
6. Copy machines, laminating equipment, computers (except for any network servers that must be left on) and other office machines should be turned off by the office staff each night.
7. All classroom computers (except for any network servers that must be left on) should be turned off each day at the end of the last class.

MATERIALS AND EQUIPMENT MANAGEMENT

Caesar Rodney School District textbooks and instructional equipment are the primary items in this category.

The Director of Instruction shall oversee the inventory procedures for textbooks and the inventory of educational equipment. The Director of Business Affairs shall oversee the inventory for all non-instructional materials and equipment.

Purchase and disposal of materials and equipment shall be as prescribed by State laws and regulations.

Current practice codified 1995

LEGAL REFS.: 29 Del. C. §7002

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

Whenever possible, all supplies, equipment, and services purchased in the name of the Caesar Rodney School District will be cleared through the Director of Business & Finance. Whenever this procedure is deemed impossible or impractical by the Director of Business & Finance, he/she may designate other school personnel to receive delivery of goods or services directly.

In that case, it will be the duty of the receiver to promptly certify to the Director of Business & Finance the receipt of all goods and services.

Current practice codified 1995

Note: Due to the fact that the District has very limited space for warehousing materials or supplies, the opportunity for bulk purchasing is infrequent.

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

Caesar Rodney School District-owned materials and equipment are not for private use. School materials and equipment are not to be removed from the campus for private use without the permission of the Superintendent of Schools or the Director of Business & Finance. Use of school-owned equipment on campus for private use requires the approval of the building principal or the District administrator responsible for the equipment.

The Board of Education will permit school equipment to be loaned to staff members when such use is related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls will be established to assure the lender's responsibility for, and return of, all such equipment.

Current policy and practice codified 1995

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Use by Students

School materials and equipment may be loaned to students when the equipment is necessary for them to carry out an instructional project or for additional skill development.

Student checkout of materials and equipment must be authorized by the principal or designee.

A record of the checkout including the signature of the student and/or parent confirming assumption of responsibility in event of damage to, or loss of, the item borrowed is required.

Procedures for loan of equipment are as follows:

1. If materials or equipment to be loaned is relatively expensive, and/or it is to be checked out for an extended period, parental permission for student use of equipment will be obtained.
2. If the equipment is relatively inexpensive, and the loan is for a short period of time, at the discretion of the instructor, the student's signature may be sufficient.
3. Each principal is to establish a process to provide appropriate records for student checkout of materials and equipment.

Community Use

Principals may authorize non-profit organizations eligible for rent-free use of school facilities to borrow for short periods of time, tables, chairs and equipment associated with use of the school facilities providing the equipment can be lent without interfering with the regular school program.

Use by Staff Members

School-owned materials and equipment may be loaned to staff when the equipment is to be used to support educational or school activities assigned to the staff member and the absence of the material or equipment does not interfere with the presentation of the regular programs of the District to any student.

No school-owned material or equipment is to be loaned to a staff person for private use nor is any staff person to use school-owned material or equipment at school for private benefit.

Staff members who check out school-owned material and equipment are liable for any costs associated with loss or damage to loaned materials and equipment.

Each principal is to establish a process to provide appropriate records for loan of school-owned materials and equipment.

Inventory Control

The Director of Business & Finance shall annually audit the process and procedures established in each school to assure all school-owned material and equipment is accounted for.

Issued 1995

TRANSPORTATION SERVICES

Caesar Rodney School District student transportation is a partially funded service provided by the State of Delaware. The Board of Education is responsible for recommending to the Department of Public Instruction, individual or businesses to be awarded bus contracts.

The Supervisor of Transportation is responsible for preparing contracts, scheduling of bus routes and providing overall supervision for student transportation services.

The principals and/or Supervisor of Transportation are authorized to suspend students from bus transportation for periods of up to ten (10) consecutive school days. The Supervisor will submit recommendations to the Superintendent or designee for student suspension from bus transportation for periods of more than ten (10) days.

The Superintendent or designee is authorized to suspend students from bus transportation for periods greater than ten (10) days providing the parent of the suspended student will be provided an opportunity for an appeal of the suspension if the parent objects to the Superintendent's suspension.

Awarding Bus Contracts

Unless otherwise terminated by the Caesar Rodney District Board of Education or contractor by mutual agreement between the Board and contractor, school bus contracts shall continue from year to year through the useful life of the contracted bus. When a new bus is required to replace a bus being removed from service, renewal of said contract shall first be offered to the contractor who is party to the expiring contract. If the contract expires or is cancelled for any other reason, said contract may not be transferred to any other party but must be offered to all other interested responsible persons.

When it has been determined by the Superintendent that an opening for a school bus contractor shall exist, whether for a newly created route or a vacancy created as a result of a contract expiration, cancellation, or for any other reason, the opportunity to fill said contract vacancy shall be offered to all interested, qualified applicants.

Notification that a position as a school bus contractor exists shall be published in at least two Delaware newspapers of general circulation. Applicants for the position of school bus contractor shall be evaluated according to criteria and qualifications established and listed in 'Procedures for Selecting School Bus Contractors'.

Award of all school bus contracts shall be contingent upon both Caesar Rodney and State Boards of Education approval.

Current practice codified 1995

Revised: May 10, 2017

CROSS REF: JGD, Student Suspension
LEGAL REFS: 14 Del. C. §2901, 2908
14 Del. C. §1043, 1049

TRANSPORTATION SERVICES

Procedures for Selecting School Bus Contractors

When a bus contract is available for assignment, the following procedures will be followed to determine to whom the available contract will be awarded:

1. Notice will be published in two Delaware newspapers of general circulation indicating that a school bus contract is available.
2. All applications on file with the District Supervisor of Transportation shall be screened for qualifications by the supervisor. All eligible applicants will be presented to the Superintendent for final selection.
3. In the event a contract is considered to be expiring for the sole purpose of changing the named contractor to a spouse residing within the same household, a replacement contract may be offered by the Board.
4. In the event a contract is considered to be expiring for the sole purpose of changing the named party (contractor) to a corporation and the name of the majority shareholder of the corporation remains the same as the named contractor in the preceding contract, said contract may be renewed as requested, subject to the approval of the Board. However, if the majority shareholder of the corporation named in the new contract changes, then in that case the contract shall expire.
5. If a contractor should become ill rendering the contractor unable to fulfill the terms of the contract or if the contractor should die, the contract shall expire. However, the Board may offer a replacement contract to the surviving spouse residing within the household. If no such spouse exists, but the working partner is a son or daughter, the Board may offer a replacement contract. If no such spouse, son or daughter exists or if the spouse, son or daughter is unwilling or unable to accept a school bus contract, the contract will be offered as an available school bus contract to interested parties as prescribed by District policy and regulations.
6. Preference in awarding bus contracts will be given to persons who are residents of the District, corporations based in the District or out of District contractors already providing satisfactory service to the District.
7. If more than one party submits a bid for the bus contract, the party to whom the contract will be awarded shall be determined by a blind draw.

Current practice 1995

Caesar Rodney School District, Wyoming, Delaware

WALKERS AND RIDERS

In Delaware, the State Board of Education establishes qualifications for eligibility for student transportation within the Caesar Rodney School District. The criteria are:

- Grades K-6 Residence of student is one mile or more from school of attendance.
- Grades 7-12 Residence of student is 2 miles or more from school of attendance.
- Exception to the distance limits may be authorized by the State Board of Education. The State Board of Education will not consider exemption until a request for exemption has been studied by the Unique Hazards Committee.
- Exemption established by the General Assembly of Delaware.
- Certain students identified as handicapped or disabled may qualify for transportation regardless of distance of residence from school. The criteria for this exemption is established when the handicap or disability is identified.

The State of Delaware has assumed 90% of the cost for student transportation for students eligible for transportation.

Any exception authorized by the Board of Education other than the five identified in this policy would be at the expense of the District.

Current policy established by Statute

LEGAL REFS.: DPI School Transportation Manual
 14 Del. C. §2906

Revised: May 10, 2017

Caesar Rodney School District, Wyoming, Delaware

BUS SCHEDULING AND ROUTING

The Caesar Rodney School District Board of Education directs the Supervisor of Transportation to develop bus schedules and routes, which minimize the time students will spend on a bus. In addition, safety of students should be considered when establishing bus stops for loading and unloading students.

Bus routes are to be modified during the school year if the number of students riding a bus route exceeds the capacity of the bus assigned to a route.

Bus routes are to be annually reviewed and routes revised when bus contracts are renewed/awarded.

When routing buses, the Supervisor of Transportation is to route buses so that the number of buses needed demonstrates District efforts to be fiscally prudent and within the spirit and requirement of the Department of Education.

The Supervisor of Transportation is to provide each principal with detailed information, including route maps, for all buses serving students assigned to the school. Principals are to inform parents of bus assignments at time of enrollment/registration.

The Supervisor of Transportation is to develop and maintain up-to-date routes of students assigned to each bus and shall maintain composite rosters for each bus route and provide the bus contractors with up-to-date copies of bus rosters.

Adopted: date of manual adoption

LEGAL REFS.: DOE School Transportation Manual
Revised: May 10, 2017

BUS SAFETY PROGRAM

The Caesar Rodney School District Supervisor of Transportation is responsible for scheduling bus safety instruction and safety drills for all students and drivers.

This safety program shall include all components described in the DOE School Transportation Manual and additional instruction on responsible student behavior to prevent loss of the privilege of bus transportation.

Current practice codified 1995

LEGAL REFS: DOE School Transportation Manual

BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES

School bus drivers in the Caesar Rodney School District are employees of the bus contractor. However, the Board of Education expects contractors to employ persons who:

- are reliable
- have good rapport with youth
- are capable of earning student respect
- are positive role models
- are capable of maintaining discipline

Persons employed by contractors as bus drivers are expected to hold appropriate valid licenses, certifications, endorsements and permits before being allowed to drive a bus.

Persons employed by contractors are expect to report to work free of use of alcohol, drugs, other controlled substances or medications which would impair their ability to safely operate the bus and supervise students. Therefore bus drivers are required to submit to mandatory drug testing and complete a Delaware School Bus Driver Physical Examination.

Contractors are to inform the Supervisor of Transportation of the identity of prospective employees. Additionally the contractor is not to assign said persons to drive a bus transporting Caesar Rodney students if the Supervisor of Transportation informs the contractor that the proposed driver is not suitable to the District.

Bus drivers and aides who elect to not attend District in-service training place their acceptance to the District as drivers and aides at risk.

Adopted: date of manual adoption

Revised: May 10, 2017

STUDENT CONDUCT ON BUSES

Safety is of prime importance for Caesar Rodney School District students as they are transported to and from school and to and from school sponsored activities. Safety requires the cooperation of students, parents/guardian and school personnel. Parents/guardian should review and discuss the school bus rules with their child/children in an effort to help him/her understand and assume responsibility for good school bus conduct.

Students are charged with the responsibility of conduct which will result in safe transportation, respect for school personnel and respect for other students. Failure to abide by the school bus rules, show proper respect to others, and comply with requests of school personnel may result in a student being issued a School Bus Report and subsequent suspension or denial of bus transportation. Incidents of a serious nature will be sufficient grounds for a principal to suspend a student from school and refer the student to the Superintendent for consideration for expulsion.

The Superintendent is responsible for establishment of and publications of Regulations for Conduct of Pupils on buses. These rules are intended to help students become aware of their responsibility and guide discussion. The list need not be an all-inclusive list but representative of the types of behavior that will be expected.

The Superintendent or designee shall establish procedures for bus drivers to follow to report inappropriate student behavior to the principal.

Current practice codified 1995

Revised May 10, 2017

CROSS REFS.: EE, Transportation Services

LEGAL REFS.: DOE & DMV School Bus Drivers'/Aides' Handbook

STUDENT CONDUCT ON BUSES

Regulations for Student Conduct on Buses

1. Pupils must obey the driver cheerfully and promptly, be courteous to the driver, and to fellow pupils. The driver is in full charge of the bus and pupils, and has the authority of a classroom teacher.
2. Pupils must be on time; the bus has to run on schedule and cannot wait for those who are tardy.
3. Pupils should never stand or play on the road while waiting for the bus.
4. Before boarding the bus, pupils must keep a safe distance from it while it is in motion.
5. Pupils must enter the bus without crowding or disturbing others and occupy their seats immediately.
6. Pupils must not try to get on or off the bus when it is in motion. When on the bus they must remain seated until the bus has come to a complete stop.
7. Pupils must keep out of the drivers seat and remember that unnecessary conversation with the driver is prohibited while the bus is in motion.
8. In approaching the bus or a bus stop along the highway, a pupil should always walk on the left side of the road facing traffic. Pupils should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, pupils should immediately walk around the front of the bus as directed by the driver and stop before crossing. Pupils must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.
9. Outside of ordinary conversation in normal tone, classroom conduct is to be observed when on the bus.
10. Pupils must not call out to passers-by. They should not open the bus windows without permission from the driver nor extend head or arms out of the windows.
11. Pupils shall not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
12. Pupils should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
13. Pupils are not permitted to smoke while on the bus.
14. Pupils must not use profanity while on the bus.
15. Pupils must not throw articles of any kind in, out, or around the bus.
16. Pupils are not to eat or drink while on the bus.
17. Pupils are to conduct themselves while on the bus in such a way that it will not distract the driver from the job of driving.
18. Pupils are to ride only the bus to which they are assigned. In the case of an emergency, building principals or the Superintendent's designee may make an exception.

Issued 1994

Revised: May 10, 2017

Caesar Rodney School District, Wyoming, Delaware

FOOD SERVICES

The Caesar Rodney School District operates a school meal program in all its schools; it is administered by the Supervisor of Child Nutrition under the general supervision of the Assistant Superintendent. The Supervisor of Child Nutrition is responsible for maintaining all necessary records and reports associated with the management of the District Child Nutrition Program.

Food services include breakfast and lunch, through participation in the United States Department of Agriculture (USDA) Food and Nutrition Services' National School Lunch Program (NSLP) and the School Breakfast Program (SBP) to meet the nutritional needs of students during the school day.

Meal Prices

The Board of Education will set, and review at least annually, the prices for school meals.

School food services are operated on a nonprofit basis, and will comply with all regulations pertaining to health, sanitation, and service of foods. Child Nutrition Programs will meet all state and federal requirements for participation in state and federal reimbursement programs.

Any sale of food or beverages to students during school hours will be under the supervision of the school food service manager for that school.

District employees, except for food service personnel, will be required to pay the adult-price for meals. Food service employees receive a pattern meal as part of their compensation.

School food service receipts will be used only to pay for regular food service operating costs. When food service facilities are used by outside groups or agencies, an adequate fee will be charged, as approved by the Board. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or by USDA are used.

Organization

The Supervisor of Child Nutrition supervises the school food service managers in cooperation with the building principals. The building principal in each school will be responsible for maintaining proper student discipline in the cafeteria. Food service personnel in each school building will be directly responsible to the building's food service manager.

Meal Program

As required to maintain eligibility for participation in the National Child Nutrition Programs, the Board agrees to the following general regulation.

1. That a School Breakfast/Lunch Meal Pattern meal be made available to all students.

Students will also be permitted to bring their lunches from home and to purchase beverages and a la carte food items.

Current practice codified 1995

Revised: November 2024

CROSS REPS.: DEC, Rental and Service Charges
EFC, Free and Reduced Price Food Services

FOOD SERVICES

Meal prices:

	<u>Students</u>		<u>Adults</u>
	Regular Price	Reduced Price*	
Breakfast			
K-6	\$.60	\$.30	\$2.00
7-12	\$.70	\$.30	\$2.00
Lunch			
K-6	\$1.00	\$.40	\$2.00
7-8	\$1.10	\$.40	\$2.00
9-12	\$1.25	\$.40	\$2.00

* Regulations of USDA require the same price for reduced breakfast and lunch regardless of age or portion served.

Revised: December 2005

FOOD PURCHASING/SELECTION

The Supervisor of Child Nutrition is designated as the person authorized to purchase food and supplies for all food services in the Caesar Rodney School District. The purchase of equipment and services will be the responsibility of the Director of Business & Finance who will make purchases based on the recommendations of the Supervisor of Child Nutrition. Annual contracts for food and non-food supplies will be awarded annually by the Board of Education after advertisement for bids for items not included on the state bid list or not advantageous for purchase in bulk quantity.

In order to properly discharge authorized purchasing functions, the Supervisor of Child Nutrition will prepare necessary bid specifications. When purchases are made through the bidding procedure, the Supervisor of Child Nutrition will recommend bid awards that are determined to be in the best interest of the District. These recommendations are to be acted upon by the Board of Education.

The Supervisor of Child Nutrition will consider government commodities and also quantity purchasing where these considerations are advantageous to the District.

The Supervisor of Child Nutrition is responsible for maintaining all necessary records pertaining to the food service program. The Supervisor of Child Nutrition will be expected to adhere to appropriate accounting principles in the purchasing, reporting, budgeting, and coding of food service purchases.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: DJE, Bidding Procedures

Caesar Rodney School District, Wyoming, Delaware

USE OF SURPLUS COMMODITIES

In an effort to maintain low cost meal prices, the Caesar Rodney School District Board of Education expects the Supervisor of Child Nutrition to take advantage, when practical, of foods offered by the USDA commodity program. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations. The foods will be used only for purposes of the National School Lunch Program except that limited bonus donated commodity foods may be made available for use by home economics classes.

Current practice codified 1995

Adopted: date of manual adoption

MENU DEVELOPMENT/OPTIONS

The Supervisor of Child Nutrition is responsible for creating menus for all food service operations in the Caesar Rodney School District. When practical, there should be the same meals available in all schools which will be the meals listed in published menus.

The Board supports the meal concept called, “Offer vs. Serve” for all students. The Board encourages the Supervisor of Child Nutrition to schedule, as frequently as possible, a “healthy choice” meal option as one of the “offer vs. service” options.

The Board understands that students have food preferences. To the extent possible, foods popular with students should be on the menu. However, the Board realizes the District’s responsibility to serve nutritious meals rather than focusing solely on popular foods.

Periodically, the Supervisor of Child Nutrition should gain student reaction and input regarding menu options.

Current practice codified 1995

Adopted: date of manual adoption

FREE AND REDUCED PRICE FOOD SERVICES

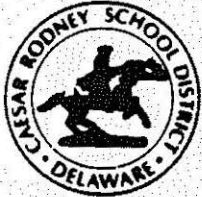
The Caesar Rodney School District Board of Education directs that the District participate in the National Child Nutrition Program under the auspices of the United States Agriculture Department and other food programs which may become available to assure that all children in the District received proper nourishment.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who meets the criteria for eligibility for free and reduced lunch benefits will be denied meals simply because proper application has not been received from his/her parents or guardian and no child will be discriminated against due to race, sex, color, national origin, age or disability. The principal of the school is to complete an application for a student known to be needy if the household fails to apply.

The Superintendent or designee will establish rules, regulations, and procedures which conform with state and federal (or other) requirements regarding participation in programs for free and reduced meal benefits. Such regulations will be reported to the Board as needed for its approval.

Current practice codified 1995

Adopted: date of manual adoption



CAESAR RODNEY SCHOOL DISTRICT

District Office

Telephone: (302) 697-2173
FAX: (302) 697-3406

219 Old North Road, P.O. Box 188, Camden, Delaware 19934

Dear Parent/Guardian:

The Caesar Rodney School District takes part in the National School Lunch Program/School Breakfast Program. Nutritious meals are served every school day. Children may get meals free or at a reduced price. The reduced price is \$.40 for lunch and \$.30 for breakfast. All meals served must meet patterns established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this district will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If your child needs substitutions because of a disability, please get in touch with us for further information. Students may purchase meals at the following prices:

Lunch:	Caesar Rodney High School	\$ 1.10
	Dover Air Middle/Caesar Rodney Junior High	1.10
	Elementary Schools	1.00
Breakfast:	Elementary Schools	.60
	Grades 7 thru 12	.70

If you now get food stamps or A Better Chance for your children, your children can get free meals. The application must have the children's names, a food stamp or A Better Chance case number for each child, and the signature of an adult household member.

If you do not list a food stamp or A Better Chance case number for all the children you are applying for, your children can get free or reduced price meals if your total household income is the same or less than the amounts on the Income Chart below. In that case, the application must have the children's names, the names of all household members, the amount of income each person got last month and where it came from, the signature of an adult household member and that adult's social security number or the word "none" if the adult does not have a social security number.

A foster child may get free or reduced price meals regardless of your income. If you are applying for a foster child, the application must have the child's name, the child's "personal use" income, and an adult's signature. Complete a separate application for each foster child.

To get free or reduced price meals for your children, you must complete an application and return it to the school. We cannot approve an application that is not complete.

Income Chart

Household Size	Annual Income	Monthly Income	Weekly Income
1	14,893	1,242	287
2	20,073	1,673	387
3	25,253	2,105	486
4	30,433	2,537	586
5	35,613	2,968	685
6	40,793	3,400	785
7	45,973	3,832	885
8	51,153	4,263	984
For Each Additional Member, Add	+5,180	+432	+100

WHERE EDUCATIONAL EXCELLENCE IS A TRADITION

Income to Report

Earnings From Work
Wages/Salaries/Tips
Strike Benefits
Unemployment Compensation
Worker's Compensation
Net Income From Self-Owned Business
or Farm

Pensions/Retirement/Social Security
Pensions
Supplemental Security Income
Retirement Income
Veteran's Payments
Social Security

Welfare/Child Support/Alimony
Public Assistance Payments
Welfare Payments
Alimony/Child Support Payments

Other Income
Disability Benefits
Cash Withdrawal From Savings
Interest/Dividends
Income From Estates/Trusts/Investments
Regular Contributions from Persons not
Living in the Household
Net Royalties/Annuities/Net Rental Income

Any Other Income

Verification: Your eligibility may be checked at any time during the school year. School officials may ask you to send papers showing that your children should get free or reduced price meals.

Fair Hearing: You may talk to school officials if you do not agree with the school's decision on your application or the results of verification. You also may ask for a fair hearing by calling or writing: Dr. David E. Robinson, P.O. Box 188, Camden, DE 19934, Phone: 697-2173.

Reporting Changes: If your children get free or reduced price meals because of your income, you must tell the school if your household size decreases or your income increases by more than \$50 per month or \$600 per year. If your children get meals because they get food stamps or A Better Chance, you must tell the school when you are not getting A Better Chance or food stamps for them. You may then fill out another application giving income information.

Confidentiality: School officials use the application information only to decide if your children should get free or reduced price meals, verify eligibility, and determine Title I eligibility.

Reapplication: You may apply for meals anytime if you are not eligible now but have a change like a decrease in household income, an increase in household size, become unemployed or get food stamps or A Better Chance for your children. Complete an application then.

In the operation of the Child Feeding Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, DC 20250.

We will let you know when your application is approved or denied.

Sincerely,



Dr. David E. Robinson
Superintendent

APPLICATION INSTRUCTIONS (SINGLE-CHILD MEALS)

To apply for free and reduced price meals, complete the application using the instructions for your household. Sign the application and return the application to the school. Call the school if you need help: # 697-2173

PART 1 Student Information: All Households Complete This Part

- (1) Print the name of the child you are applying for.
- (2) List the child's grade and school

PART 2 Households Getting Food Stamps or A Better Chance: Complete This Part & Part 5

- (1) List a current food stamp or A Better Chance case number for the child.
- (2) Sign the application in PART 5. An Adult household member must sign. Skip PART 4 -- Do not list names of household members or income if you list a food stamp or A Better Chance case number for each child.

PART 3 Households With A Foster Child: Complete This Part and Part 5. A foster child is the legal responsibility of a welfare agency or court.

- (1) List the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income. **Skip PART 4 -- Do not list any other children, household members or income.**
- (2) A foster parent or other official representing the child must sign the application in PART 5.

"Personal Use" income is (a) money given by the welfare office identified by category for the child's personal use, such as for clothing, school fees, and allowances; and (b) all other money the child gets, such as money from his/her family and money from the child's full-time or regular part-time jobs.

PART 4 All Other Households: Complete This Part and PART 5.

- (1) Write the names of everyone in your household, whether they get income or not. Include yourself, the child you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of income each household member got last month before taxes or anything else is taken out, and where it came from, such as earnings, welfare, pensions, and other income. If any amount last month was more or less than usual, write that person's usual monthly income;
- (3) An adult household member must sign the application and give his/her social security number in PART 5.

To figure Monthly Income: Weekly x 4.33 Every 2 Weeks x 2.15 Twice a Month x 2

PART 5 Signature and Social Security Number: All Households Complete This Part

- (1) All applications must have the signature of an adult household member;
- (2) The application must have the social security number of the adult who signs. If the adult does not have a social security number, write "none" or something else to show that the adult does not have a social security number. If you listed a food stamp or A Better Chance number for your child or if you are applying for a foster child, a social security number is not needed.

PART 6 Other Benefits

Complete this part if you wish your child to be considered for participation in JTPA or Chapter 1 Programs.

PART 7 Racial/Ethnic Identity: Complete the racial/ethnic identity question if you wish. You are not required to answer this question to get free or reduced price meals. We need this information to make sure that everyone is treated fairly.

Income to Report

Earnings From Work

Wages/Salaries/Tips
Strike Benefits
Unemployment Compensation
Worker's Compensation
Net Income from Self-Owned Business or Farm

Pensions/Retirement/Social Security

Pensions
Supplemental Security Income
Retirement Income
Veteran's Payments
Social Security

Other Income

Disability Benefits
Cash Withdrawal from Savings
Interest/Dividends
Income from Estates/Trusts/Investments
Regular Contributions from Persons not Living in the Household
Net Royalties/Annuities/Net Rental Income
Any Other Income

Welfare/Child Support/Alimony

Public Assistance Payments
Welfare Payments
Alimony/Child Support Payments

APPLICATION FOR FREE AND REDUCED PRICE MEALS

To apply for free and reduced price meals, complete this application, sign your name and return the application to the school. Call the school if you need help. # 697-2173

1. Print Student Information

2. List the Child's Food Stamp or A Better Chance case number, if any

NAME	GRADE	SCHOOL	FOOD STAMP NUMBER	A BETTER CHANCE NUMBER

3. Foster Child: List the child's monthly personal use income. Write "0" if the child has no personal use income.
\$ _____

4. Household Members and Monthly Income: If you gave a food stamp or A Better Chance case number for the child, skip to Part 5

NAME OF HOUSEHOLD MEMBERS	Gross MONTHLY Earnings (Before Deductions)		MONTHLY Welfare Payments, Child Support, Alimony	MONTHLY Payments from Pensions, Retirement, Social Security	Any Other Monthly Income
	Job 1	Job 2			
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

5. Signature and Social Security Number. I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of Federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

X _____ X _____
Signature of Adult Household Member Social Security Number*

Home Telephone Number _____ Work Telephone Number _____ Printed Name _____
Street/Apt. No. _____ City/State/Zip _____ Date _____

6. Other Benefits: You do not have to complete this part to get free and reduced price meals. Mark an X for Yes on the line.

- Yes. School officials may give my name and address so that my son/daughter will be able to participate in the JTPA program.
- Yes. School officials may use the information provided on this application to determine my child(ren)'s eligibility for Chapter I.

I certify that I am the parent/guardian of the child(ren) for whom application is being made.

Signature Parent/Guardian _____ Date _____

7. Race: Please check the racial or ethnic identity of your child(ren). You are not required to answer this question.
 White, not Hispanic Black, not Hispanic Hispanic Asian Pacific Islander American Indian/Alaskan Native

*PRIVACY ACT STATEMENT: Section 9 of the National School Lunch Act requires that unless your child's Food Stamp or A Better Chance case number is provided, you must include the Social Security Number of the adult household member signing the application or indicate that the household member does not have a Social Security Number. Provision of a Social Security Number is not mandatory, but if a Social Security Number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The Social Security Number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or A Better Chance benefits, contacting the State Employment Security Office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

FOR SCHOOL USE ONLY

DO NOT WRITE BELOW THIS LINE

MONTHLY INCOME CONVERSION: WEEKLY X 4.33 EVERY 2 WEEKS X 2.15 TWICE A MONTH X 2

Total Household Size _____ Monthly Income _____ Food Stamp _____ A Better Chance _____
Eligibility Determination: Approved Free _____ Approved Reduced Price _____ Denied _____ Temporary Until: _____ Until _____ Until _____
Reason for Denial: Income Too High _____ Incomplete Application _____ Other _____
Changes in Status _____ Date Withdrawn _____
Reason _____ Date _____
Date Verification Notice Sent: _____ Response Due From Household _____ Second Notice Sent _____
Verification: No Change _____ Free to Reduced Price _____ Free to Paid _____ Reduced Price to Free _____ Reduced Price to Paid _____
Reason for Eligibility Change: Income _____ Household Size _____ Refused to Cooperate _____ Other _____
Changes in Food Stamp/A Better Chance _____
Date Notice of Change sent to Parent/Guardian _____ Signature of Verifying Official _____ Date _____

COMPETITIVE FOOD SALES/VENDING MACHINES

Non-Cafeteria Foods:

Each principal in the Caesar Rodney School District will exercise control over the sale of non-cafeterial competitive foods. "Competitive foods" means any food that is sold in competition with the Child Nutrition Programs. Federal regulations restrict the sale of competitive foods in food service areas during breakfast or lunch periods. Food items sold as part of a fund raising activity for schools organization may not be marketed before 1:00 p.m. in any school. Food sales for fund raising by non-school organizations are not to take place before school or during school if the food purchased is available for immediate consumption.

Vending Machines:

The installation and use of vending machines in the schools will be controlled so that they will not offer competition to the Child Nutrition Programs or encourage students in poor eating habits.

The services and sale of all food and beverages to students during school hours will be under the control of the school food service department, and the revenue from such sales will be deposited and accrued to the food service revenue budget.

Vending machines may be operated by the school food services department for the sale of beverages in employee lunchrooms. The funds derived from such sales will accrue to the food service program revenue budget. Students will not make purchases from these machines.

Vending machines also may be operated by the school in employee lounges for employee use only. The funds derived from such operation will accrue to the internal accounts fund for the individual school.

Vending machines may be operated after school hours for school use. The profits derived from such operations will accrue to the school's student activities fund or its internal accounts fund.

Adopted: date of manual adoption

LEGAL REFS.: USDA National Child Nutrition Program Regulations

Caesar Rodney School District, Wyoming, Delaware

ADULT FOOD SERVICES

Adult Lunches:

The Caesar Rodney School District food service program is not open to the general public. School employees and authorized visitors may participate in the food service program at adult prices. Regularly employed food services personnel receive a lunch without charge.

Food Service for Senior Citizens:

The District may participate with other community agencies and organizations in making available nutritious, and inexpensive food programs available to senior citizens and other individuals who qualify.

The use of school facilities for food preparation and meal service will not be permitted to impede or conflict with the needs of the Child Nutrition Programs.

In participating in such programs, kitchen and/or lunchroom facilities may be provided by the schools. All other costs, including personnel costs, must be funded or supported through the price charged for meals.

Storage of Food:

Food and/or ingredients intended for personal use by employees will not be stored or processed in food services facilities. Food service facilities are not available for personal use by employees. If outside groups need to use the facilities, arrangements with the food service manager must be made in advance.

Current practice codified 1995

Revised date of manual adoption

CROSS REFS.: DFDA, Free Admissions

Caesar Rodney School District, Wyoming, Delaware

CATERING AND FOOD SERVICE AT SCHOOL ACTIVITIES/EVENTS

The Caesar Rodney School District Supervisor of Child Nutrition will cooperate with representatives of school organizations by providing catering services for school/school organization events providing the catering activity does not conflict with the needs of the regular food service program for students.

Costs for food catered for school/school organizations will be at a charge sufficient to cover all costs including food, supplies, and labor.

Current practice codified 1995

Reviewed December 2024

OFFICE SERVICES

Office services will function for the purposes of expediting the on-going business of the Caesar Rodney School District and of making the most effective use of staff time.

The Board instructs the Superintendent to:

- Maintain a continuing assessment of office service needs at all locations throughout the District;
- Seek the maximum standardization and coordination of office procedures and systems;
- Employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner; and
- Conduct periodic studies and prepare periodic recommendations concerning such matters as word processing, office machine utilization and the like.

Adopted: date of manual adoption

PHOTOCOPYING SERVICES

The Caesar Rodney School District Board of Education provides photocopying machines to assist teachers, staff, and administration in the enhancement of instruction and administrative service.

Organizations eligible for rent free use of school facilities may request data be photocopied provided they provide the labor and pay a per copy charge. The Director of Business & Finance shall establish a fee schedule for such use.

Use of photocopy machines for personal business by staff or others shall be only with the authorization of the principal or District administrator responsible for the photocopy machine. A per copy fee shall be assessed for use. The Director of Business & Finance shall establish a per copy fee for such use.

Use of photocopy machines for any other purpose or use without payment of appropriate fee is a misuse of public funds.

Adopted: date of manual adoption

CROSS REFS.: DFC, Rental and Service Charges
 EDC, Authorized Use of School-Owned Materials and Equipment

COPYRIGHT COMPLIANCE

It is the intent of the Caesar Rodney School District Board of Education to delineate, enforce and abide by the provisions of current copyright laws as they affect the District and its employees.

Copyright materials, whether they are print or non-print, such as: computer software, videos, films, recordings, etc., will not be duplicated unless such reproduction meets "fair use" standards or unless written permission has been received from the copyright holder.

Details about what constitutes "fair use" will be made available to all teachers. A summary of these standards will be posted, or otherwise be made available, at machines used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy. They do so at their own risk and assume all liability.

The purchase of or use of "illegal or pirated copies" materials is prohibited.

The Director of Instruction is responsible for instruction to the staff on "fair use" of copyright materials, posting appropriate notice regarding copyright standards, monitoring the District's efforts to be in compliance with "fair use" standards regarding all copyright materials and is authorized to sign software license agreement for the District.

Adopted: date of manual adoption

MAIL AND DELIVERY SERVICES

Intra-district Mail and Delivery Service

An intra-district Caesar Rodney School District mail and delivery service will be maintained in order that in-district communications, and authorized communications from outside sources, may be delivered to the intended recipient in the most practical way. Administration of the intra-district mail and delivery service is assigned to the Supervisor of Facilities Management.

The Board of Education has control over all aspects of the intra-district mail and delivery service, including individual mail boxes assigned to school employees at school buildings in the District. The use of District mail facilities will be for the distribution of materials and communications that further the educational purposes of the District. Communications from non-school sources may be authorized by the Superintendent of Schools or authorized in negotiated agreement with employee organizations by the Board.

The intra-district school mail and delivery service will not be used for commercial purposes, to promote the interests of any commercial or other non-school agency or organization, nor to distribute political campaign materials.

The Superintendent of Schools, acting within regulations of the District, may authorize specific exceptions to permit distribution of appropriate non-school communications or materials, provided those items relate to the educational purposes of the District and provided the distribution does not defeat the intent of this policy.

Requests for distribution of non-school materials will be submitted to the Office of the Superintendent for review. Upon approval by the Superintendent of Schools, or designee, the communications or materials may be authorized for distribution in accordance with instructions by the administrative staff.

State Mail

The State of Delaware operates a mail and delivery service for inter-agency communication. Communication to schools outside the District and other state agencies are to be mailed or shipped through this system unless receipt is needed to verify delivery, confidentiality must be guaranteed, or time of service does not meet District needs.

Items to be distributed via state mail are to be deposited in the identified location or container in the District or school office.

US Mail/Private Delivery Companies

Approval is needed to mail any item or to ship an item and can be obtained from the administrator responsible for the purchase of the item in question.

The use of school purchased stamps, envelopes, stationary, etc., for private or non-school use is a misuse of public funds.

Current practice codified 1995

Adopted: date of manual adoption

CROSS REFS.: EDC, Authorized Use of School-Owned Materials and Equipment

FAX SERVICE

Fax machines maintained in the Caesar Rodney School District Office or the schools are for school use.

Administrators who have a fax machine in their supervisory areas may request the Director of Business and Finance to establish a process for logging entries. If such is done, the fax machine may be used for non-school use.

TELEPHONE SERVICE

The Caesar Rodney School District telephone system is intended as a support service for business of the District. The use of the system for personal calls interferes with the intended purpose; such use is to be kept to an absolute minimum. The use of the system for private business activities is considered unethical and unacceptable.

Under no circumstance is a private long distance phone call to be charged to the District. If a private long distance call must be made from a telephone in the District, the charges are to be assigned to a private phone number, private credit card, or placed as a collect call.

The District has agreed to certain telephone use by the CREA. This usage is identified in the agreement between the District and the Association.

Current practice codified 1995

Adopted: date of manual adoption

NOTARY PUBLIC

The Caesar Rodney School District Superintendent is authorized to have administrative secretaries bonded as a notary public at District expense, provided said employees perform the notary service for District business free of a service charge.

Employees of the District needing notary service for District business are to use the service of the District notary. No reimbursement of notary fee will be authorized unless the Superintendent authorizes such because extenuating circumstances prevent the use of a District notary.

Current practice codified 1995

Adopted: date of manual adoption

NOTARY PUBLIC

The following Caesar Rodney School District staff members are bonded District notaries:

Administrative Secretary to the Superintendent

Administrative Secretary to the Director of Human Resources

District Office Receptionist

Issued 1995

DATA MANAGEMENT

Information maintained in the various data files is a resource of the Caesar Rodney School District and access to such data is restricted in accordance with the provisions of the Delaware Code and the Federal Freedom of Information Act.

Administrative responsibility for maintaining appropriate files and appropriate control over these files is vested in the Superintendent or designee.

Current practice codified 1995

Adopted: date of manual adoption

LEGAL REFS.: 29 Del. C. §10001-10005
 29 Del. C. §504

DATA/RECORDS RETENTION

The State of Delaware has authorized the State Bureau of Archives and Records Management to establish data/records retention regulations pertinent to the Caesar Rodney School District. The Board authorizes the Superintendent to designate responsibility for data/records return to appropriate members of the administrative staff.

The Administrative Assistant to the Superintendent serves as the liaison between the District and the Bureau of Archives and Records Management.

Current practice codified 1995

LEGAL REFS.: 29 Del. C. §505, 512