ADMINISTRATIVE REGULATIONS
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Buildings and Grounds Management
Buildings and Grounds Maintenance and Inspection

Each building principal shall give attention to the condition of the buildings in his/her care as to cleanliness, heating, ventilation and general maintenance, in order to safeguard the health, safety and comfort of the students and employees. Principals shall report conditions needing attention to the appropriate administrator.

The principal of each school shall regularly inspect and identify any hazardous conditions in his/her area of supervision and promptly report them in writing to the Superintendent's designee. The reports will identify conditions and suggest corrections. The designee shall regularly report to the Superintendent regarding such conditions and plans to correct.

The Superintendent/designee is directed to maintain a proper preventive maintenance program and include adequate funds to sustain this program in the budget recommendation. Provisions of this program should include the following:

1. The Superintendent and building principals will periodically inspect the buildings and grounds and report findings to the Board.

2. Improvements and additions to the buildings and grounds will be made as established by capital outlay line items approved in the budget by the Board.

3. An adequate custodial services program for all buildings will be maintained.

4. School grounds and fields will be maintained and improved when necessary to ensure a safe, functional and attractive environment.

5. District buildings and equipment will be repaired, painted and replaced as needed.

6. Obsolete equipment will be identified.

Building and Grounds Management
Energy Conservation Measures

The conservation measures outlined below should be emphasized at the beginning of each heating season. School principals should advise students and faculty members to dress appropriately to offset lower building temperatures. Department heads should advise their personnel of conservation measures put into practice. The cooperation of all concerned will be necessary to make this conservation program successful. Continued emphasis on the need to conserve energy is an absolute requirement.

During the Heating Season

1. Thermostats should be set to obtain a building temperature of 68 degrees Fahrenheit during the day. Kindergarten, shower and locker room thermostats may be adjusted to maintain a 72 degree Fahrenheit room temperature.

2. The maintenance / custodial staff will coordinate with building principals in regards to thermostat settings for night time and week end temperature control.

3. Attention to door and window closures to reduce heat costs should be monitored at each building location.

4. Building principals will instruct teachers and staff to have thermostats adjusted instead of opening doors or windows to regulate temperatures in rooms or the buildings.

5. The maintenance staff will assess outside air intake systems and adjust where needed to reduce heat loss.

During the Cooling Season

1. Thermostats should be set to obtain a building temperature of 75 degrees Fahrenheit during the working day. After 4:00 p.m. settings should be made to regulate the building temperature at no lower than 78-80 degrees.

2. The maintenance / custodial staff will coordinate with building principals in regards to thermostat settings for night time and weekend temperature control. Special programs in school after normal hours should be considered to provide comfortable temperatures.

3. Attention to door and window closures to reduce cooling costs should be monitored at each building location.

4. The maintenance staff will monitor air cooling systems and adjust where needed to reduce energy loss.

Other Energy Measures

1. Reduction in interior hall lighting needs to take place where feasible. Insure classroom lights are out when not needed. Ball field and gymnasium lights will be turned off when not in use. Night custodial staff will use minimum lighting necessary to accomplish tasks.

2. If a special hardship is sustained by an activity, an appeal may be made to the building principal or maintenance supervisor for special consideration to the policy.

3. Drivers of public school vehicles are reminded of the State Air Pollution Control Board regulation which prohibits the running of vehicle engines for more than three minutes when the vehicle is parked, except when the engine provides auxiliary service other than for heating or air conditioning. Fuel economy is enhanced by eliminating unnecessary engine idling when idle time exceeds one minute.

SUPPORT SERVICES **Regulation 5210**

Safety, Security and Communications
Hazardous Materials

The District will follow procedures outlined below in order to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA):

1. Contract with accredited/certified agencies to conduct inspections of school buildings for asbestos-containing materials.

2. Follow recommended procedures to control the release of asbestos fibers upon completion of asbestos inspections.

3. Develop a management plan which lists corrective steps and long-range maintenance of asbestos control procedures. This report shall be made available to the public and filed with appropriate state agencies.

4. Post warnings on all areas containing asbestos and notify students, parents, and employees regarding the afflicted areas.

Safety, Security and Communications
Accident Reporting

The following guidelines are to be used to determine whether or not a report is to be completed. A report shall always be completed when:

1. The accident requires that emergency medical attention, a doctor, or ambulance be called.

2. The accident or injury results in a student or employee leaving school.

3. The accident results in a permanent injury; i.e., a chipped tooth.

4. Patron, parent, or employee reports an on the premises accident.

5. When a student or employee is injured on school premises an accident report form should be completed by the supervisor.

6. When in doubt about whether or not a report is needed, complete one.

Accident Report Procedure

1. The building administrator, designee, or nurse initiates the report.

2. The person in charge at the time of the accident completes the Accident Report form.

3. The Accident Report form should be completed and sent to the building office or principal within 24 hours of the accident.

4. The principal reviews the report and makes a recommendation for corrective action to be taken or notes action taken.

5. The principal forwards the original copy to the Superintendent/designee. A copy remains on file at the building level office.

6. The Superintendent/designee is responsible for evaluation of the report. It is to serve as a basis for a safety and accident prevention program.

SUPPORT SERVICES **Form 5330**
(Policy 5330)

Purchasing and Supply Management

Anti-Israel Boycott Prohibition

Anti-Discrimination Against Israel Act

This Company is not currently and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel; or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

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Safety, Security and Communications

Comprehensive Emergency Operations Plan

The Board recognizes the necessity for a planned safety program to ensure to the extent possible a safe environment for students, staff and visitors. The responsibility for ensuring safe conditions throughout the District is shared by the Board, Superintendent and staff. The Superintendent/ designee, at the Board's direction will be responsible for the development and implementation of a safety program to include, but not be limited to, weather, fire and civil defense emergencies.

The Superintendent/designee is authorized to dismiss schools, at his/her discretion, because of hazardous road conditions or other conditions which would make the operation of schools impractical or hazardous to students and staff.

At the direction of the Superintendent/designee, building principals will determine areas in each building which, in the principal's opinion, are best suited for the protection of students and staff during civil defense emergencies. School will not be dismissed in the case of civil defense alerts or tornado warnings.

The Superintendent/designee will provide for fire inspections on announced and unannounced bases for each building. The Superintendent/designee will also be responsible for remedying unsafe conditions in school buildings which have been reported by local fire marshals acting in their official capacity. Building principals are responsible for preparing a fire drill and emergency exit plan for their buildings. Exit plans will be posted in each classroom and reviewed with the students on a regular basis. Fire drills will be conducted during the first full week of school and on a quarterly basis thereafter to ensure safe and efficient exit in the event of an emergency.

Physical Security Site Assessment

The District will complete a physical security site assessment at each District facility on an annual basis. In addition, the District will comply on an ongoing basis with DESE's Plan standards.

Earthquake Emergency Procedure System

At the direction of the Board, the District has established and implemented an earthquake emergency procedure system for each school. In developing and implementing its earthquake emergency procedure, the District has obtained assistance from the Missouri Emergency Management Agency.

The earthquake emergency procedure will include, but not be limited to, the following components:

1. Building disaster plans to monitor the safety and care of students and staff.

2. At least two earthquake emergency preparedness drills in each school per school year.

3. Specific procedures and protective measures to be taken before, during and following an earthquake.

4. Awareness and training for students and staff concerning the District's earthquake emergency procedure system.

The District's earthquake emergency procedure system is available for inspection in the District's administrative offices during normal business hours.

At the beginning of each school year, the District staff will distribute to students the earthquake awareness and safety information prepared by the Federal and Missouri Emergency Management Agencies.

NOTE: The above earthquake procedure management system is required for the Missouri counties listed below.

Adair
Audrain
Bollinger
Boone
Butler
Callaway
Cape Girardeau
Carter
Chariton
Clark
Cole
Dunklin
Howard
Iron
Jefferson
Knox
Lewis
Lincoln
Macon
Madison
Marion
Mississippi
Monroe
New Madrid
Oregon
Osage
Pemiscott
Perry
Pike
Putnam
Ralls
Randolph
Reynolds
Ripley
Schuyler
Scotland
Scott
Shelby
St. Charles
St. Francois
Ste. Genevieve
St. Louis
Stoddard
Warren
Washington
Wayne

Montgomery

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SUPPORT SERVICES **Regulation 5280**

Safety, Security and Communications
Vandalism and Theft

Incident reports are to be sent to the Superintendent/designee and the Custodial/Maintenance Manager by the building administrator no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

Inventory Management
Inventory Requirements
Federal Program Equipment and Supplies

Definitions

Equipment - Tangible, nonexpendable personal property having a useful life of more than a year and an acquisition cost of $1,000.00 or more per unit.

Supplies - All tangible personal property other than equipment. Computing devices are supplies if cost is less than $1,000.00.

Additional Tracking Requirements

The District will maintain effective control over and accountability for all funds, property and other assets. Regardless of cost, the District will maintain effective control and will safeguard all assets and will assure that they are used solely for authorized programs.

Equipment Disposition

The District will use equipment used in the Federal program for which it was acquired as long as needed, whether or not the program continues to be supported by the Federal award.

When equipment acquired under a Federal award is no longer needed for the original program, the District will dispose of the equipment as follows:

1. Items with a current per unit fair market value of $5,000.00 or less may be retained, sold or otherwise disposed of with no further obligation.

2. Items with a current per unit market value in excess of $5,000.00 may be retained by the District or sold.

3. Sales procedures will comply with Policy 3390.

Food Service Program
Food Safety

In order to implement the District's Food Safety Program, standard operating procedures should be developed in the following area:

General Safety Considerations
- Prohibit bare hand contact with ready to eat foods
- Store chemicals away from food and food related supplies

Personnel
- Require hand washing after restroom use, sneezing, coughing, or after performing any cleaning activity.
- Develop a policy for restricting or excluding ill employees from food production or preparation areas.

Product Procurement
- Follow recommendations for selecting vendors such as those found in State distributing agency vendor certification procedures.
- Develop buyer product specifications.

Receiving
- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- Put perishable foods into the refrigerator or freezer immediately.

Storing
- Store all food and paper supplies 6 to 8 inches off the floor.
- Label all food with name of the school and delivery date.

Transporting
- Preheat transfer cart prior to use.
- Limit transport travel time to a maximum of 2 hours.

Holding
- Keep hot foods hot (above 135 ˚F) and cold foods cold (below 41 ˚F).

Preparation
- Do not keep food in the "danger zone" (between 41 ˚F and 135 ˚F) for more than 4 hours.
- Handle food with utensils, clean, gloved hands, or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods should be prohibited.)

Cleaning / Sanitizing

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning.

Cooking and Documenting Temperatures

- Record all temperatures when they are taken.
- Use only a clean and sanitized thermometer when taking internal temperatures of food.

Cooling

- Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.

Reheating

- Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

Transportation
Student Transportation Services

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.

2. Provide for an efficient and economical transportation system.

3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Students with disabilities who are suspended from bus transportation will be afforded the procedural safeguards, if necessary, as required by the IDEA or Section 504. Such bus suspensions will not constitute a "removal" under the IDEA or Section 504 unless transportation is included as a necessary related service in the student's IEP or Section 504 Plan. Uniform rules of conduct and disciplinary measures will be enforced.

The transportation service will be subject to continual supervision and regular evaluation on the basis of the following Board policies:

1. The Board of Education shall adopt policies governing pupil transportation upon the recommendation of the Superintendent, and shall include adequate funds in the budget to cover the cost of the transportation contract, secure proper authorization for the provision of transportation, and secure approval of bus routes from the Missouri State Board of Education when necessary.

2. The Superintendent shall assign administrative and operational duties regarding the transportation program, and shall keep the Board of Education informed as to the operation and needs of the student transportation program. The Superintendent shall recommend policies, budget and bus routes to the Board of Education for approval.

3. School administrators may be asked to ride certain bus routes and report their findings to the Superintendent. All violations of state and local requirements will be reported.

4. The Superintendent/designee will make spot checks of buses throughout the year to review compliance with requirements.

5. The Superintendent/designee will meet at least once a year with all the bus drivers.

Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. Other vehicles owned by the District or operated under contract with the School District shall transport no more children than the manufacturer suggests as appropriate for such vehicle.

Responsibilities of the Administration of Transportation

The following administrative tasks shall be taken by the Transportation Administrator or designee:

1. Determine the pupil transportation needs for the local district.
2. Secure proper authorization in accordance with the law in providing pupil transportation.
3. Plan routes and schedules to render reasonable service and secure approval of all bus routes from the local Board of Education. Prepare and distribute bus schedules to drivers and transported pupils.
4. Provide and maintain safe buses which meet approved standards.
5. Require all paper work on each driver be completed and on file at the Central Office. Included are physical examination certificates, copies of contracts, performance bonds where necessary, CDL numbers, drug testing records.
6. Prepare and adopt rules and regulations for the safety of pupils being transported.
7. Require necessary records and reports from drivers including record of pupils being transported according to the ridership recordkeeping procedures. (Policy 5650)
8. Assure that proper liability, property, collision insurance coverage is provided relative to pupil transportation.
9. Prepare and submit pupil transportation reports as may be requested by the local Board of Education. To provide all reports and record keeping as required by DESA relative to pupil transportation.

Responsibilities of the Driver

The following are expectations and authority delegated to the bus driver:

1. The driver shall assume control of all pupils while they are being transported and should require from them respectable and orderly behavior. Particular attention should be given to the care and safety of the smaller children being transported. Any continued disorderly conduct should be reported to the proper school administration. Failure to take appropriate action may result in disciplinary action for the driver. Failure to comply with the reporting requirements under the Safe Schools Act may result in charges of a Class A misdemeanor.

2. A student may be assigned a specific seat on the bus in cases where in the judgment of the driver such action is needed for student misconduct and/or to assure safety for all riders. The bus driver at their discretion may have a seating chart for all students if deemed necessary.

3. The driver must observe all laws and regulations as established by Missouri law agencies, Department of Transportation and by the Department of Elementary and Secondary Education

4. Drivers are to drive bus routes as determined and assigned by the transportation administrator or supervisor. The driver will make an effort to run the bus on the route and on the time schedule established by the administration.

5. The drivers are to enforce disallowable items on the bus. There will be no animals, weapons, glass bottles or jars, or hazardous chemicals permitted on the buses. The bus driver may request students not to bring other items, which in their judgement, create a safety hazard or items that consume additional space and are not school instructional or school climate related.

6. In case of an accident or bus breakdown, while the bus is loaded with pupils, the driver shall not leave the bus and student riders to summon help. The driver should send two responsible student riders if deemed necessary to go notify for help.

7. The driver shall, by the direction of the administration or bus supervisor, give instructions to riders concerning emergency exits, fire extinguisher, first aid kit, opening windows and doors relative to exiting the bus in case of a fire or accident.

8. The driver will only pickup and unload students at their designated pickup and unloading points. Only by written permission or appearance by parent/guardian will students be unloaded at another location after they have boarded the bus for their approved destination.

Responsibilities of the Pupils and Parents

It is imperative that certain rules for safety, efficiency, and good discipline apply for bus passengers. The following regulations have been established for students being transported:

1. The driver is in charge of the pupils and the bus. Pupils must obey the instructions of the driver respectfully and promptly.

2. Pupils should obey and respect the orders of bus supervisors, monitors, or patrols on duty.

3. Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular schedule for pupils who are tardy.

4. Pupils should never stand in the roadway while waiting for the bus. Pupils should not move toward the bus in close proximity until the bus has come to a complete stop.

5. Classroom conduct is to be observed by the pupils while riding the bus, except ordinary conversation is permitted. Unnecessary conversation with the bus driver is prohibited.

6. Pupils must not at any time extend arms or head out of the bus windows.

7. Pupils must not get on or off the bus, or move about within the bus, while the bus is in motion. Wait until the bus stops before moving to enter it. Wait until the bus stops before leaving your seat to exit it.

8. The rear door and exit windows are for emergency use only. A student should never open them except in an emergency.

9. Student expectations while on the bus:
   A. No eating or drinking on the bus
   B. The aisle of the bus must be clear at all times
   C. Any damage to the bus should be reported at once to the driver
   D. No animals, glass, weapons, or hazardous chemicals are permitted on the bus (the driver may restrict other unnecessary items from being brought on the bus)
   E. Do not be rude or abusive to other students while loading or unloading

10. **Bus Misconduct** - Any offense committed by a student on a district-owned or contracted bus shall be punishable the same as if the offense had been committed on school grounds or buildings. In addition, bus riding privileges may be restricted, suspended or revoked.

11. Students who are not attending class are not to ride the bus. In other words, you do not ride the bus while under suspension or if you choose not to come to school. Students who do ride the bus to school shall not leave the school grounds without administrative approval once they have arrived on the school premises.

12. Students or parents should notify the driver ahead of time when the student will not be riding the bus. If you do not know until that morning, please call the bus barn at 935-2295.

SUPPORT SERVICES **Regulation 5660**

Transportation

Field Trips

Definitions

Field trip – A planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied.

Local field trip – A field trip that usually falls within a twenty-five (25) mile radius of the school, takes place within the regular school day and uses contracted or District transportation.

Out-of-area field trip – A field trip that fulfills any one of the following conditions: covers more than a twenty-five (25) mile radius, requires more than one day, uses contracted or District transportation, includes additional transportation fees, or involves other unusual circumstances.

Private transportation – The use of private vehicles for transporting students for field trips, school events and other school activities. Refer to Policy and Regulation 5661 – Field Trip Transportation in Private Vehicles/Common Carriers.

Financing Field Trips

The use of bus transportation services for field trips may be authorized from Board of Education appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Field trip transportation may be funded from sources other than Board of Education funds. This may include PTO contributions, authorized fees, government funds, and income generated by school activities.

Requests for Field Trips

All requests for use of school buses for field trips shall be made on the appropriate District form and shall be submitted to the principal for approval.

Requests for all out-of-area field trips shall be submitted through the principal for approval by the Superintendent/designee. When District bus transportation is used, a copy of the appropriate District form should be attached.

Field trip requests should be submitted early enough to permit a timely review by the principal.

Student Permission Form

All students shall be required to have a parent/guardian signed permission form to participate in a field trip. In cases where there is a series of field trips for a class, only one permission form is necessary.

Study/Travel/Tour Programs

There are numerous study/travel/tour programs promoted and operated by commercial organizations, not only during summer vacations and holidays, but also at times during the school year.

1. Official Programs

   On occasion, it may be appropriate for the schools to make use of the facilities of commercial organizations to offer study, travel or tour programs. The Superintendent/ designee shall have approved all aspects of such programs, and notification of the programs, together with implementing procedures, shall be sent to the schools. These should be designed for the summer vacation, holidays or for other times that do not entail long absences of either teachers or students from the regular school session.

   In the event that any teacher would like to propose such a program, he/she should submit a written request through the school principal for approval by the Superintendent/designee. Requests should be submitted early enough to permit adequate review at all levels; otherwise requests shall be denied.

   The program should be undertaken to achieve valid educational objectives to warrant support by the school and the District. Care should be exercised to avoid excluding students from participating in the program because of their economic circumstances.

2. Non-Official Programs

   Nonofficial study/travel/tour programs are ones that are not approved by the school and/or the District.

   Any private group involving school personnel, students and parents that is formed for the purpose of studying, traveling or touring shall abide by the following guidelines:

   a. The planning of any such activity and the activity itself shall be scheduled outside of the regular school day.

   b. The activity shall not be sanctioned, recommended or advertised by a school and/or school personnel in an official capacity.

c. Solicitation of participation by students shall not be conducted in any school during the school day.

d. The activity shall not receive any school or District funds, supplies or duty time of employees.

School personnel participating in nonofficial programs should:

a. Be aware that administrative leave will not be granted for participation in such programs.

b. Be careful not to imply in any way that a nonofficial program is receiving official sanction or recognition by the school or District.

c. Be familiar with current policies and regulations regarding conflict of interest and be particularly careful not to accept or receive any gift, loan, gratuity, favor or service of economic value that might reasonably be expected to influence one in his/her position in the discharge of his/her duties, from any person.

SUPPORT SERVICES **Regulation 5661**

Transportation
Field Trip Transportation in Private Vehicles/Common Carriers

The following requirements will be enforced when transporting students by common carrier:

1. Terms of the transportation services provided by the common carrier will be recited in a written contract.
2. Common carriers will provide evidence of liability insurance in an amount equal to at least five (5) million dollars per accident.
3. Common carriers will provide evidence of safety inspection and compliance approved by the Federal Motor Carrier Safety Regulations.
4. Drivers of commercial carriers must possess a valid Missouri commercial driver's license and must comply with all provisions of the Federal motor Carrier Safety Regulations.

The following requirements will be enforced when transporting no more than four (4) students in vehicles other than district buses or common carriers:

1. Vehicles must be properly licensed and display a current safety inspection sticker.
2. Vehicle driver must have a current Missouri operator's license.
3. Vehicles must be equipped with operable safety restraints.
4. Vehicles must be insured by current liability insurance.

Data

Data Governance

Purpose

It is the District's policy to the extent possible to ensure that data and information in all its forms, written, electronic or printed is protected from accidental or intentional unauthorized modification, destruction or disclosure. The protection includes an appropriate level of security over the equipment, software and practices used to process, store and transmit data or information.

Data Security Administrator and Data Governance Committee

The District's superintendent will designate a District employee to serve as the Data Security Administrator. The Data Security Administrator will be responsible for overseeing the implementation of the District's security policies and procedures. The Data Security Administrator will also select District employees to serve on the District's Data Governance Committee. This Committee will be responsible for an annual review of all data governance policies and procedures.

Further, the Data Security Administrator and the Data Governance Committee will assist the District administration in implementing a comprehensive annual training program on the District's data policies.

Regulatory Compliance

The District will comply with applicable law, regulations or contractual obligations which affects its data systems including, but not limited to:

1. Children's Internet Protection Act (CIPA);
2. Children's On-Line Privacy Protection Act (COPPA);
3. Family Educational Rights and Privacy Act (FERPA); and
4. Protection of Pupil Rights Act (PPRA).

Risk Analysis

Annually, and as requested by the Superintendent, a thorough risk analysis of the District's data networks, systems, policies and procedures will be conducted. The risk assessment will be used as a basis for a plan to minimize identified risks.

Data Classification

Data is classified according to the most sensitive detail which they include. The classification assigned and the related controls applied are dependent on the sensitivity of the data.

Systems and Information Control

Any computer, laptop, model device, preliminary and/or screening device, network, appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic device may be referred to as "systems." All involved systems and information are assets of the District and shall be protected from misuse, unauthorized manipulation and destruction. These protection measures may be physical and/or software based.

Ownership of Software

All computer software developed by the District employees or contract personnel on behalf of the District, licensed or purchased for the District's use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.

Software Installation and Use

All software packages that reside on technological systems within or used by the District shall comply with applicable licensing agreements and restrictions and shall comply with the District's acquisition of software procedures.

Virus, Malware, Spyware, Phishing and SPAM Protection

Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. Users shall not turn off or disable the District's protection systems or to install other systems.

Access Controls

Physical and electronic access to information systems that contain Personally Identifiable Information (PII), Confidential Information, Internal Information and computing resources shall be controlled. To ensure appropriate levels of access by District employees, a variety of security measures are instituted as recommended by the data governance committee and approved by the District. In particular, the data governance committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential Information, Internal Information and computing resources include, but are not limited to, the following methods:

1. Authorization: Access shall be granted on a "need to know" basis and shall be authorized by the superintendent, principal, immediate supervisor, or Data Governance Committee with the assistance of the Technology Director and/or Data Security Officer. Specifically, on a case-by-case basis, permissions may be added in to those already held by individual users in the student management system, again on a need-to-know basis and only in order to fulfill specific job responsibilities, with approval of the Data Governance Committee.

2. Identification/Authentication: Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal Information. Users shall be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall NOT be shared.

3. Data Integrity: The District provides safeguards so that PII, Confidential, and Internal Information is not altered or destroyed in an unauthorized manner. Core data are backed up to a private cloud for disaster recovery. In addition, listed below are methods that are used for data integrity in various circumstances:

    a) transaction audit;

    b) disk redundancy (RAID);

    c) ECC (Error Correcting Memory);

    d) checksums (file integrity);

    e) data encryption;

    f) data wipes.

4. Transmission Security: Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:

    a) integrity controls; and

    b) encryption, where deemed appropriate.

5. Remote Access: Access into the District's network from outside is allowed using the District's Portal. All other network access options are strictly prohibited without explicit authorization from the Technology Director, ISO, or Data Governance Committee. Further, PII, Confidential Information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within the District's network. PII shall only be stored in cloud storage if said storage has been approved by the Data Governance Committee or its designees.

6. Physical and Electronic Access and Security: Access to areas in which information processing is carried out shall be restricted to only appropriately authorized individuals. At a minimum, staff passwords shall be changed annually.

    a) No PII, Confidential and/or Internal Information shall be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area or password protected.

    b) No technological systems that may contain information as defined above shall be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.

    c) It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

7. Inactive Accounts and Terminated Users: User accounts and related access privileges shall be terminated promptly at the end of an employee's employment. The District's administrative team will inform the Data Governance Committee when an employee's employment has ended or will end in the future in order to facilitate account closure. Further, user access rights shall be reviewed periodically to determine if and when access rights are no longer necessary for certain District employees.

Data Transfer/Exchange/Printing

Electronic Mass Data Transfers: Downloading, uploading or transferring PII, Confidential Information, and Internal Information between systems shall be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with this policy and be approved by the Data Governance Committee. All other mass downloads of information shall be approved by the Committee and/or Data Security Administrator and include only the minimum amount of information necessary to fulfill the request. At the very least, a Memorandum of Agreement (MOA) shall be in place when transferring PII to third party entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc. unless the exception is approved by the Data Governance Committee. Further, the Data Governance Committee is responsible for ensuring that any MOAs or agreements with third party entities in possession of District data comply with the Federal regulations identified in this regulation.

Other Electronic Data Transfers and Printing: PII, Confidential Information, and Internal Information shall be stored in a manner inaccessible to unauthorized individuals. PII and Confidential Information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible shall be de-identified before use.

Oral Communications: The District's staff shall be aware of their surroundings when discussing PII and Confidential Information. This includes but is not limited to the use of cellular

telephones in public areas. The District's staff shall not discuss PII or Confidential Information in public areas if the information can be overheard. Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.

Audit Controls: Hardware, software, services and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by the Data Governance Committee annually. Further, the committee also regularly reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports. These reviews shall be documented and maintained for six (6) years.

Evaluation: The District will require that periodic technical and non-technical evaluations of access controls, storage, and other systems be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.

IT Disaster Recovery: Controls shall ensure the District can recover from any damage to critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the Superintendent, Data Security Administrator, and/or Technology Director for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems. The IT Disaster Plan shall include the following:

1. A prioritized list of critical services, data, and contacts.

2. A process enabling the District to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.

3. A process enabling the District to continue to operate in the event of fire, vandalism, natural disaster, or system failure.

4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

Compliance

The Data Governance Policy applies to all users of the District's information including: employees, staff, students, volunteers, and third party vendors. Failure to comply with this policy by employees, staff, volunteers, and third party vendors may result in disciplinary action up to and including dismissal in accordance with applicable the District's procedures, or, in the case of third party vendors, termination of the contractual relationship. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with the District's policies. Further, penalties associated with state and federal laws may apply.

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

1. Unauthorized disclosure of PII or Confidential Information.

2. Unauthorized disclosure of a log-in code (User ID and password).

3. An attempt to obtain a log-in code or password that belongs to another person.

4. An attempt to use another person's log-in code or password.

5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.

6. Installation or use of unlicensed software on the District's technological systems.

7. The intentional unauthorized altering, destruction, or disposal of the District's information, data and/or systems. This includes the unauthorized removal from the District's technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.

8. An attempt to gain access to log-in codes for purposes other than for support by authorized technology staff, including the completion of fraudulent documentation to gain access.

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