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## *EA Goals and Objectives EA*

The district's business affairs shall be managed in the most economical and efficient manner possible.

The superintendent has authority to manage the district's business affairs.

Approved: 3-9-92

## *EB Buildings and Grounds Management EB*

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

Approved: 3-9-92

## *EB-R Buildings and Grounds Management EB-R*

The Assistant Superintendent of Business and Operations shall develop a comprehensive program which will ensure proper maintenance of all district-owned property.

Approved: 3-9-92

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism, and other casualties. Insurance shall also cover theft of district monies.

Liability Other Than for Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

The district may designate one or more insurance agents of record. They may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

Approved: 7-11-22

***EBAA Workers' Compensation (See GAOE) EBAA***

The district will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

Approved: 3-9-92

All employees of the district shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases suffered or contracted or arising out of and in the course of employment in the district.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers' compensation will be charged for one full or partial day of sick leave, as provided in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers' compensation shall be required to provide the Clerk of the Board with a doctor's written release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing his/her job.

Approved: 8-14-95

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

Safety Rules

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

Safety Unit

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

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

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

Warning Systems

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

Safety Inspections

The superintendent, building principals, and/or maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

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

Heating and Lighting

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

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

Approved: 08-11-14

Inspection

Regular **i**nspection of district facilities for hazardous waste shall be conducted as provided in policy *EBB Safety Inspections*. Written records of these inspections shall be maintained.

Disposal

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

Rules

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

Approved: 2-9-15

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent or superintendent's designee. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk, and procedures for dismissal shall be given to parents and students at the beginning of each school year.

In an emergency when the safety of students and teachers is better served by remaining at school, students will not be released, nor will school be dismissed early.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time.

School Closing Announcements

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

Bomb Threats

If there is a bomb threat or similar emergency, the principal or his/her designee shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies, as noted in the crisis plan shall be followed. If it is determined that no danger exists to the students' safety, and, if there is time remaining in the school day, school shall be resumed.

Planning for Emergencies

Each building principal shall develop appropriate emergency procedures which shall be included in the district's crisis plans. As appropriate, portions of the crisis plan shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved 1/8/2024

## *EBBE Emergency Drills EBBE*

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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

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

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. “Crisis drills” includes intruder response drills, lockdown drills, and active shooter drills but does not include active shooter simulations. The two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

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

Active Shooter Drills

For the purposes of this policy, terms have the following meanings.

“Active shooter drill” means an emergency preparedness drill designed to inform and instruct students, teachers, school personnel and other school staff on how to respond in the event that an armed intruder is on the school campus or an armed assailant is in the immediate vicinity of the school. "Active shooter drill" includes:

- For grades kindergarten through five, instruction through tabletop exercises and identification of appropriate places for students to locate during an emergency; and
- for grades six through 12, the information described earlier in this definition and the practice of active shooter drills.

“Active shooter drill” does not include any sensory components, activities or elements that mimic a real-life shooting. "Active shooter drill" is not an active shooter simulation.

“Active shooter simulation” means an emergency exercise, including full-scale or functional exercises, designed to inform and instruct adult teachers, school personnel and other school staff on how to respond in the event of an armed intruder on the school campus

or an armed assailant in the immediate vicinity of the school. “Active shooter simulation” includes activities or elements mimicking a real-life shooting, including, but not limited to, simulation of tactical response by law enforcement. "Active shooter simulation" does not include active shooter drills.

“School” means any elementary or secondary public school maintained and operated by a school district and any accredited nonpublic school that provides any of the grades kindergarten through 12.

“Tabletop exercise” means an exercise designed to help students better understand their individual or group roles and responsibilities. “Tabletop exercises” may include constructive problem-solving as it relates to an armed intruder on the school property or an armed assailant in the immediate vicinity of the school and may incorporate age-appropriate written or video scenarios for students to follow.

The district shall conduct active shooter drills that are consistent with the guidelines published by the Kansas State Department of Education.

Once per year, the board shall review the efficacy and effect of active shooter drills and any impacts of such drills on the safety and mental health of students, teachers, and other school personnel and staff.

The principal in any district school where an active shooter drill, active shooter simulation, or tactical training exercise is to take place shall ensure a school employee notifies each parent or person acting as parent at least 24 hours prior to an active shooter drill, active shooter simulation, or tactical training exercise. The notice shall provide that the parent or person acting as parent may opt their student out of participation in such drill or simulation. Any student who is opted out of an active shooter drill or simulation shall have

the opportunity to participate in alternative safety education and shall not receive any negative or punitive treatment for not participating in such drill or simulation. If notice cannot be provided at least 24 hours prior to an active shooter drill or simulation, notice shall be provided within 24 hours of the conclusion of the active shooter drill or simulation.

Nothing in this section shall be deemed to supersede or limit the ability of a parent or person acting as parent to opt their student out of participation in an active shooter drill or simulation; or require any school to conduct active shooter drills in a manner that conflicts with the guidelines published by the Kansas State Department of Education.

Except as otherwise provided in this policy regarding tactical training exercises with law enforcement, no school shall conduct, sponsor, or permit any active shooter simulation on school property where students in grades kindergarten through eight regularly attend school.

The board of education or governing body of a school may conduct, sponsor, or permit active shooter simulations on school property, if only students in grades 9 through 12 regularly attend school on such school property.

Nothing in this section shall prohibit law enforcement agencies and adult school personnel from conducting or participating in tactical training exercises on school property if:

- The exercises do not occur during regular school hours or any time when students are present or expected to be present;
- no student participates in such exercises; and

the board has provided prior written authorization for the use of school property for such exercises.

Approved: 07-13-26

***EBBF Crisis Planning (See EBBD) EBBF***

The superintendent, in cooperation with each building principal and the Assistant Superintendent of Business and Operations, shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

Approved: 05-14-01

***EBBF Crisis Planning (See EBBD) EBBF-R***

A copy of the plan shall be on file in each building and with the Clerk of the Board.

Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

Crisis plans shall be subject to regular review by the administration. If a plan is implemented, the board shall receive a report on how well the plan worked. If necessary, the report shall include recommended changes.

Approved:05-14-01

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent or his/her designee. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk, and procedures for dismissal shall be given to parents and students at the beginning of each school year.

School will not be dismissed early because of an emergency when the safety of students and teachers is better served by remaining at school.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

The superintendent, in cooperation with each building principal (and the district safety committee), shall develop a comprehensive cardiac emergency response plan, including policies and procedures for cardiac emergency responses for each attendance center operated by the district. The plan shall be approved by the board before it is implemented.

The cardiac emergency response plan shall include, but is not limited to, the following:

- Establishing a cardiac emergency response team;
- identifying and implementing the placement of automated external defibrillators;

- identifying roles and responsibilities of school district personnel, local law enforcement agencies, and local emergency medical services in implementing the cardiac emergency response plan;
- establishing procedures for responding to such emergencies, including the roles and responsibilities of school district personnel when responding to incidents involving an individual experiencing a suspected sudden cardiac arrest while attending school, at the site of any school-sponsored athletic practice or competition, or other school-sponsored activities located in this state, whether such site is located on the grounds of the school district or at another location;
- conducting routine maintenance of automated external defibrillators, including appropriate placement in accordance with the statewide standards;
- designating school district personnel for training in the use of automated external defibrillators and cardiopulmonary resuscitation during a cardiac emergency;
- rehearsing cardiac emergency response plans, by simulation, by all athletic directors, coaches, assistant coaches, athletic trainers, school nurses, and any other school district personnel designated either prior to the beginning of each athletic season or prior to the beginning of each school year;
- establishing communication systems with local emergency medical services operating within the school district; and
- developing a cardiac emergency action plan for school sponsored events held at a location that is not on school district property.

Procedures designed for responding to cardiac emergencies shall include, but may not be limited to, the following focus areas:

- Responding to individuals experiencing a suspected sudden cardiac arrest;
- summoning emergency medical services;
- assisting emergency medical service providers; and
- documenting actions taken during such incident.

A copy of the plan shall be on file in each building and with the clerk.

Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about the details of the plan.

The cardiac emergency response plan shall be subject to regular review by the administration. Once the plan is implemented, the board shall receive a report on the effectiveness of the plan, and if necessary, any recommended changes.

The board shall annually review the cardiac emergency response plan. A copy of the plan shall be submitted to the secretary of health and environment. An amended copy of the plan shall be submitted upon changes to the plan made by the board.

Approved: 7-8-24

## ***EBC Security and Safety(See JCAC, JCDBB, JDD, JDDB, JDDC, JGGA, and KGD) EBC***

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

Reporting Crimes at School to Law Enforcement

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

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or

- any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended that the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

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

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony-type offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

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

Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The administration of each building shall prepare all reports required by law and present them to the board and the State Board of Education annually. Reports shall not include any

personally identifiable information about students. These reports and this policy may be made available upon request to parents/guardians, patrons, students, employees, and others.

Staff Immunity

No Board of Education, board member, superintendent of schools, or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas School Safety and Security Act.

Approved: 07/18/16

*Ref. EBC*

# REPORT TO LOCAL LAW ENFORCEMENT

**Unified School District 428**
**Great Bend, Kansas**
**(Reference BOE Policy EBC and JDDB)**

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person(s) involved in felonies, misdemeanors and weapons}

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

School districts are required by federal law and K.S.A. 72-6311 to protect the privacy rights of students under the age of eighteen (18).

Signed: _____

*Administrator or Other School Employee*

Copy: Superintendent of Schools, USD428
Student(s) file

*Approved 07/9/18*

*Ref. EBC*

# REPORT TO STAFF MEMBER

**Unified School District 428**
**Great Bend, Kansas**
**(Reference BOE Policy EBC)**

Pursuant to K.S.A. 72-6143, administrative professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and if it is determined that the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to the pupil:

1. Any pupil who has been expelled for conduct which endangers the safety of others;

2. Any student who has been expelled for commission of felony-type offenses;

3. Any student who has been expelled for possession of a weapon;

4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;

5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that _____, within the past 365 days, has been expelled, adjudged, or convicted for an activity listed above.

***School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 428 employees and officials. Violation of these privacy rights could include sanctions up to and including termination***.

Signed:_____
*School Employee Who Receives the Report*

Signed:_____
*Administrator or School Employee Making Report*

*Approved 07/9/18*

Vandalism Protection

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

In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the Assistant Superintendent of Business and Operations of any loss of, or damage to, district property. The Assistant Superintendent of Business and Operations shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the Assistant Superintendent of Business and Operations shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

Return of School Property

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

Offering a Reward

The board may offer a reward for information leading to the discovery, arrest, and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

When the board decides to offer a reward, the notice to be published by the superintendent shall conform to the following:

> The Board of Education, as authorized by K.S.A. 12-1672a, hereby offers a $_____ (up to $500.00) reward to any person who first provides information leading to the discovery, arrest, and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.
>
> Persons having any knowledge are urged to contact the Superintendent of Schools at 1809 24th Street, Great Bend, KS 67530. Telephone: 620-793-1500. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: 3-9-92

## *EBE Cleaning and Maintenance Programs EBE*

The Assistant Superintendent of Business and Operations will develop building and grounds cleaning and maintenance programs.

Sanitation

The Assistant Superintendent of Business and Operations will develop cleaning sc hedules to see that all attendance centers and grounds are free from litter and refuse.

Approved: 3-9-92

## *EBE-R Cleaning and Maintenance Programs EBE-R*

Detailed cleaning, sanitation, and routine maintenance plans shall be developed by the Assistant Superintendent of Business and Operations and published in the appropriate handbook(s) or job description(s) and/or employment contract(s).

Approved: 3-9-92

## *EBF Energy Management and Conservation EBF*

The superintendent or designee will develop short and long-range strategies in the areas of facilities management dealing with energy awareness and conservation. The implementation of these strategies is the joint responsibility of board members, administrators, teachers, students and support personnel; and its success is based on cooperation at all levels.

Approved 05-10-04

The district administration will develop and distribute energy conservation guidelines.

The energy educator/manager will maintain accurate records of energy consumption and cost of energy and will provide information to the board on the goals and progress of the energy conservation program.

Judicious use of the various energy systems of each building will be the joint responsibility of the principal/supervisor and the custodial/maintenance staff to insure that an efficient energy posture is maintained on a daily basis.

Every student and employee will be expected to contribute to energy efficiency in the district. Every person will be expected to be an "energy saver" as well as an "energy consumer."

Energy Conservation Guidelines

These guidelines supersede all previous instructions. 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 applicable guidelines during the time that he/she is present in the classroom. The principal and the custodial/maintenance staff will be held responsible for the total energy usage of each 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 72 and 74 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 only 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 or in areas of buildings where maintenance or repairs are being performed. Air conditioning will be kept on in all server head end rooms.

4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.

5. The custodians at each building will be responsible for lowering and closing venation blinds at the end of each day.

Procedures for Operating Air Conditioning Equipment

The following energy conservation procedures are to be observed in those buildings equipped with air conditioning units:

1. 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.

2. 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 will be set as late as possible while still allowing time to cool the building to guideline temperature by the beginning of classes.

3. Whenever possible, close individual classroom and office doors when the air conditioning equipment is in operation. Doors between conditioned space and non-conditioned space should remain closed at all times.

4. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat, which, in turn, places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

5. The air conditioning equipment will 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.

6. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are being used for summer 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.

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 will be set no higher than 72 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 will 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, the maintenance personnel will be responsible for setting the thermostat controls appropriately at the beginning of the day.

4. In those classrooms with individual thermostat controls, maintenance will be responsible for setting the night set-back temperature at 55 degrees (60 degrees during extremely cold weather). The high school commons will not be set back.

5. The principal will be responsible to insure 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 shut down in an energy conservative manner.

Procedures for Operating Lighting and Electrical 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 Morrison gymnasium should not be left on unless the gym is being utilized. In all other gymnasiums, lights should be turned off if the gymnasium will be unoccupied for more than two hours.

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. If power strips are present and accessible, turn off the power at the power strip. If a power strip is not accessible, be sure to turn off all components including monitors, speakers, and printers. Fax machines should be left on except during extended unoccupied times in the summer.

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. Turn off at the power strip, if present, or be sure to turn off all components (speakers, monitor, computer and printer). Network laser printers should also be turned off at the end of each day.

8. All capable computers should be programmed for the "energy saver" mode using the "power management" feature. Monitors, hard drives, etc., should go into "sleep" mode after ten minutes.

Approved: 05-10-04

## *EBI Long-Range Maintenance Programs EBI*

The Assistant Superintendent of Business and Operations shall annually develop priority lists outlining long-range maintenance of school property, buildings, and grounds.

Approved: 3-9-92

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

The Assistant Superintendent of Business and Operations shall annually present a report to the board concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Approved: 3-9-92

All records pertaining to district-wide maintenance costs shall be filed in the central office. When practical, a cost analysis of existing and proposed maintenance programs shall be developed by the Assistant Superintendent of Business and Operations.

Approved: 3-9-92

## *EC Equipment and Supplies Management EC*

The Assistant Superintendent of Business and Operations shall keep up-to-date inventory records on all equipment and supplies.

Receiving

All packing lists will be checked against all invoices for accuracy by the Assistant Superintendent of Business and Operations or person responsible for receiving supplies.

Approved: 3-9-92

## *EC-R Equipment and Supplies Management EC-R*

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

Receiving

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

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

Approved: 3-9-92

## *ECA HIPAA Policy (Also see JRB) ECA*

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

The *Notice of Privacy Practices* for USD 428 shall be kept on file in the office of the Clerk of the Board.

Approved: 02-14-05

# HEALTH RECORDS

## Request for Amendment Form

*Reference: BOE Policy ECA -- HIPAA Policy*

To: _____, the Unified School District 428 Privacy Official

From: _____

Date: _____

I request that the district make the following amendment to protected health information:

_____

_____

_____

I would like the amendment made for the following reason(s):

_____

_____

_____

_____

_____

* * * * * * *

*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Approved: 02-14-05

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

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

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

Approved: 09-09-02

Use of buses by the district shall conform to current state law. Except as may be permitted elsewhere in policy, the district buses shall not be available for use by outside groups.

With board approval, the district will pay mileage for the shortest route (two round trips daily, if traveled) to families to bring their children to school if the family lives outside the city limits of Great Bend, but within the boundaries of USD 428 and over 2.5 miles from the learning center.

Payment will be paid for transportation to the USD 428 established learning center unless other agreements have been requested by the Superintendent of Schools. One mileage payment will be made each year in July on the basis of a signed voucher and board approval. (See *BOE Policy JGG* for procedure.) The Board of Education shall establish the amount to be paid each year for reimbursement.

No mileage shall be paid to families living outside the boundaries of USD 428.

Student Transportation Outside of the District

The district shall not allow other unified school districts to enter USD 428 district for the purpose of picking up students who live in USD 428 boundaries to attend school in another district.

Approved: 7-11-22

Use of buses and other school vehicles by the district shall conform to current law. School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law, subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver's license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrator. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent or the superintendent's designee shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or the superintendent's designee.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall be provided access to this policy annually.

Housing of School Vehicles

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

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

Transportation to Summer Athletic Events

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee at least thirty days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the transportation;

the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors:

- the expense of providing requested transport;
- the availability of funds for such purpose;
- the availability of adequate school staff to chaperone and/or provide transportation;
- the availability of and/or the coverage of liability insurance for this purpose;
- priority of assignment and availability of necessary vehicles;
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participants; and
- other good cause as determined by the superintendent or the superintendent's designee.

Approved: 7-11-22

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset, totally or in part, the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas or use buses to attend religious activities or events.

Special uses will not be approved without liability insurance coverage.

Approved: 3-9-92

A supervisor may be hired by the board to oversee the district's food service~~s~~ program.

Sanitation Inspections

The building principal shall inspect each appropriate lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

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

Meal Prices

Meal prices shall be determined by the board.

Free or Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

Unpaid Meal Charges

The district’s meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $10.00 in the elementary, middle school grades, and high school grades for the purchase of meals to this account. Charging of *a la carte* or extra items to this account will not be permitted.

Any student failing to keep a charge account solvent as required by this policy shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, nut butter alternative, or deli meat sandwich, fruit, vegetable, and milk. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discretely, while protecting the privacy of the student and the student's parent or guardian regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Bad debt must be written off as anoperating loss and restored using non-Federal funds, even if it has been turned over for collection through other legal means.

Payments for school meals may be made at the school or district office at the point of service of school meals, or online at *www.*greatbendschools.net. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of

transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Approved: 07-13-26

## *EF Data Management EF*

Data Dissemination

Data collected by the district may be disseminated with board approval in accordance with current law.

To Education Agencies

Data collected in the district may be provided to authorized education agencies of the state and/or federal government upon proper request, subject to the approval of the board or provisions of law.

Approved: 3-9-92