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1 **EA** **Goals and Objectives**

EA

2
3 The district's business affairs shall be managed in the most economical and efficient manner
4 possible and in accordance with all governing laws and regulations.

5
6 The superintendent has authority to manage the district's business affairs.

7
8 Approved: January 20, 1982

9 Revised: June 28, 1990

10 Revised: June 12, 2001

11 Reviewed: January 11, 2011

12 Revised: April 8, 2025

EB Buildings and Grounds Management

EB

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

The superintendent shall develop a comprehensive program which will ensure proper maintenance of all district-owned property.

Approved: January 20, 1982

Revised: June 28, 1990

Revised: June 12, 2001

Reviewed: January 11, 2011

Revised: April 8, 2025

1 **EBA Insurance Program**

EBA

2
3 All district-owned property, real and personal, will be insured to cover losses from natural
4 causes, fire, vandalism, and other casualties. Insurance shall also cover theft of district monies.
5

6 Liability Other Than For Vehicles

7 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.
11

12
13 The district may designate one or more insurance agents of record. The superintendent may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.
16

17 Approved: January 20, 1982
18 Revised: June 28, 1990
19 Revised: October 20, 1993
20 Revised: June 12, 2001
21 Reviewed: January 11, 2011
22 Revised: October 11, 2022

1 **EBAA Workers Compensation**

2

3 (See GAOE)

4

5 Approved: January 11, 2011

6 Reviewed: April 8, 2025

EBAA

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

The superintendent, building principals 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.

All furnaces, boilers and lighting fixtures will be inspected as required by state law to ensure safety for students, district employees, and patrons. These devices shall meet or exceed minimum state and federal standards.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of the limit set by state law 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.

Approved: January 20, 1982
Revised: June 28, 1990
Revised: May 28, 1996
Revised: June 12, 2001
Revised: October 28, 2008
Revised: January 11, 2011
Reviewed: October 14, 2014
Revised: April 8, 2025

1 **EBBA Hazardous Waste Inspection and Disposal**

EBBA

2
3 Inspection

4 Regular inspection of district facilities for hazardous waste shall be conducted by the super-
5 intendent. Written records of these inspections shall be maintained.

6
7 Disposal

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

10
11 Approved: June 12, 2001
12 Revised: January 11, 2011
13 Reviewed: November 10, 2015

14
15 **EBBA-R Hazardous Waste Inspection and Disposal**

EBBA-R

16
17 Inspection and Disposal

18 The superintendent shall develop written rules and procedures for notifying district adminis-
19 trators that hazardous waste has been discovered and/or produced and rules for reporting the proper
20 disposal of waste. These rules and regulations shall be distributed to all staff members in classified
21 and certified handbooks.

22
23 Approved: June 12, 2001
24 Reviewed: January 11, 2011
25 Reviewed: November 10, 2015

1 **EBBD Evacuations and Emergencies**

EBBD

2 (See EBBF and JBH)

3
4 If an emergency interferes with the normal conduct of school affairs, students may be dis-
5 missed from school only by the superintendent. A plan for emergency dismissal of students during
6 the school day shall be developed by the superintendent and approved by the board. A copy shall be
7 filed with the clerk, and procedures for dismissal shall be given to parents and students at the begin-
8 ning of each school year.

9
10 In an emergency when the safety of students and/or staff is better served by remaining in
11 school, students will not be released, nor will school be dismissed early.

12
13 During an emergency period when there is insufficient warning time, the district will keep
14 all students under school jurisdiction and supervision. The staff shall remain on duty to supervise
15 students during this time.

16
17 **School Closing Announcements**

18 When the superintendent believes the safety of students is threatened by severe weather,
19 health or safety concerns, or other circumstances, parents and students shall be notified of school
20 closings or cancellations by announcements made over the school messaging system.

21
22 **Bomb Threats**

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

28
29 **Planning for Emergencies**

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

33
34 Approved: June 12, 2001

35 Revised: January 11, 2011

36 Revised: May 11, 2021

37 Revised: March 5, 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

EBBE Emergency Drills

EBBE-2

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

EBBE Emergency Drills

EBBE-3

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: June 12, 2001

Revised: January 11, 2011

Revised: February 26, 2019

Revised: November 12, 2019

Revised: September 8, 2026

1 **EBBF Crisis Planning**

EBBF

2 (See EBBD)

3
4 The superintendent, in cooperation with each building administrator, shall develop a crisis
5 plan for each district facility.

6
7 A copy of the plan shall be on file in each facility and at the district office.

8
9 Building administrators shall train staff to implement the building plan. As necessary, stu-
10 dents and parents will be informed about details of the plan.

11
12 Crisis plans shall be subject to regular review by the administration.

13
14 Approved: June 12, 2001

15 Revised: January 11, 2011

16 Revised: April 8, 2025

EBBG Cardiac Emergency Response Planning

EBBG

(See EBBF)

The superintendent, in cooperation with each building principal, 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.

47 **EBBG Cardiac Emergency Response Planning**

EBBG-2

48 (See EBBF)

49
50 The cardiac emergency response plan shall be subject to regular review by administra-
51 tion. Once the plan is implemented, the board shall receive a report on the effectiveness of the
52 plan, and if necessary, any recommended changes.

53
54 The board shall annually review the cardiac emergency response plan. A copy of the plan
55 shall be submitted to the secretary of health and environment. An amended copy of the plan shall
56 be submitted upon changes to the plan made by the board.

57
58 Approved: August 13, 2024

2
3 Security devices may be installed at district attendance centers. Other measures may be
4 taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on
5 school grounds. The district will cooperate with law enforcement in security matters and shall, as
6 required by law and by this policy, report felonies and misdemeanors committed at school, on
7 school property or at school-sponsored activities, programs or events.
8

9 Reporting Crimes at School to Law Enforcement

10 Unless reporting would violate the terms of any memorandum of understanding between the
11 district and local law enforcement, any district employee who knows or has reason to believe any of
12 the following has occurred at school, on school property or at a school-sponsored activity, program
13 or event shall immediately report this information to local law enforcement.
14

15 Reportable events would include

- 16 • any act which constitutes the commission of a felony or a misdemeanor; or
 - 17 • any act which involves the possession, use or disposal of explosives, firearms or
 - 18 other weapons as defined by current law.
- 19

20 In addition, the building administrator shall be notified.
21

22 Reporting Certain Students to Administrators and Staff

23 Any district employee who has information that any of the following has occurred shall re-
24 port the information and the identity of the student responsible to the superintendent.
25

26 Reportable events include

- 27 • a student being expelled for conduct which endangers the safety of others;
 - 28 • a student being expelled for commission of felony-type offenses;
 - 29 • a student being expelled for possession of a weapon;
 - 30 • a student being adjudged to be a juvenile offender for an offense, which, if commit-
 - 31 ted by an adult, would constitute a felony, except a felony theft offense involving no
 - 32 direct threat to human life; and
 - 33 • a student being tried and convicted as an adult for any felony, except theft involving
 - 34 no direct threat to human life.
- 35

36 The superintendent shall investigate the matter and, if it is confirmed, the superintendent
37 shall provide appropriate information and the identity of the student responsible to all employees
38 who are or may be directly involved in teaching or providing related services to the student.
39

40 Annual Reports

41 The principal of each building shall prepare and submit all reports required by law. Reports
42 shall not include any personally identifiable information about students.
43

44 Staff Immunity

45 No board of education, board member, superintendent of schools or school employee shall
46 be liable for damages in a civil action resulting from a person's good faith acts or omission in com-
47 plying with the requirements or provisions of the Kansas school safety and security act.
48

49 **EBC Security and Safety**

EBC-2

50

51 Approved: January 20, 1982

52 Revised: June 28, 1990

53 Reviewed/Revised: June 12, 2001

54 Reviewed: November 11, 2003

55 Revised: January 11, 2011

56 Revised: November 8, 2016

2
3 **Vandalism Protection**

4 All school personnel shall report any vandalism to their immediate supervisor. School per-
5 sonnel are expected to lock or otherwise secure any files, records, safes or similar compartments at
6 the close of each school day.

7
8 In the event of vandalism, the board may offer a reward according to law.

9
10 **Restitution for Damages**

11 The board may seek restitution according to law for loss and damage sustained by the dis-
12 trict.

13
14 The principal shall notify the superintendent of any loss of, or damage to, district property.
15 The superintendent shall investigate the incident. The cost involved in repairing the damage and/or
16 replacing equipment will be determined after consultation with appropriate personnel.

17
18 When a juvenile is involved, the superintendent shall contact the parents and explain their
19 legal responsibility. If the board chooses to seek restitution, the parents shall be notified in writing
20 of the dollar amount of loss or damage. Routine procedures will be followed for any necessary fol-
21 low-up to secure restitution from the responsible party.

22
23 Restitution payments shall be made by juveniles or their parents to the business office, and
24 accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If
25 necessary, provisions may be made for installment payments.

26
27 Accounts not paid in full within the specified time may be processed for legal action.

28
29 **Return of School Property**

30 School property must be returned by students. If a student does not return district property,
31 the superintendent may take action allowed by law.

32
33 **Offering a Reward**

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

37
38 When the board decides to offer a reward, the notice to be published by the superintendent
39 shall conform to the following:

40
41 The board of education, as authorized by K.S.A. 12-1672a, hereby offers a \$_____ (up to
42 \$500.00) reward to any person who first provides information leading to the discovery, arrest and
43 conviction of the person or persons responsible for acts of vandalism on property, real or personal,
44 owned by the school district or rightfully located on school district premises by its employees or
45 students.

46
47 Persons having any knowledge are urged to contact the superintendent of schools at 1511
48 Gypsum, Salina, KS 67402, telephone 785-309-4700. The board reserves the right to determine the
49

EBCA Vandalism

EBCA-2

deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: June 28, 1990
Revised: June 12, 2001
Revised: January 11, 2011
Revised: April 8, 2025

EBE Cleaning and Maintenance Programs

EBE

Building and grounds cleaning and maintenance programs shall be developed by the superintendent and may be published in the appropriate handbook(s) or job descriptions.

Approved: January 20, 1982

Revised: June 28, 1990

Revised: June 12, 2001

Revised: January 11, 2011

Reviewed: April 8, 2025

EBI Long-Range Maintenance Program

EBI

The superintendent shall develop and report to the board annually priority lists outlining long-range maintenance of school property, buildings and grounds. A cost analysis report shall be attached to the report.

Approved: January 20, 1982

Revised: June 28, 1990

Revised: June 12, 2001

Revised: January 11, 2011

Reviewed: April 8, 2025

2
3 All records pertaining to district-wide maintenance costs shall be filed in the central office.
4 When practical, a cost analysis of existing and proposed maintenance programs shall be developed
5 by the superintendent.
6

7 Approved: June 12, 2001
8 Reviewed: January 11, 2011
9 Reviewed: April 8, 2025

1 **EC Equipment and Supplies Management**

EC

2
3 A quality control system is needed in order to prevent shortages or mismanagement of dis-
4 trict-owned equipment or supplies. The superintendent shall keep up-to-date inventory records ac-
5 curate enough to provide information for budget preparation each year.

6
7 Receiving

8 All packing lists will be checked against all invoices for accuracy. Upon verification by the
9 purchasing agent that receivables are in order, the merchandise shall be sent to the appropriate loca-
10 tion as soon as possible. Each building principal shall be responsible for the allocation or storage of
11 all supplies and equipment. If the items cannot be delivered to the proper destination, they will be
12 stored in an appropriate storage area.

13
14 Back orders shall be filed with the invoice and attached to the purchase order. Periodic
15 checks shall be made to determine whether back orders have been filled and delivered.

16
17 Approved: January 20, 1982
18 Revised: June 28, 1990
19 Revised: June 12, 2001
20 Revised: January 11, 2011
21 Reviewed: April 8, 2025

1 **ECA HIPAA Policy**

ECA

2
3 The district shall comply with all applicable Health Insurance Portability and Accountability
4 Act (HIPAA) provisions ensuring the confidentiality of protected health information.

5
6 Inservice Training Required

7 The district shall provide appropriate and timely staff inservice training regarding HIPAA
8 requirements.

9
10 Compliance Required

11 All staff shall abide by HIPAA requirements and maintain the confidentiality of protected
12 health information.

13
14 Approved: May 27, 2003

15 Reviewed: January 11, 2011

16 Reviewed: April 8, 2025

ECH Printing and Duplicating Services

ECH

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

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

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: March 16, 1994
Revised: February 8, 2000
Revised: June 12, 2001
Revised: November 11, 2003
Revised: January 11, 2011
Revised: April 8, 2025

ED Student Transportation Management

ED

(See EDDA and JGG)

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

Approved: January 20, 1982

Revised: June 28, 1990

Revised: June 12, 2001

Revised: January 11, 2011

Revised: October 11, 2022

EDAA School Buses and Vehicles

EDAA

(See ED, JBCA and JGG)

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

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 shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The superintendent shall be responsible for keeping contracted vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

Bus transportation schedules and routing maps will be updated annually prior to the start of school.

Records

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

Any record developed by administration for the purpose of monitoring vehicle use will include, but not 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 meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent 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 District 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 the 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 and summer league games.

Any staff requests for such use shall be submitted to the superintendent no fewer than 30 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: (1) the expense of providing requested transportation; (2) the availability of funds for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transportation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in granting use or repeated use to a particular group of student-participants; and (7) other good cause as determined by the superintendent.

93 **EDAA School Buses and Vehicles**

EDAA-3

94

95 Approved: January 20, 1982

96 Revised: June 28, 1990

97 Revised: June 12, 2001

98 Revised: November 11, 2003

99 Revised: January 11, 2011

100 Revised: November 10, 2015

101 Revised: October 11, 2022

102 Revised: August 13, 2024

1 **EDDA Special Use of School Vehicles**

EDDA

2
3 The board believes that transportation equipment purchased by the district should be used
4 primarily for school purposes. Nevertheless, the board may make school transportation equipment
5 owned by the district available for use by appropriate community groups to the extent that such use
6 is allowed by law and does not impinge upon or impair use for school district purposes. Regulations
7 and procedures for community use of school transportation equipment shall be developed by the su-
8 perintendent.
9

10 Non-school use of district-owned school transportation equipment shall not interfere with

- 11
12 1. Student transportation to, from, or between schools.
13 2. Student transportation for school activities and functions.
14 3. Emergency transportation for students.
15 4. Time required for maintenance and service of equipment.
16 5. Provisions by standby equipment for school purposes.
17

18 Transportation fees may be charged to offset in full or in part the cost of approved special
19 trips. Revenues received under provisions of this policy shall not be considered a reduction of oper-
20 ating expenses of the school district.
21

22 Approved: June 12, 2001
23 Revised: January 11, 2011
24 Revised: April 8, 2025

1 **EE** **Food Services Management**

EE

2 (See EBBD)

3
4 A supervisor may be hired by the board to oversee the district's food service program.

5
6 **Sanitation Inspections**

7 The building principal shall inspect each lunchroom to ensure that proper sanitation pro-
8 cedures are being followed.

9
10 **Records**

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

13
14 The supervisor shall be under the direct supervision of the superintendent and shall have
15 control over all aspects of the district's food service programs subject to board policy, rules and
16 state and federal regulations.

17
18 **Meal Prices**

19 Meal prices shall be determined by the board.

20
21 **Free or Reduced-Price Meals**

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

27
28 **Unpaid Meal Charges**

29 The district's meal charging requirements are as follows:

- 30 • Adults are not allowed to charge any meals. There is no exception to this policy.
- 31 • A meal account for student meals may be established with the district. Par-
32 ents/guardians are encouraged to prepay for meals at their student's school, the
33 district office, or online at www.usd305.com. Parents/guardians are expected to
34 maintain a positive balance in their student's meal account. Charging of á la carte
35 items to a meal account shall not be permitted; the purchase of á la carte items
36 will be on a cash only basis.
- 37 • Families who have accrued charges equal to or exceeding \$50 at the end of each
38 school year will have that debt subject to collection in accordance with policy DP.
- 39 • At least one written warning shall be provided to a parent/guardian for exceeding
40 the district's charge limit. Bad debt must be written off as an operating loss and
41 restored using non-federal funds, even if it has been turned over to collection
42 through other legal means.
- 43 • If payment of the negative balance is not received, the debt will be turned over to
44 the superintendent for collection (See DP). If the debt is not paid within ten days
45 of mailing the final notice of the negative account balance under policy DP, it
46 shall be considered bad debt for the purposes of federal law concerning unpaid
47 meal charges.
- 48 • Payment in satisfaction of any negative balance owed for school meals may be

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made at the school, district office, or online at www.usd305.com.

- 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 who transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained by the executive director of business.

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: January 11, 2011
Revised: June 13, 2017
Revised: December 12, 2017
Revised: April 23, 2019
Revised: August 10, 2021
Reviewed: March 5, 2024
Revised: August 13, 2024
Revised: September 8, 2026

1 **EF** **Data Management**

EF

2
3 Data Dissemination

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

6
7 To Education Agencies

8 Data collected in the district may be provided to authorized state or federal government edu-
9 cation agencies upon proper request, subject to the approval of the board or provisions of law.

10
11 Approved: June 12, 2001

12 Reviewed: January 11, 2011

13 Reviewed: April 8, 2025