

BOARD POLICIES UNDER
SECTION E -- BUSINESS MANAGEMENT

EA Goals and Objectives

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

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

EB Buildings and Grounds Management

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

EB-R Buildings and Grounds Management

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

EBA Insurance Program

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

Liability Other Than For Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

EBA-R Insurance Program

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.

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EBAA Worker's Compensation

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

EBAA-R Worker's Compensation

All employees of the district shall be covered by worker's compensation. Worker's compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury or accident arising out of and in the course of employment in the district.

The worker's 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 worker's 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 worker's compensation will be charged one full day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing worker's compensation shall be required to provide the district business office with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended, those benefits under worker's compensation shall be restricted as provided by current statute, and such absence is a resignation, unless continued absence is approved by the superintendent.

EBB Safety

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.

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EBB Safety (Continued)

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 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 expenditure of money (in excess of \$5,000.00) 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 all 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 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 approval of their immediate supervisor.

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EBBA Hazardous Waste Inspection and Disposal

Inspection

Regular Inspection of district facilities for hazardous waste shall be conducted by the Director of Facilities. 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 superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks.

EBBE Emergency Drills

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.

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.

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EBC Security and Safety

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 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.

Reportable events include:

- Any student being expelled for conduct which endangers the safety of others.
- Any student being expelled for commission of felony type offenses;
- Any student being expelled for possession of a weapon;
- Any 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;
- Any student being tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

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EBC Security and Safety (Continued)

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

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, 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.

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Sample Form

Report to Local Law Enforcement USD 267
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The building administrator or other school employee whose signature appears below is reporting the following crimes:

{Briefly describe each incident and the person/s involved}

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

School Districts are required by Federal Law and Kansas law to protect the privacy rights of students under the age of 18.

Signed: _____
Building Administrator or Other School Employee

cc: Superintendent of Schools, USD 267
Student(s) file

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EBC Security and Safety (Continued)

Report to Staff Member USD 267

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

- 1. Any student who has been expelled for conduct which endangers the safety of others;*
- 2. Any student who has been expelled for commission of felony type offenses;*
- 3. Any student who has been expelled for possession of a weapon;*
- 4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;*
- 5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.*

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

School District staff are required by both Federal Law and Kansas law 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 267 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*

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EBCA Vandalism

Vandalism Protection

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

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

Restitution for Damages

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

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 students' records according to law.

EBI Long-Range Maintenance Program

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

EBI-R Long-Range Maintenance Program

The superintendent shall present a report to the board annually concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

EBJ Records

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 superintendent.

ECA HIPAA Policy (Also see JRB)

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

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

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.

ECH Printing and Duplicating Services

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 copyrighted holder or within the bounds of “fair use.”

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

ED Student Transportation Management (See JGG)

Uses of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus or provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.

Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.

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ED Student Transportation Management (Continued)

Renwick Guidelines Related to Patrons Using District School Buses

As authorized by Renwick BOE Policy KGC: Public Use of School Bus, School Vehicles and Any School Equipment, the Board may approve outside groups to use school busses and vehicles. The following guidelines are to help define patrons' use of district school busses and vehicles.

Any group or organization that wishes to use district school busses or vehicles must submit a letter of application to the Renwick BOE verifying that all of the following conditions are true:

1. At least 75% of the users of the busses or vehicles consist of Renwick patrons.
2. Overnight usage of the district busses by patrons is not allowed.
3. The time requested by the outside group to use the busses or vehicles does not conflict with any district needs.
4. Only district bus drivers can operate the bus or vehicle during the outside group's trip.
5. The outside group must provide proof of "Non-Owned and Hired Auto Liability" insurance policy with a minimum of \$500,000 combined single limit.
6. The outside group must pay the district an amount equal to mileage (including wear and tear, taxes, insurance) and labor costs involved with the trip.
7. The outside group understands that any damage done to the bus or vehicle during the outside group's trip will be the responsibility of the outside group to pay for the repair(s).
8. A deposit of \$250.00 will be submitted to Renwick USD 267. The deposit will be refunded if vehicle is returned in satisfactory condition.
9. The BOE reserves the right to refuse any outside group for any reason.

Adopted 12/21/04

EDAA School Vehicles (District-Owned Buses)

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.

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EDAA School Vehicles (Continued)

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 administrative official. 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 buses, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent’s designee.

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

BOARD POLICIES -- Section E -- Business Management

EDAA School Vehicles (Continued)

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 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 to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. 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 receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

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

Transportation to Summer Athletic Events

The board authorizes the superintendent to approve the use of school busses 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.

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EDDA Special Use of School Buses

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 these 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 without board approval.

Special uses will not be approved without insurance coverage.

EE Food Services Management

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

Sanitation Inspections

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

Records

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

EE-R Food Service Management

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

Any changes in meal prices shall be determined by the board.

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EE-R Food Service Management (continued)

Unpaid Meal Charges

Renwick USD 267 wants children to be nourished and prepared to learn. However, the district must be financially responsible to the patrons. Federal policy guidance memo SP-46-2016 requires the district to inform families of the policy for unpaid meal charges.

Beginning July 1, 2017, Renwick schools will implement the following charge policy. Students who do not have money in their lunch account will be allowed to charge up to five meals. Students who are charging meals will not be allowed to supersize. If a payment is not brought into the school office after the student has reached 5 additional meals the student will be provided an alternative meal free of charge. If payment is brought into the office to pay for that day's meal, then the student(s) will be allowed a meal which will not be charged to the student's account.

Schools will communicate student balances once there is a positive balance starting at \$15.00. Households on reduced benefits will receive communication once there is a positive balance starting at \$5.00. Schools will communicate through a variety of measures including: verbally reminding students, sending account slips with students, electronically notifying parents and finally a personal phone call if the student begins charging meals. You may call your child(ren)'s school and set up a payment plan.

The school office staff or principal will work with the parents/guardians to put together plans to put together plans to pay off their debt. Any unpaid school foodservice debt will be compiled, annually, on June 1st and turned into the business department. At that point, the unpaid debt will be considered bad debt and may be turned over to a collection agency.

**ADOPTED BY THE RENWICK USD 267
BOARD OF EDUCATION -- FEBRUARY 27, 1995**

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