

Business procedures and school facilities

2.100 THE BUDGETING SYSTEM

2.110 KANSAS SCHOOL BUDGET DOCUMENT

The completed Kansas school budget document will be presented to the board of education for its perusal in July and advertised in accordance with the state statutes. A public hearing on the document will be held as required and the document will be adopted by the board of education in August. The board of education adopted document will be sent to the Kansas State Department of Education prior to the imposed deadline. The results of the adopted Kansas school budget document will establish the maximum expenditures in all funds and the district mill levy for the fiscal year. K.S.A. 72-8204a

2.111 THE ANNUAL MANAGEMENT BUDGET

The annual budget will include the following information on the Budget at a Glance and / or Code 99:

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

THE EDUCATIONAL PLAN

This section of the budget is a description of the educational program to be provided. It is to include statistics on employees, course offerings, district organizations, and program changes from the previous

year. Specific goals for the year and future goals are to be presented.

THE RECEIPT PLAN

This portion of the budget is to include comparisons of receipt projections to receipts of the previous year, along with a listing of the various kinds of receipts and anticipated amounts.

THE DISBURSEMENT PLAN

This portion of the budget is to include comparisons of disbursement projections to the disbursements of the previous year, along with a listing of the various kinds of disbursements including the anticipated amounts.

SUMMARY OF BALANCES

This section of the budget is to include a summary of beginning balances for the year, anticipated receipts and disbursements for the year and projected year-end balances.

THE APPENDIX

This section of the budget is to include a copy of all salary schedules, summary of bond schedules, summary of non-scheduled salaries; the school year calendar, along with other pertinent district information.

2.112 SCOPE OF ANNUAL BUDGET

The annual budget is to include projected receipts, projected expenditures and projected summary of balances of all funds, accounts, programs, and monies administered by the district. The board of education has the authority to revise any portion of the management budget at any legally called meeting providing the total budget of any fund does not exceed the total expenditures of the official budget submitted to the Kansas State Department of Education.

2.113 PROGRAM BUDGETING

In the budgeting of instructional materials and other appropriate areas, the administrative staff will establish recommendations after discussion with staff. The budget supervisors will be responsible for the quality and appropriateness of the budget expenditures.

2.114 CAPITAL OUTLAY BUDGET

Each year a prioritized list of capital outlay needs will be developed and presented to the board of education for their

input and adoption. The budget will be developed with input from all levels of staffing.

2.115 FISCAL MANAGEMENT OF FEDERAL GRANTS

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

2.115 FRAUD PREVENTION AND INVESTIGATION

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity.

REPORTING FRAUD

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

WHISTLEBLOWERS

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board of education). The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

2.200 THE ACCOUNTING SYSTEM

2.210 FINANCIAL ACCOUNTING SYSTEM

2.211 FINANCIAL ACCOUNTING PROCEDURES

The administrative staff will maintain financial records of the district in accordance with the Kansas accounting system, the state statutes, and within the recognized standards of accounting and auditing practices. In addition all obligations will be encumbered to aid in the reflection of an accurate financial status of the district.

2.212 FINANCIAL REPORTS

The district will request a waiver from generally accepted accounting principles (GAAP) at the July meeting annually. The administrative staff will prepare and submit all financial reports required by the state and federal governments. Financial information and reports requested by other individuals and groups will be prepared by the administrative staff if the time required is not excessive in the opinion of the superintendent of schools.

The clerk will present a monthly financial report to the board of education. This report will include a summary of fund balances, summaries of receipts, expenditures, and encumbrances for the month and year to date. Monthly short term investment reports will also be presented.

2.213 AUDIT

In order to meet state regulations and to provide safeguards for the school records, an annual audit of all financial records will be conducted by an independent auditor who is a certified public accountant. K.S.A. 75-1122

2.214 NUTRITION ACCOUNTING

The clerk and designees will account for all expenditures. The director will submit all receipts, records of receipts and expenditures, and data on meals and milk.

2.215 INVESTMENT OF FUNDS

If the district has monies which are not needed within a reasonable period of time for the purpose for which they were received, such funds are to be invested in either savings accounts or certificates of deposits. If certificates of deposit are requested, bids are to be solicited from all approved depositories, with award to the depository paying the highest rate of return. All invested funds shall be totally secured by joint custody securities or by federal insurance as provided by state statutes. K.S.A. 9-1402 & 12-1675

2.216 SELECTION OF DEPOSITORIES

During the month of July of each year the board of education shall select depositories for the fiscal year.

2.220 PURCHASING PRACTICES

2.221 AUTHORIZATION OF PURCHASES

The board of education authorizes the administration to expend monies for appropriate items and reasons, subject to approval of the board of education.

The board of education authorizes the superintendent of schools the power to execute certain contracts on behalf of the district for the purchase of goods and services if the value of such goods or services is less than \$20,000.00. Personnel contracts or inter-local agreements must be approved by board of education and signed by the board president.

2.222 AUTHORIZED PURCHASING AGENTS

The authorized purchasing agents of the district are the superintendent of schools and clerk of the board of education. The expenditure of instructional budgets and other designated internal budgets will be extended by approval of the appropriate budget supervisor.

2.223 REQUISITIONS

In the expenditure of instructional budgets and other designated internal budgets, the initial step is the requisition form from the staff member. Requisition forms are due in the district office by the 20th of the month.

These forms are to be completely filled out. They will be returned unprocessed if information is missing. These forms must be approved by the staff requesting the items, the principal, and the superintendent of schools. They will be processed within ten (10) business days after approval.

2.224 PURCHASE ORDERS

The purchase of all products will be made by employing district purchase orders. These purchase orders are to be signed by authorized purchasing agents (Superintendent or Clerk).

2.225 LOCAL AND MISCELLANEOUS PURCHASES

In cases where services, quality, and price are substantially the same, preference shall be given to local sources or supply as allowed by law.

For the purpose of convenience under circumstances to be determined by an authorized purchasing agent, local purchases for amounts of less than \$25 or for food related activities may be made by specific personnel at specified businesses.

2.226 CREDIT / DEBIT CARDS

Credit cards will be maintained in the district office. When approved by purchasing agents for out of district purchases, they may be checked out for the specified purpose presented. These are to be returned with tickets upon return to the district and will be verified with the statements.

The credit cards are to be used for reimbursable items including registration fees, meals (excluding alcoholic beverages, lodging, reasonable gratuity, and mileage (gas). The Wal-Mart card may be used for previously approved items by requisition prior to purchase.

2.227 BIDDING PRACTICES

Competitive bids shall be sought in the purchase of supplies, equipment, or services when, in the opinion of the authorized agents or the board of education, an economic advantage can be achieved. The board of education may call for sealed bids to be opened by the board of education on any specific item.

Expenditures for supplies, construction, materials, goods, or wares involving \$20,000 or more shall be made on a sealed bid.

The board of education will approve and keep on file a bidding format with accompanying procedures to be used for district bids. The approved format and procedures will incorporate the following components:

1. Clear and concise specifications.
2. Allow a minimum of two weeks for sealed bids.
3. Set a time for bid openings.
4. Open bids publicly.
5. Have at least two district personnel present for bid openings.
6. Keep a record of bid opening information.
7. Return late bids unopened.
8. Do not accept telephone bids or faxed bids when sealed bids are required.
9. Avoid negotiation of specifications after bids have been opened and/or accepted.
10. Reject all bids and reissue them when errors or problems occur in specifications or procedures.
11. Accept the lowest responsible bidder.
12. Include a specific date, time, and location for the submittal of bids and the opening of bids.
13. Ensure that all out-of-state bidders are aware of the preferential bid law. K.S.A. 75-3740a
14. Document and retain records to ensure bidding procedures are followed.
15. Ensure that amendments or addendums to original bid specifications be submitted in writing by the district and acknowledged by each bidder.
16. Ensure that the board of education reserves the right to reject any or all bids and to waive formalities in the bid procedure. K.S.A. 72-6760

2.228 PROMPT PAYMENT OF BILLS

The district will pay its vendors within 30 days after receipt of a bill, unless other provisions are agreed upon. K.S.A. 75-6403

The early payment of such bills that will generate penalties will be approved in the July annual meeting.

2.229 EQUIPMENT AND SUPPLY SALES

Obsolete, surplus, or unusable district owned equipment and supplies will be sold by the board of education at a public sale by the affirmative recorded vote of at least a majority of the members of the board of education at a regular meeting. K.S.A. 72-8212

The proceeds of such sales will be returned to the budget area where the item would be purchased.

2.230 STUDENT ACTIVITY FUNDS

The establishment of student activity funds is authorized at the school level. The building principal of the school shall be responsible for the proper administration of the financial activities of the student activity fund in accordance with the state statutes and the terms of this policy. K.S.A. 72-8208a

2.231 STUDENT ACTIVITY FUND MANAGEMENT

The principal will be responsible for the maintenance of prescribed accounting procedures and any policy or rules prescribed by the superintendent. The principal shall designate an activity fund treasurer.

2.232 RESPONSIBILITIES OF THE ACTIVITY FUND TREASURER

The treasurer of the activity fund shall:

- a. Deposit all receipts in the designated depository weekly.
- b. Use pre-numbered, bound receipts for all cash or checks received; one copy of each receipt shall be retained in the receipt book.
- c. All disbursements from the activity fund shall be substantiated by purchase orders with invoice attached, approved by the organization sponsor, and made by a pre-numbered check signed by the school principal or his designee and the activity treasurer.
- d. No account or school activity fund shall be permitted to have a deficit balance as of June 30 yearly.
- e. No disbursements shall be made in cash. Receipts shall be deposited intact.
- f. The bank statement shall be reconciled with the activity fund treasurer's books each month.
- g. The board clerk shall submit a monthly and year-end report approved by the principal, to the board of education. The activity fund treasurer shall keep a

record of all receipts and expenditures of the fund and shall prepare and file with the board clerk a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year, and a memo of outstanding purchase orders.

- h. Any person authorized to administer an activity fund shall be bonded by the school district.
- i. Activity fund moneys should be expended in such a way as to benefit those students who have contributed to the accumulation of such moneys.

2.233 ACTIVITY FUNDS

Activity funds shall follow the current state activity fund guidelines and shall comply with all requirements.

The superintendent and board of education clerk will monitor these activity funds.

The board of education will assume control of all inactive activity funds. The balances in the inactive activity funds will be transferred to the capital outlay fund. K.S.A. 72-8208a

2.234 PETTY CASH FUNDS

The board of education may authorize, by separate resolutions, the establishment of petty cash funds from which to make needed expenditures for district purposes in emergencies. Every such resolution shall specify the general purposes for which the petty cash fund is to be established, authorize an employee of the district to administer the petty cash fund, and designate an amount of monies, not to exceed \$1500 to be maintained in the petty cash fund.

The clerk of the board of education and the building principal shall be responsible to the superintendent for complying with the following rules of management:

- a. Records of all receipts and expenditures shall be maintained. The petty cash funds shall be reimbursed from the appropriate district funds upon receipt of a proper claim, which includes an itemized invoice of expenditures, by cash or the check number and amount of expenditures by check.

- b. The petty cash fund shall not be expended for advances against salaries of any employee. The expenditures shall be limited to emergencies for payment of materials, supplies, or services including local purchases.
- c. The activity fund secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the board treasurer a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year, and a memo of outstanding purchase orders. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer an activity fund shall be bonded by the school district. K.S.A. 72-8208a

2.235 ADMINISTRATION RULES OF ACTIVITY FUNDS
 The superintendent may impose additional rules and requirements in the administration of activity funds for the purpose of insuring compliance with the state’s activity fund policies.

2.236 INACTIVE ACTIVITY FUNDS
 The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

- Proposed 1/11/2010
- Adopted 2/8/2010

2.240 FIXED ASSET ACCOUNTING / INVENTORIES
 The district will maintain a listing of fixed assets by location. Fixed assets, which are valued under the fixed dollar amount of \$200, will not be included on the fixed assets list. The building principal will maintain lists of items valued under \$200. The director of accounting shall receive updated copies annually. K.S.A. 10-1113 & 10-1118

An inventory record system shall be developed by the superintendent. All inventory records shall be annually updated showing deletions and additions, the estimated value, original cost (where available), date of purchase, vendor purchased from, serial numbers (where available) and location and condition of each piece of district owned-property. Inventories will be dispersed in the spring and again in the fall to make changes. One copy of the inventory shall be filed in the principal’s office and one copy shall be filed in the central office with the clerk. Copies of the necessary inventories will be given to the insurance agent to ensure proper coverage.

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

2.250 PAYROLL AND RELATED EMPLOYEE BENEFITS

2.251 PAY DAY

A. LICENSED EMPLOYEES will be paid per negotiated agreement:

Each employee shall be paid in twelve (12) equal installments on the 15th day of each month. Checks shall be provided to teachers on regular school days.

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last working day prior to the holiday vacation or weekend.

Any employee, upon written notice to the Board by April 1, shall receive his/her June, July and August checks by June 15 if all contracted obligations are completed by the teacher.

Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee.

B. CLASSIFIED EMPLOYEES will be paid as follows:

Beginning July 1, 2007, time cards will be gathered on every other Tuesday for release of payment on that Friday.

Classified personnel (other than bus drivers) will be paid on an hourly basis as provided by the Fair Labor Standards Act as amended in 1974. A time clock will be used to record work time.

Bus drivers are paid the 15th of the month. The salary is based on the size of bus used and the actual number of miles driven. Base salary is determined by the board of education on the classified salary schedule.

Wages of employees shall be in conformity with schedule approved by the board of education. Salaries for positions not covered by the salary schedule or any departure from the schedule will require specific approval of the board of education.

The salary schedule shall recognize training, experience, satisfactory performance, and length of service in the school system. It shall take into account the economic ability and educational needs of the district.

Overtime pay will be paid at the rate of 1.5 times the hourly rate for any hours over 40 worked and pre-approved by the superintendent.

During the school term, classified personnel do not have to check out for their lunch time because they are still on duty and are required to answer if they are needed. Lunch on the clock should be limited to 30 minutes.

During the summer term, classified personnel will clock out for their lunch period.

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch periods.

On intermittent days off which are not on the school calendar, classified employees will be paid up to a maximum of 8 hours per day unless more hours are actually worked. (snow days, non-scheduled in-service days... any day that is let out where the employee would have reported to work if there was work to do)

On intermittent days where the school calendar indicates there is no school, classified employees will not receive pay unless work is actually performed. (Scheduled in-service days, end of 9 weeks days, band day... any day there is not school, but they know ahead of time)

Holidays are often followed with In-service days. The requirement to be in pay status the day before and the day after the holiday breaks will not include the in-service day. The employee will not be paid unless work is performed the in-service day, but they will be paid for the break if they are in pay status the day before the break and the day after the in-service day.

2.252 PAYROLL DEDUCTIONS / REDUCTIONS

When applicable the district will make payroll deductions for payments to the Kansas Public Employees Retirement System (KPERS), state income tax withholding, federal income tax withholding, FICA and FICM.

In August of each year, there will be a sign up for deductions from salary. Upon receipt of written authorization from the employee, deductions may be held and remittance made to the mutually approved carriers for:

- A. Membership dues for KNEA and USA
- B. Medical insurance premiums to approved vendors
- C. Life insurance premiums to approved vendors
- D. Annuities
- E. Credit Unions
- F. IRA Accounts
- G. Charitable contributions

All employees age 19 or older and work 17.5 hours or more per week are eligible to participate in Section 125 plans. This does not necessarily mean you are eligible for the fringe benefit.

Open enrollment in the plan is scheduled for August of each year. New employees must enroll within 30 days of employment to become eligible for plan participation. If an employee does not enroll during this period, it will be necessary for the employee to wait until the next open enrollment period prior to the next plan year to enroll in plan benefits.

2.253 PAYROLL VOUCHERS

In order to substantiate the payroll accounting with written records of all changes in the payroll status of the regular and substitute employees of the district and to verify accumulative appropriate leave of all employees, the

following system will be composed of three forms: substitute voucher form, absence authorization form, and classified time cards.

A. SUBSTITUTE VOUCHER FORM

This voucher will be completed by all persons substituting for a certified employee. The form is due in the district office no later than the 5th of the month for payment the 15th. Substitute pay will be figured on the first day of a month through the last day of the month payable the 15th day of the following month.

B. ABSENCE AUTHORIZATION FORM

The absence authorization form will be completed by all regular employees for all absences. The voucher will be signed by the employee, the principal, and the superintendent. These forms will be cross referenced with the substitute voucher forms prior to paying either party.

C. CLASSIFIED TIME CARDS

Time cards are required for all hourly employees and must be signed by the employee. All hourly employees shall clock in at the beginning of each work day and clock out at the end of each work day. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action. If it is necessary for an employee to write-in time on a time card, it shall require approval by the employee's supervisor prior to payment. Time cards shall be signed by the employee and ready for pick up on Tuesday morning before pay day on Friday. If they are not available, the time worked will be included in the next pay period with approval from Superintendent. No "extra" payrolls will be done. Sick leave, vacation or other absences must be marked by the employee on the time card or it will be considered time off without pay. Absences are to be noted on the time card for the appropriate leave to be credited and the employee paid.

Time cards must be signed by the employee and the superintendent prior to processing.

2.254 UNEMPLOYMENT INSURANCE

Unemployment benefits will be provided for all district employees as provided by state and federal statute.

2.255 WORKERS COMP INSURANCE

The board of education has provided worker's compensation benefits for all its employees. All accidents must be reported to the superintendent or clerk within 24 hours and forms filed with the insurance agent within five (5) business days.

If an employee misses more than five (5) consecutive days due to a work related injury, a doctor's release will be required to return to work.

2.256 FRINGE BENEFITS

Fringe benefits for employees will be provided in accordance with board of education action.

LICENSED EMPLOYEES

All licensed employees shall receive fringe benefits as outlined in the negotiated agreement:

All licensed employees employed 75% of a day or more will receive full fringe benefits. Part-time licensed employees employed up to 75% of a day will receive fringe benefits as outlined below.

Enrollment for fringe benefits is done in conjunction with the enrollment under Section 125.

Disability/salary protection will be available for all employees. The employer will pay up to \$400 annually toward the insurance premium in accordance with the employees' salary. If the employee chooses to purchase more insurance, the excess premium amount will be subject to salary reduction under Section 125 or salary deduction.

- Adopted by BOE 12/19/08

If the licensed employee wishes to participate in the group health plan and qualifies for the fringe benefit, the employer will pay \$400 toward the monthly health insurance premium and the excess premium amount will be

subject to salary reduction under Section 125 or salary deduction. If the employee is covered with health insurance through another source, the employer will pay \$200 toward an alternative benefit package of insurance chosen by the employee. The insurance policies available through the Section 125 plan can be put together in any form with any amount above the benefit of \$400 or \$200 being taken out of the salary deduction or salary reduction plans.

Flex benefits (unreimbursed medical and dependent day care) are eligible for the \$200 benefit package only if proof of health insurance through another group is given. If the employee has individual coverage or no coverage, the benefits cannot be put toward the flex benefits.

Part Time Employees:

Part-time licensed employees will be eligible to receive \$200 per month toward health insurance or the alternative insurance package.

CLASSIFIED EMPLOYEES

Full time classified employees will receive full benefits.

Part time classified employees (4-6 hours) will receive fringe benefits as outlined below.

Temporary classified employees will not receive any fringe benefits.

Enrollment for fringe benefits is done in conjunction with the enrollment under Section 125.

Disability/salary protection will be available for all employees. The employer will pay up to \$400 annually toward the insurance premium in accordance with the employees' salary. If the employee chooses to purchase more insurance, the excess premium amount will be subject to salary reduction under Section 125 or salary deduction.

- Adopted by BOE 12/19/08

If you wish to participate in the group health plan and you qualify for the fringe benefit, the employer will pay \$400 toward the monthly health insurance premium and the excess premium amount will be subject to salary reduction under Section 125 or salary deduction. If you are covered with health insurance through another source, the employer will pay \$200 toward an alternative benefit package of

insurance chosen by the employee. The insurance policies available through the Section 125 Plan can be put together in any form with any amount above the benefit of \$400 or \$200 being taken out of the salary deduction or salary reduction plans.

Flex benefits (unreimbursed medical and dependent day care) are eligible for the \$200 benefit package only if proof of health insurance through another group is given. If the employee has individual coverage or no coverage, the benefits cannot be put toward the flex benefits.

Part time classified employees may be eligible to receive \$200.00 per month toward health insurance or the alternative insurance package.

2.257 TRAVEL EXPENSE

All reimbursable travel expense is to have prior approval of the superintendent of schools. Reimbursable items include registration fees, meals (excluding alcoholic beverages), lodging, reasonable gratuity, and mileage reimbursement. Reimbursement without a receipt will not be made.

All school personnel requesting reimbursement shall use school vehicles rather than their own when available. Use of district vehicles will be confined to necessary school business. Expenses for travel incurred in the performance of official duties will be reimbursed upon receipt of all receipts. For authorized use of a personal vehicle, staff members shall be reimbursed at the state rate per mile.

The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. Expenses will not be reimbursed without complete voucher.

2.260 CHECK SIGNATURES

Instruments of payment shall be signed by two of three authorized officers: president of the board of education, clerk of the board of education, and treasurer of the board of education.

2.300 GENERAL BUSINESS PROCEDURES

2.310 FINANCIAL PROCEDURES

2.311 FUND RAISING ACTIVITIES

All fund raising projects of student organizations must have prior approval of the superintendent and the approved

sponsors. All monies collected must be deposited in the student activity fund.

2.312 GIFTS

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

All outside organizations or individuals wanting to purchase gifts for the school must make requests through the building principal. Upon the principal's approval, the request will be forwarded to the Superintendent and the Board of Education for final approval.

2.313 NONSUFFICIENT FUNDS CHECKS

Persons that issue a check with insufficient funds to USD #459 for any reason will be placed on a cash basis status for the remainder of the school year.

2.314 PERSONAL PURCHASES THROUGH SCHOOL

Items ordered through the school must be paid for in full (including any tax and shipping) prior to the order being placed.

2.315 COLLECTIONS

Enrollment Fees

School enrollment fees (book rental) will be due upon the enrollment of students at the specified dates. If the fees can not be paid on that date, a 15% deposit will be required. The superintendent's office will establish a payment plan with the patron. If the fees are not paid according to the payment plan, then the unpaid balance will be turned over to collection agency.

Food Service

Meal payment is essential to the cash flow for operational costs of the food service program. Payment for meals is to be made prior to service. Families are encouraged to make application for free or reduced priced meals so accounts can be credited appropriately

There will be limited charges of meals due to cash flow for operational costs. Notice will be sent out on a weekly basis allowing you to know when your student has 5 meals left. Once an account is behind for five days of meals, there will

be no charged meals until the account is paid in full. After the five charged meals, an alternative meal will be served for three days free of charge. If the account is still not paid, then meals will not be served to the student whose accounts is delinquent. Payment for a meal will be credited to the first charged meal so the student can not participate in the food service program on a daily basis by bringing cash if the account is in arrears.

USD 459 employees and SKACD 613 employees working in the Bucklin Schools may charge up to five meals before being denied meal privileges. For meal privileges to be reinstated, the adult must pay off the balance of the delinquent account. This will not affect those who have requested their meal charges be deducted from their monthly payroll checks.

- Proposed to BOE 11/10/08 (last paragraph)
- Adopted by BOE 11/10/08 unanimously

2.316 SALES AND SOLICITATIONS

The district will not release the names of students or employees for commercial use.

2.317 AGENTS AND SALESPERSONS

Agents or salesmen may not interview teachers about personal matters during the school hours or for a half hour before or after school with the exception of services offered through payroll deductions.

2.318 ADVERTISING ON SCHOOL PREMISES

No individual group or organization shall be permitted to use school facilities or organizations as media for advertising except as otherwise approved by the superintendent.

2.319 FIELD TRIPS

Field trips should be a reinforcement of the classroom educational experience and should be aligned with the learning objectives of the district. Consideration should be given in regard to the distance of the trip and how it relates to the real life educational experience. Field trips are intended for the students in the class. Parents may be asked to help monitor classroom students while on the trip. Due to district insurance, only parents/guardians of the students can assist with student monitoring. Parents will not be able

to have siblings attend the field trip with the class. Elementary classrooms will be permitted one field trip per school year.

SPECIAL EVENT TRIPS

From time to time a school sponsored activity may desire to have a special events trip. (RE: athletic teams, clubs, organizations) These trips must be approved by the board of education thirty days in advance of the trip and on an individual basis due to scheduling. If the trip is approved, the district will provide the vehicle and the group must pay for the expense based upon the annual cost per mile. Only members of the organization may attend the trip. The sponsor must attend the activity and ride the bus to supervise unless excused by the superintendent. If additional sponsors are required they will be approved by the administration. No additional persons will be picked up or dropped off while in route to or from the destination.

2.320 TRANSPORTATION

- 2.321** District owned vehicles will be driven only by those who have been approved through the district office by providing copies of their driver's license for insurance purposes.

- 2.322** District owned vehicles will not be loaned or leased to any person, groups of persons or organizations for purposes other than transporting students for school related activities. With prior board of education approval, district vehicles may be used to transport parents and other adults to or from school related activities to be driven only by the designated district employee and agreement to comply with all rules and regulations of conduct in the use of the vehicle. The cost for the use of a district vehicle will be based upon the current cost per mile for the operation of district vehicles. K.S.A. 72-8316

- 2.323** District owned vehicles will be inspected by the Kansas State Highway Patrol in August prior to transporting students. Any defects found in school vehicles will be repaired as soon as possible.

- 2.324** District owned vehicles will be housed in areas designated by the superintendent. When a vehicle is assigned to a district employee, 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.

2.325 School bus drivers shall conform to state law. They will have on file in the district office, a copy of their (CDL) drivers license, a copy of their CPR card, proof of taking a Defensive Driving class, and a physical on the KDOT form signed by a licensed physician prior to the issuance of their first check each year. Drivers are subject to random drug testing in accordance with the Drug Testing Policy on file. USD #459 contracts with the Mental Health Consortium for drug screening tests for all bus drivers. Any employee who receives a confirmed positive drug screen, alcohol test result or the equivalent shall be directed to use the USD #459 Bucklin's Employee Assistance Program for referral to an appropriate drug assessment and education or treatment program. If the employee declines to use the Employee Assistance Program, they will be terminated. For a complete copy of the Drug and Alcohol Testing Policy, please contact the district office. (Ref. USD #459 Drug Free Policy)

2.326 The Board of Education will be informed of bus routes determined by the Superintendent. No student residing within the city limits of Bucklin will be transported.

The extended school day route will be made available for Junior High Athletes and after school program participants only. No other students will be allowed to ride this bus.

2.327 In those cases where it is impracticable to reach a student's residence by the prescribed transportation route, the board of education may contract for the transportation of such student to the regular prescribed bus route or to the school building. Such contracts shall provide for the payment of mileage at a rate not to exceed the state rate for mileage for each mile actually traveled and shall be limited to two round trips per day on a route prescribed by the board of education. In those cases where more than one student is transported in the same vehicle, mileage will be paid for only one pupil.

2.328 Mileage reimbursement will not be provided for out of district parents transporting students. The bus will go out of district for the purpose of transporting students to or

from Unified School District #459 when approved by the other district per KSA72-1046b.

2.329 Fuel cards will be given to each bus driver at their organizational meeting in August and are to be returned to the district office when they finish their driving responsibilities.

2.330 NUTRITION SERVICES

The food service management shall be under the direct supervision of the superintendent. Food service programs are subject to board policy, rules and state and federal regulations.

Food service personnel will maintain food service records required by state and federal laws. Reports will be submitted in a timely manner (depending on the frequency of the report) to the board clerk. The authorized representative will file the reports with the State of Kansas for meal reimbursement.

Sanitation inspections will be conducted to ensure that proper sanitation procedures are being followed.

Any changes in meal prices shall be determined by the board at the July organizational meeting.

2.340 HEALTH SERVICES

As a condition to entering or continuing employment, employees must present a district-approved physical form to the clerk, signed by a licensed physician, which states “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established.” If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (Ref. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board’s choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

2.341 AUTOMATED EXTERNAL DEFIBRILLATORS

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law.

- Adopted by BOE 10/12/09 unanimously

2.350 USE OF SCHOOL PROPERTY BY EMPLOYEES

Use of school owned equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior written approval of the superintendent. Any loss, damage or breakage occurring to the school property because of the activities of the person using it, shall be paid by the individual at replacement cost.

COMPUTERS Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computer. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-

produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality”

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

INTERNET USAGE

We are pleased to offer staff and students of the USD 459 Public Schools access to the district computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to the school office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. The purpose of computer usage and on-line services is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of computers, the Internet and other on-line services must be in support of education and research consistent with the educational objectives and the outcomes for USD 459.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 459 supports and respects each family’s right to decide whether or not to apply for access.

Acceptable Use

The purpose of Internet access through USD 459 is to facilitate communications in support of research and education, by providing

access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of USD 459. Access to the Internet is made possible through an appropriate provider to be designated by USD 459 at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

Unacceptable Use

- Sending or displaying offensive or anonymous messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for personal advertising or solicitations

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action.

Users will agree that administration, faculty, or staff will decide what is considered inappropriate use.

2.351 CHILDREN'S INTERNET PROTECTION ACT

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Children's Internet Protection Act (CIPA) PLAN

The USD 459 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing;
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;

- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
 - as part of its Internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
 - hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
 - prevent unauthorized disclosure of personal information regarding minors.
- Proposed to BOE 9/14/09
Adopted by BOE 10/12/09

2.400 SCHOOL FACILITIES

2.410 LEGAL STATUS OF SCHOOL FACILITIES

The board of education shall care for and have control of the use of all buildings and other properties belonging to the district. K.S.A. 72-1033

2.420 INSURANCE ADMINISTRATION PROCEDURES

The board of education shall have the option to purchase insurance coverage on a term up to three years at which time specifications shall be drawn and sent to qualified agents inviting them to bid. Additional coverage may be purchased by the board of education as it deems necessary.

2.421 BUILDINGS AND CONTENTS

Blanket coverage shall be written on a replacement cost basis with 80% coverage minimum.

The district will not assume responsibility for personally owned equipment stored at school buildings other than musical instruments insured through an inland marine policy.

2.422 LIABILITY

Coverage is to be written on a Commercial General Liability (CGL) form with limits not to be less than \$500,000 per occurrence. Educators Errors and Omission coverage shall be included in the CGL form or provided by separate contract. Both CGL and Errors and Omissions coverage shall include members of the USD 459 Board of Education.

2.423 INLAND MARINE

Coverage shall be written on specified equipment and the inventory will be submitted annually. The policy should be written with a deductible to be reviewed at contract renewal time.

An inventory of all musical instruments and technology equipment will be on file with the insurance company.

2.424 STEAM BOILERS

All steam boilers, water heaters, unfired vessels, piping and air conditioning units shall be insured on a replacement cost basis subject to a limit per accident as approved by the board of education. Inspection of boilers or other equipment shall be the responsibility of the insurance company.

2.425 VEHICLES

All school owned vehicles shall be insured at limits no less than specified below:
\$500,000 each person / \$500,000 per accident for bodily injury and \$500,000 property damage per accident or \$500,000 combined single limit
Uninsured Motorists / Underinsured Motorist coverage as required by Kansas statutes

2.426 WORKERS COMPENSATION

Workers' Compensation Insurance is carried on all employees of the district. This shall be governed by regulations of the State of Kansas. Workman's Compensation will include extended medical benefits. All accidents and injuries must be reported to the supervisor immediately and a complete written report to the district office within 24 hours and to the insurance carrier as soon as possible.

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

If an employee misses more than five (5) days consecutive due to a work related injury, a doctor's release will be required to return to work.

2.427 BONDS

The board shall purchase a blanket fidelity bond for school employees. The amount of the bond shall be determined by the board. A position bond in the amount of \$50,000 per incident is required for the treasurer and clerk.

2.428 OTHER COVERAGE

Additional coverage as determined appropriate by administration

2.430 CONSTRUCTION OF SCHOOL FACILITIES

2.431 DEVELOPMENT OF SPECIFICATIONS

Prior to the development of any architectural drawings for new construction or remodeling projects, the board of education will present written educational specifications that include specific instructions to the architect in regard to the drawings, specifications, and the project budget. The administrative staff and all other appropriate staff members will present a proposed educational specifications document to the board of education prior to the board of education's adoption of said document.

2.432 BIDDING PROCEDURES

All contracts for new facilities shall be accompanied by bid bonds. The successful bidder shall be required to provide a performance bond. The board of education reserves the right to reject any or all bids. The bidding procedures will be in accordance with state statutes.

All construction contractors will provide a performance bond for construction, reconstruction, and remodeling projects that exceed \$40,000 as required by K.S.A. 60-1111

All contractors will provide a surety bond for construction projects in an amount equal to the cost of the project. Contractors should file a statutory bond with the clerk of the district court in the county where the project is to be constructed and furnish the district with copies of the bond bearing written approval of clerk of the district court.

All construction contract bids shall include a five percent bid bond.

All contractors are required to comply with all local, state, and federal laws, ordinances, and regulations in all bids. Contractors will include a written statement of such compliance in their bids. K.S.A. 60-1111

2.433 SCHOOL BONDS

District bonds shall be sold to the lowest bidder. The determination of the lowest bid will be the bid that will require the fewest total interest dollars throughout the scheduled repayment of the bonds. The board of education retains the right to reject any or all bids. The sale of bonds will be in accordance with state statutes. K.S.A. 10-103 & 75-2319 & 72-6761

2.440 COMMUNITY USE OF SCHOOL PROPERTY

2.441 GENERAL POLICY

All matters relating to the use of school buildings and properties other than for school purposes shall be under the jurisdiction of the superintendent in accordance with board of education policies. The use of playgrounds and buildings during the summer shall be governed by regulations established by the board of education. It is the purpose of the board of education to promote the greatest possible use of existing plant facilities consistent with good educational practice.

2.442 PROCEDURES FOR USE OF SCHOOL PROPERTY

A. BOARD OF EDUCATION CONTROL OF FACILITIES

In accordance with Kansas statutes, the board of education may not surrender its control of school property. All meetings and building or equipment uses in or on school property of whatever character by any group whatsoever must meet with the approval of the board of education and be subject to its supervision.

B. PRIORITY USE FOR SCHOOL GROUPS

School groups have first priority to use of school facilities. The district reserves the right to cancel any organization's use of the buildings in case an unanticipated school activity must be scheduled.

C. USE OF BUILDINGS

It is the desire of the Board that some use is made of the facilities under its jurisdiction for educational and recreational activities (Bucklin Recreation Commission). To extend the privilege of using these facilities, the Board of Education finds it necessary to seek compliance to its regulations governing the use of school facilities

The use of facilities on holidays and during summer months will be restricted if it interferes with annual or special maintenance practices. Except by special permission of the superintendent, buildings will not be used by outside groups from June 15 to September 1 or on legal school holidays.

A fee schedule for the use of school buildings and facilities by organizations not directly associated with the schools will be approved and adopted by the Board of Education. These fees are reflected on the application for use forms. In addition to the scheduled fee, a charge for custodial care and/or nutrition service employee will be levied when a group uses a facility during a time when employees are not regularly scheduled for duty. In these cases, the charge will be the employee's regular overtime hourly wage rate with a minimum of two hours. If, in the event the weight room is used, one of the school personnel properly trained in weight lifting and first aid will be present and paid in agreement with the outside group. This includes the summer months.

Organizations using the facilities must be supervised by an adequate number of adult sponsors. The organization using the facilities will be held liable for any damages, loss or breakage occurring during their activities. The facilities are to be returned in the same condition as prior to the event (cleaning of floors, etc)

All persons participating in physical education or athletic activities will wear approved gymnasium shoes. The school gym will not be used for public dances.

All buildings will be closed by 10:00 p.m. unless special arrangements have been made.

D. APPLICATION FOR USE OF FACILITIES

Application for use of school facilities must be made on the district application form. Application

for normal usage must be submitted a minimum of seven (7) days in advance of the requested usage date, except as authorized by the superintendent or the board of education.

E. USE OF EQUIPMENT

Equipment (including tables and chairs) are not to be removed from the school facility without prior written permission from the superintendent.

F. DAMAGED PROPERTY

Any loss, damage or breakage occurring to any school property because of activities of an organization or individual using it shall be paid by the organization or person.

G. USE OF SCHOOL BUSES

Refer to Transportation section

H. USE OF SUBSTANCE PROHIBITED BY LAW

Use of alcohol, drugs, or illegal substances on/in school property/buildings is prohibited.

I. USE OF TOBACCO AND TOBACCO PRODUCTS

Use of tobacco or tobacco products on/in school property/buildings is prohibited.

J. ILLEGAL ACTIVITIES PROHIBITED

Any activity considered to be illegal, including gambling, shall not be permitted on/in school property/buildings.

K. FIREWORKS

No school premises shall be used for the display of fireworks or other hazardous activities.

L. FAILURE TO ABIDE BY RULES

The failure to abide by this policy may result in future denials of requests for property usage.

2.450 SAFETY PROCEDURES

2.451 FIRE DRILLS

Each principal will hold at least one fire drill per month.
Each classroom is to have the evacuation route for said

room posted in a conspicuous place. The master plan for evacuation of each building is to be on file in the principal's office. Reports will be submitted to the state at the end of the school year. K.S.A. 31-133(5)
Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. After the last person has exited the elementary classroom, it shall be the teacher's responsibility to see that all doors to the hallway are closed.

2.452 TORNADO DRILLS

Each principal will hold at least three tornado drills per school year. Each classroom is to have the evacuation route for said room posted in a conspicuous place. The master plan for evacuation of each building is to be on file in the principal's office. Reports will be submitted to the state at the end of the school year. K.S.A. 31-133(5)

2.453 CRISIS PLAN

The master crisis response plan and floor plan for each building is to be reviewed / revised annually, with a copy to be kept on file in the principal's office, a copy to be kept at the district office, and a copy to be provided to the appropriate emergency responders.

2.455 SCHOOL BUS SAFETY PROCEDURES

Each bus driver will conduct a review of safety and emergency procedures with students who ride the bus during the first month of the school year and prior to activity trips. Evacuation drills will be held at least once per semester on all routes.

2.456 DISMISSAL OF SCHOOL

The superintendent of schools may dismiss or cancel school due to impassable streets, severe storms or tornado or other emergencies that arise. Patrons are urged to listen to the major area radio and television stations for special announcements.

It is the responsibility of parents living in the country to determine whether or not to bring or send their children to school if severe weather conditions appear imminent. When for any unforeseen reason, it would be necessary to dismiss school early or not convene school, patrons will be notified by KGNO, K95, 93.9, 96.3, 98.1, KJIL and Q97 radio and ABC, CBS, and NBC TV. This would apply in case of storm or any emergency that would disrupt the normal school day.

When bus drivers deliver students to their homes in the country during stormy or blizzard weather, they will observe the student until he/she has entered the house. Parents are responsible for their children when they depart the bus.

Specific arrangements should be made in advance, should parents wish students to do otherwise than the normal bus route delivery.

2.460 CONSERVATION OF ENERGY

The board of education recognizes the need for the conservation of energy. The board of education encourages good energy management.