

EA Goals and Objectives

EA

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

The director has authority to manage the cooperative's business affairs.

Approved:

EB Buildings and Grounds Management

EB

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

Approved:

EB-R Buildings and Grounds Management

EB-R

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

Approved:

EBA Insurance Program

EBA

All cooperative-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 cooperative 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 cooperative to join a group-funded pool to provide insurance coverage for the cooperative.

Approved:

EBA-R Insurance Program

EBA-R

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

Approved:

EBAA Workers Compensation

EBAA

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

Approved:

EBAA-R Workers Compensation

EBAA-R

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

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

leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

EBAA-R Workers Compensation

EBAA-

R-2

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board 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 and those benefits under workers compensation shall be restricted as provided by current statute.

Choice of Physician

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

Approved:

EBB Safety

EBB

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

Heating and Lighting

All cooperative furnaces, boilers and lighting fixtures will be inspected annually to ensure safety for students, cooperative employees and patrons.

These devices shall meet minimum state and federal standards.

Approved:

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

Regular inspection of cooperative facilities for hazardous waste shall be conducted by a certified inspector. Written records of these inspections shall be maintained.

Disposal

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

Approved:

EBBA-R Hazardous Waste Inspection and Disposal

EBBA-R

Inspection and Disposal

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

Approved:

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. However, 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.

Approved:

KASB Recommendation—7/96; 4/07; 12/18; 6/19

EBBF Crisis Planning (See EBBD)

EBBF

The director, in cooperation with each building principal (and _ _ _ _), shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

Approved: KASB Recommendation – 7/96

EBBF-R Crisis Planning

EBBF-R

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 details of the plan.

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

Approved: KASB Recommendation – 7/96

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

Reporting Crimes at School to Law Enforcement

Any cooperative employee who knows or has reason to believe any of the following has occurred at school, on school property, or at school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended that the building administrator also be notified.

Anyone making a report in accordance with state law and without malice shall have immunity from any civil liability.

Reporting to Administrators and Staff

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators to notify all other school employees when they have knowledge of the following student behaviors:

- The identity of any student who has been expelled for conduct which endangers the safety of others;

- The identity of any student who has been expelled for commission of felony type offenses;
- The identity of any student who has been expelled for possession of a weapon;
- The identity of 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;
- The identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The 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 shall be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

School administrators and school employees are not liable for civil damages for acts or omissions required by the Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security

Act. Approved: KASB Recommendation – 7/96; 6/98

Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

EBCA Vandalism

EBCA-2

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

Return of Cooperative Property

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

Offering a Reward

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

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

The board, as authorized by K.S.A. 12-1672a, hereby offers a \$ _ _ _ _
----- (up to \$500.00) reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the cooperative or rightfully located on cooperative premises by its employees or
s
t
Persons having any knowledge are urged to contact the director at _ _ _
d _____, _____, KS _____, telephone _____
ents. . The board reserves the right to determine the deserving

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

Approved:

EBE **Cleaning and Maintenance Programs**

EBE

The director shall develop building and grounds cleaning and maintenance programs for board approval. After approval, the plans shall be shared with the appropriate administrators and classified staff.

Sanitation

Approved:

EBE-R **Cleaning and Maintenance Programs**

EBE-R

Cleaning, sanitation and routine maintenance plans shall be developed by the director and may be published in the appropriate handbook (s) or job descriptions and/or employment contracts after board approval.

Approved:

EBI **Long-Range Maintenance Program**

EBI

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

Approved:

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

EBI-R

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

Approved:

EBJ **Records**

EBJ

All records pertaining to cooperative-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 director.

Approved:

EC Equipment and Supplies Management

EC

The director shall keep up-to-date inventory records on all equipment and supplies.

Receiving

All packing lists will be checked against all invoices for accuracy by the director or person responsible for receiving supplies.

Approved:

EC-R Equipment and Supplies Management

EC-R

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

Receiving

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

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

Approved:

ECF Equipment Maintenance

ECF

Cooperative-owned equipment shall be checked for malfunctions on a periodic basis and repaired as quickly as possible.

Approved:

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: KASB Recommendation – 7/02

ED Student Transportation Management (See JGG)

ED

Use of buses by the cooperative 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 to 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, cooperative buses shall not be available for use by outside groups. (See EDDA)

Approved: KASB Recommendation – 7/96

EDAA School Vehicles

EDAA

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.

No cooperative vehicle of any type shall be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

No public funds will be spent by the board to hire, rent or lease any form of transportation to be used by any student, cooperative employee, patron or any organization to transport anyone to or from a religious activity.

Liability

All school vehicles will be adequately insured.

Safety

Every vehicle driver shall have authority and responsibility for the passengers riding in school vehicles.

Safety Inspection

The director shall be responsible for transportation inspections.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the director.

Records

Every vehicle driver of school vehicles will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the director.

EDAA School Vehicles

EDAA-2

Licensing of Drivers

It shall be the responsibility of all school vehicle drivers to register with the director annually the validity of license certification by the Kansas Department of Revenue. If a vehicle driver's license is suspended or revoked at any time, the suspension or revocation shall be reported to the director and the employee shall immediately cease driving a cooperative vehicle. Cooperative vehicle drivers shall receive a copy of this policy annually on registering their driving certification with the director.

Approved:

EDAA-R School Vehicles

EDAA-R

Safety

Students or other persons riding school vehicles who violate cooperative vehicle passenger rules will be reported to the proper administrative official. Violations of these rules may result in disciplinary action by school officials.

Safety Inspection

Defects found in cooperative 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

Vehicle and transportation schedules and routing maps will be updated annually prior to the opening of school.

Records

Any record developed by the cooperative for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing 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 cooperative'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.

Housing of School Vehicles

All cooperative vehicles shall be housed in areas designated by the director. Vehicles may be housed in the cooperative's central storage area or assigned to a designated driver who may then house the vehicle as directed.

If cooperative 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 cooperative-owned site or at the employee's residence.

Approved:

EDDA Special Use of School Buses

EDDA

The board may allow for special uses of cooperative vehicles 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 cooperative. Groups allowed use of vehicles under this policy are responsible for the care and cleaning of the vehicles, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using cooperative transportation, shall be approved by the board and filed with the clerk. Groups allowed use of cooperative vehicles may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

Approved: KASB Recommendation – 7/96; 9/97

EDDA-R Special Use of School Buses

EDDA-R

The board may allow the following special uses for cooperative owned vehicles:

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the cooperative;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intra-school functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public reaction commissions, if travel is to or from an activity related to the operation of the commission;
- Another cooperative if there is a cooperative and shared-cost arrangement with that cooperative.

EF **Data Management**

EF

Data Dissemination

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

To Education Agencies

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

Approved: