

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

ARTICLE 3

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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concept and Roles

3000

The board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the board intends

1. to encourage advance planning through the best possible budget procedures.
2. to explore all practical sources of dollar income.
3. to guide the expenditure of funds so as to extract the greatest educational returns.
4. to expect top-quality accounting and reporting procedures.
5. to maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Fiscal Management Goals

3010

The quantity and quality of learning programs are directly dependent of the funding provided and the effective efficient management of those funds. It follows that achievement of a district's purposes can best be achieved through excellent fiscal management. Further, the Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be diligent in fulfilling its responsibility to see that these funds are used wisely for achievement of purposes for which they are allocated.

It is essential that the district takes specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into Board operations and to all aspects of district management and operation.

It is the districts' resource and fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with broadly based staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding which will provide high quality education for the district's students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
6. To take into consideration all possible procedures in operation and planning which will lead to conservation of finite resources.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Fiscal Year

3020

Pursuant to state law, the fiscal year for this district is September 1st through August 31st.

Adopted: 2-8-99
Amended:

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Annual Operating Budget

3100

The school budget is the legal basis for the establishment of tax rates. It is a legal document that describes programs to be conducted during a given period of time, and it is the operational plan, stated in financial terms, for the conduct of all programs in the school system. The annual school budget process is an important function of school district operations and should serve as a means to improve communications within the school organization and with the residents of the school community.

Public school budgeting for Nebraska schools is regulated and controlled by the Legislative, State Board of Education requirements, and local school board policies.

Fund Accounts

A budget is required for every fund that a school system utilizes in its yearly operation. The designation of such funds shall be determined by appropriate statutes and budgeting instructions from the State Department of Education.

Annual and Long Range Budgeting

Nebraska school systems are required to budget only for a twelve (12) month period of time which includes a fiscal year from September 1st through August 31st. Budgets for a period of time greater than one year are desirable and required by the State Board of Education rules on some specific projects, and are encouraged for long range planning, but such long range budgeting is not presently a requirement of local educational agencies of all fund accounts.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Planning: Budget

3110

The budget shall be a matter of continuous year-round development. Teachers and other members of the staff will be involved in budget planning. Staff members shall prepare lists of items throughout the year desirable for inclusion in the next year's budget. The administration shall use such lists in budget preparation.

Each principal shall, with the assistance of his or her teachers and department heads, prepare an estimate of their needs and submit the estimate to the superintendent not later than March of each year.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Budget Adoption Procedures

3120

The final act in budget adoption by a Class III district requires that annually on or before September 20th, a budget be adopted and submitted to the Auditor of Public Accounts, County Clerk and County Superintendent. The adopted budget must include the entire revenue raised by taxation and all other sources during the previous fiscal year, and a budget for the ensuing fiscal year in the form of a resolution which must be broken down generally as follows:

1. The amount of funds required for the support of the school for the next fiscal year.
2. The amount of funds required for the purpose of school sites.
3. The amount of funds required for the erection of school buildings.
4. The amount of funds required for the payment of interest for all bonds issued for school purposes.
5. The amount of funds required for the creation of a bond fund for the payment of such indebtedness.

If the adopted budget varies from the "Budget Summary" published prior to the required public hearing, the Secretary of the Board shall publish a copy of the "Amended Budget Summary" as a legal notice in the District's legal newspaper within ten days.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Expenses and Authorization for Attendance at Workshops and Official Functions 3131

It shall be the policy of the Chadron Public Schools ("the District") to permit and to authorize elected and appointed officials or authorized volunteers of the District to incur certain expenses authorized by law for travel to and from and attendance at, educational workshops, conferences, training programs, official functions, hearings or meetings, subject to the following:

Arrangements for attendance must be approved in advance, in writing, by the superintendent or his/her designee. Reimbursement shall require submission of a properly completed district reimbursement claim form supplied by the superintendent's office, including supporting receipts for all expenses except meals.

Meals will be reimbursed at a per diem rate, which shall be determined annually by the board of education and disseminated by the superintendent's office to all employees. A breakfast allowance will be provided when travel begins before 6:00 a.m. and extends beyond 8:00 a.m. A lunch allowance will be provided when travel begins before 12:00 noon and extends beyond 2:00 p.m. A dinner allowance will be provided when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. If meals are provided by a conference or host, then the meal per diem will be adjusted to correspond with the meals provided. When submitting a reimbursement claim for meals, the employee may voluntarily choose to claim a lesser amount for meals if the actual cost incurred for meals was less than the full allowable per diem rate.

When use of a personal vehicle is required for official travel due to shortage of district owned vehicles or special travel circumstances approved by the superintendent, mileage payment shall be reimbursed at the current state rate. Neither mileage nor actual cost of fuel purchased for traveling to an authorized conference or activity will be approved for reimbursement if someone uses a personal vehicle simply due to personal preference, if a district vehicle is available.

This policy expressly prohibits the expenditure of the District funds for travel or attendance at any workshop, conference, training program, official function, hearing, meeting, or recognition dinner for the spouse of any elected or appointed official or authorized volunteer. In the event an elected or appointed official or authorized volunteer cannot allocate certain expenses through receipts to himself/ herself and to his/ her spouse proportionately, the elected/appointed official or authorized volunteer shall allocate such expense in a reasonably equitable manner and may, upon request of the Superintendent, be required to render an explanation of such accounting in writing to the Superintendent.

The Superintendent may authorize an expenditure for plaques, certificates of achievement, or items of value awarded to any person or entity deemed worthy of the recognition.

Adopted: 2-8-99
Amended: 5-7-09

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Budget Implementation

3140

The Board of Education places the responsibility for administering the operating budget, once adopted, with the Superintendent. In order to allow the Superintendent to administer and control the budget in an effective and efficient manner, the following principles shall be followed:

1. All actions of the Superintendent of duly delegated employees of the district in executing the programs and/ or activities as set forth in the adopted operating budget, are authorized to implement all such programs and/ or activities, subject, however, to continuous review by the Board, and further limited to the following provisions:
 - (a) All expenditures of funds for the employment and assignment of personnel meet the legal requirements of the State of Nebraska.
 - (b) All expenditures so authorized are contained and fully funded within the appropriate funds of the operating unit as adopted by the Board.
 - (c) Complete listing of expenditures for supplies, materials, and services, are listed monthly for approval as claims by the Board of Education.
(Reference 79-805)
 - (d) All purchases are made in accordance with appropriate state requirements and policies adopted by this Board of Education.
 - (e) Appropriate financial reports are given to the Board monthly for Board control purposes.

2. The Board recognizes that proper payment of bills improves efficiency, lowers the cost of operation, takes advantage of time discounts, and presents a business like image in the community. It therefore authorizes the Superintendent or his designated representative to organize the business affairs of the school district in such a manner to provide for the efficient and timely payment of all claims for materials and services.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transfer of Funds Between Categories

3150

The board may transfer monies from one fund to another where there are insufficient monies because of an unforeseen emergency. It can only do this by a majority vote unless provided otherwise in law.

Legal Reference: 23-928

Emergencies; transfer of funds; violation; penalty

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Financing Activities

3160

Part of the financing of athletics and other activities will be met through the general fund of the board of education.

Each school year the activities director shall make a budget estimating the cost of operating the activities program, in detail, and an estimate of the income from activities. The balance necessary shall then be presented to the board of education, detailed, in the regular budget.

In addition to the budget, the proceeds of events shall be placed in the activity fund from which expenditures may be made by activities as needs arise.

The ticket sale and policing of events is to be taken care of by the activity director.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Federal Funds

3230

The district will report periodically, on forms prescribed, to the Commissioner of Education the funds received from the federal government.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Tuition Fees

3240

The Chadron Public Schools board of education has established tuition rates for programs of District 2 for non-residents of the district. When one is not subject to "Choice" legislation. The current rates are available in the office of the superintendent.

Special Education

Special education tuition rates are based on program costs above the regular non-resident tuition rate of the district.

Tuition may be paid quarterly, at the semester or annually, at the discretion of the Chadron Board of Education. The Chadron Public Schools will send a statement. Refunds or partial term payments will be calculated on a daily rate basis.

Students enrolled on a tuition basis are entitled to all program benefits, including standard needs assessment. Resident districts shall be responsible for paying all costs associated with evaluations conducted by non-district contracted personnel, or assessment conducted by other agencies.

Parents and/or agencies contracting with the Chadron Public Schools will be provided with all assessments, evaluations, and individual educational plans for the student.

For grade levels and geographic areas applicable, free high school tuition will be accepted as partial payment for the total tuition.

Transportation or housing costs for non-residents will not be assumed by the Chadron Public Schools.

Individual Basis

Non-resident tuition from individuals for students in Kindergarten through grade eight who are not subject to provisions of "Choice" legislation, must be paid in advance for a semester before the non-resident student may be accepted for enrollment; provided that any unearned tuition will be returned on a prorated basis should the child be withdrawn from school prior to the end of the semester unless approved otherwise by the board.

Elementary school tuition shall be equal to per pupil cost to comply with any applicable Nebraska School Law.

High school tuition (grades 9-12) shall be fixed by the board of education under the terms of Nebraska School Law, Sec. 79-4102.

Tuition Waiver

In order to provide tuition waiver to students coming to the high school who reside outside the fifty United States, the following policies are established:

1. The School District of Chadron will accept a maximum of one student from another nation who comes to Chadron via exchange programs officially recognized by the board of education.

Tuition Fees (con't)

3240

2. Any student exchange program that enjoys a reputable standing both nationally and internationally.
3. No other organizations will be allowed tuition waivers. Participation of other programs, as well as students over the maximum stated, may be approved but only on a tuition basis.
4. No student will be enrolled until all standards for admission have cleared through the superintendent's office. Information such as the student's name, nationality, age, sponsor's name and address, etc. shall be supplied at that time.
5. Admission of exchange students new to the United States will be made only at the beginning of a semester. All arrangements for admission must be concluded thirty days previous to the beginning of the semester for which the exchange student plans to begin studying in the Chadron Public Schools. No placement of exchange students will be made at any other time during the school term; provided that a three-week late entry after the beginning of the semester will be permitted if necessary to accommodate travel scheduling problems.
6. Exchange students must agree to abide by the policies and regulations of the school District of Chadron, the superintendent and the high school principal.
7. Exchange students must be at least sixteen years but not older than nineteen years of age upon enrollment in Chadron High School.
8. Exchange students are encouraged to assist in some manner the curriculum of Chadron High School (i.e., assist with language classes, history classes, etc.)

Legal Reference: 79-445 Nonresident student; admission; tuition; persons exempt
79-486 Pupils; instruction in another district; contracts authorized;
contents; cost per pupil; determination; transportation;
attendance reports; noncompliance penalties; dissolution of
district; reopening of schools; duties of county superintendent

Materials Fees

We believe that the students should be responsible for the cost of replacing any materials, or property, which are lost or damaged through negligence.

The board of education may charge minimum fees for materials used in those activities beyond the basic curriculum in which the students elect to participate, particularly in shop activities where the product becomes the property of the student.

Legal Reference: 79-4118 School books, equipment and supplies; purchase; loan

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Gate Receipts and Admission

3260

The High School Principal and/ or Activity Director is responsible for the administration and supervision of all phases of all school events for which admission is charged. Accountable records shall be regularly maintained, which provide chronological and accounting data for subsequent review and analysis.

The superintendent shall be responsible for implementing this policy by developing administrative guidelines which address the following:

- a. Tickets – Issuance and recording of pre-numbered tickets for use with paying customers at all school related events where admission is charged;
- b. Cash Boxes – Preparation of money boxes including sufficient change delivered by an administrator or his/her designee to appropriate admission gates to ticket attendants;
- c. Attendants – Selection and training of responsible adult ticket sellers/attendants;
- d. Designees – Selection and training of dependable and responsible designees when deemed necessary;
- e. Reports - Completion and filing of an admission report showing reconciliation of ticket sales with total gate receipts for each scheduled activity; this report shall serve as official documentation for audit purposes;
- f. Deposits – A systematic method of counting and depositing gate receipts by authorized school personnel following each activity; the final deposit shall be witnessed by an authorized administrator, his/ her designee or an official at the official bank of deposit.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Sale and Disposal of Books, Equipment and Supplies

3270

When the Board upon the recommendation of staff determines that any real or personal property is no longer needed for school purposes or should in the interest of the district be exchanged for other property, it may sell or exchange such property in accordance with the provisions that follow:

Sale of Property

1. Prior to the sale the Board shall cause the appraisal of the property by a duly qualified professional appraiser who shall make a report of such value to the Board of Education.
2. A notice of the sale shall be published in accordance with the law governing such notice. The notice shall set out the terms and conditions of the sale. The Board may permit the bidders to specify conditions. The owner shall state that the bids shall be received on a specified date and that the sale shall continue for a period not in excess of sixty (60) days or until the property is sold.
3. All bids shall be available for examination by the public. Any bidder may raise his bid after the Board has given notice by mail to other bidders. The Board may also conduct an auction provided any previous bidder has been given written notice of the auction.
4. The Board may sell the property to the highest or best bidder or reject all bids.

Trade-In Property

Where new property is purchased by the Board in accordance with law upon condition that property of a similar nature, owned by the school district, is to be traded in or exchanged as a part of such purchase in reduction of the price, such trade-in shall be legal without appraisal before notice of sale.

Exchange of Property

In general any exchanged property shall follow as nearly as possible the procedures for the sale of property.

Execution of Transaction

The Board may execute warranty deeds, quit claim deeds, bill of sales or any other document reasonably necessary for completion of the transaction.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Income from School Sales and/or Services

3280

The services provided through school shops, laboratories, or other programs and products offered for sale through school programs shall not be considered income producing for the district. Customers shall be charged on the basis of material used, any parts used, and the incidental costs for providing the product or services.

The building principal where the program is located shall be responsible for setting prices or charges with the approval of the superintendent.

All money received from customers for such sales and for all sales and services shall be turned in each day to the high school business office. This money will go into appropriate activity revolving account for later use in the purchase of replacement parts. All purchases of materials, all refunds to customers, and all financial procedures involved in the production of such products or services shall be underwritten through the appropriate activity account of the school. In no instance will employees of the district use their personal accounts for purchase of parts or services for school programs.

No employee of the school district may utilize school repair programs or services for their own personal gain through immediate or later sale of the products which have been improved as a result of such services.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Gifts, Grants, and Bequests

3290

The board may accept/ decline on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the board to be suitable, and to utilize such money or property so designated.

The superintendent of schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be given to the school district as a whole, and not to a particular school or school program. At the discretion of the superintendent, the gift may be used in a particular school.

Gifts, Grants, and Bequests Rules

Any gifts presented to the school district must be accompanied by a letter from the donor for official action and recognition by the board.

To be acceptable, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school
2. Offered by a donor acceptable to the board
3. Will not add to staff load
4. Will not begin a program which the board would be unwilling to take over when gift or grant funds are exhausted
5. Would not bring undesirable or hidden costs to the school system
6. Place no restrictions on the school program
7. Will not be inappropriate or harmful to the best education of pupils
8. Will not imply endorsement of any business or product
9. Not be in conflict with any provision of the school code or public law

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the president or chairman of the board and by the superintendent of schools shall be sent to a donor.

Legal Reference: 79-401 District; body corporate; powers; name

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Expenditures, Expending Authority

3300

The Superintendent of Schools shall have supervision of school purchasing and shall be authorized to issue purchase orders on his own authority in accordance with the previously adopted budget of the Board of Education for that fiscal year. In all cases purchases shall be represented on the monthly list of claims presented to the Board of Education for authorization.

The Board authorizes the Superintendent and other appropriate school officials to purchase and supervise the purchasing of all materials, goods, and supplies for the school system in accordance with state law and good purchasing practice.

Purchases of items not included in the approved budget which exceed \$ 3,000 must have prior approval of the Board of Education.

(Reference 79-805)

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Business Procedures, Rules Governing the School System

3310

1. Bids for the sale of bonds of the School District of Chadron for the erection of new school buildings or for the alteration or addition to old buildings shall be open to competition which shall be invited by advertising in such daily papers and trade journals as may be selected by the Board of Education.
2. All proposals or bids to furnish labor, material or supplies shall be opened by the President of the Board of Education, unless otherwise designated, at a regular Board meeting at which competitors may be present. All such bids or proposals, with a tabulation of the same for convenient reference, shall be presented to the Board of Education for final action except as otherwise authorized by previous instruction of the Board.
3. Competitive bids shall be called for as determined by the Board of Education.
4. Officials of the school system who collect or dispense money shall be bonded in such amounts as may be determined by the Board of Education.
5. The Board may permit the use of school buildings and the loan of school property to civic groups, subject to such policies and regulations as may be established by the Board of Education. Rental may be charged and shall be payable to the school district with the rates developed by the Board or the administration. Such rentals shall be sufficient to meet the expenses of meetings, restore the property in event of damage, and pay for extra operating help required. The group renting the building has the responsibility of supervising building and equipment for proper use.
6. The Board of Education may borrow on registered notes up to 70% of the unexpended balance of the current existing levy. (Reference: 79-520)
7. The Board of Education is also authorized to borrow from the reserve of sinking funds of the school district by directing the Treasurer to pay general fund obligations from such funds as provided by statute. Such payment of current obligations shall be recorded by the Treasurer and repaid from the general fund as provided by statute. (Reference: 23-928)
8. No real property shall be sold or leased by the school district unless such property has first been declared surplus by the administrative staff with the approval of the Board of education at a regular meeting of the Board. After such action is taken, such real estate shall be publicly advertised for sale or lease. Such property shall not be sold until there is a recorded affirmative vote at a regular or special meeting of at least two-thirds of the members of the Board of Education.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

School Bidding Requirements

3311

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools, and plainly marked with the name of the bid and the time of the opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present. If time allows, bid openings should be called for at least ten (10) days prior to the Board of Education meeting at which consummating action shall occur.

The Board reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder for a service to whom the award is made may be required to enter into a written contract with the Chadron Public School District.
(Reference: 73-109)

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Credit Cards

3314

School employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, authorized purchases at local merchants and vendors with whom the district has a credit card account, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

School employees using a school district credit card must submit a detailed receipt in addition to a signed credit card receipt indicating the date, purpose and nature of the expense for each claim item. The school's "Trip-Expense Form" must be completed with the receipts attached. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Disallowed and unauthorized expenses shall be reimbursed to the school district no later than ten working days following notification of the unauthorized expenditures by the superintendent or his designee. In extenuating circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the extenuating circumstances shall be maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by school employees and school board members in the performance of their duties. It shall be the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the board to determine, through the audit and approval process of the board, whether the school district credit card use by school employees and school board members is for appropriate school business. To avoid fees and charges for the use of credit cards, payments of statements for authorized purchases are to be made as promptly as possible.

Adopted: May 12, 2008
Amended:

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Purchasing Authority

3315

No purchases will be made without a purchase order. Purchase orders may be obtained through the superintendent's office. Nothing shall be charged to the school without a purchase order.

No purchases for personal use shall be made via school accounts or funds. Personal purchases must be made and paid for personally. School tax exempt status does not apply to such personal purchases.

All activity purchase orders must be cleared through the superintendent of school or the activity director.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Rental/ Long-term Leasing

3340

The superintendent of schools, acting for the board, may rent school facilities for community education and other community activities as long as such community usage does not interfere with school activities.

Sales and rentals of school property other than the sale of obsolete equipment, as governed under policies 3270 and 3513, shall be approved by the board in a regularly scheduled meeting. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the district's students.

Legal Reference: 79-507 School district property; sale; how conveyed

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Management of District Assets/ Accounts

3400

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the state department of education. The superintendent and business staff will be expected to confer with appropriate specialists of the state department of education, school district auditors and other knowledgeable persons or groups in achieving that objective.

The board understands that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

Legal Reference: 79-328 State board of education; powers and duties

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Borrowing

3420

The school board may issue bonds for the following purposes:

1. Retiring registered warrants
2. Acquiring sites for schools
3. Acquiring schools
4. Building, adding to, or repairing schools
5. Furnishing schools

Bond issues must be submitted to voters in a state primary or general election or special election and must be approved by a majority of voting electors. There are publishing and notice requirements. If a bond issue is defeated it may not be resubmitted except as allowed by law.

Technical requirements of bond sales are specified in Nebraska statutes.

Legal Reference: 10-701 to
 10-703.1 Regarding: School District Bonds

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Investing

3430

A school district is authorized to invest the surplus of any fund in certain specified securities.

Sinking Funds

Any money in the hands of the treasurer as a sinking fund for the redemption of bonds which is not currently required to retire bonds and pay interest on bonds shall be invested by the treasurer when so ordered by the school board in:

1. bonds, treasury bill or notes of the U.S.
2. interest-bearing time certificates of deposit in depositories approved to receive county money.
3. other legal investments.

The interest earned on such investments shall be credited to the fund from which the invested funds were drawn.

Investment of School Funds

School districts of Class I, II, III, and VI may invest in the classes of securities designated in subdivision (1) to (6) of 72-146, and in subdivision (7) of 72-146 when the investment is approved by the state investment officer.

Legal References: 77-2341 Funds of governmental subdivision; investment

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Inventory System

3440

The Superintendent of Schools through use of appropriate staff shall be responsible for maintaining an accurate inventory of materials and equipment in the school system. Principals of individual schools and directors of separate divisions shall make reports on all materials held and used in the operation of the school district.

As a goal a perpetual inventory and cataloging system should be developed to efficiently monitor the quantity and condition of all items purchased and in use by this school district.

The activity director shall be responsible for seeing that an activities inventory is taken each spring. It shall list materials on hand at the end of the year, include new purchases during the year, and decreases in inventory shall be accounted for as worn out and destroyed, lost, or sold.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Money in School Buildings

3450

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location for deposit.

In no case shall monies be left overnight in schools, except in the safes provided for safekeeping of valuables.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

School Activity Accounts

3452

Any individual responsible for the handling of school moneys or assets which may come into the possession of a school is required to deposit all such funds as assets in a bank approved by the Board of Education, in an account designated as a school activity account. There will be only one activity account in the Chadron School District for all schools.

All moneys including fines and fees, collected or disbursed by school employees, shall be accounted for, and all student activity accounts shall be maintained in accordance with the accounting system required and authorized by the Superintendent of Schools. Such an accounting shall include a monthly financial statement of expenditures and receipts. A final annual report shall be subject to the audit by the Board of Education. The Superintendent shall have the power to require a bond from any official to protect school funds if, in his/ her judgement, the amount of money handled by an individual may require bonding.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Audit of School Funds

3453

In addition to regular audits performed by the State Auditors office and by state and federal officials in relationship to specialized projects of this district, the books and accounts of the district shall be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements. The certified public accountant shall be selected by the Board and shall perform the audit annually at the close of each fiscal year, or August 31st.

The audit, when completed, shall be presented to the Board for examination.

It shall be the policy of this Board of Education that the books and financial records shall be completely open to all parties with cause for review and examination.

Copies of the audit will be given to each member of the board of education, and such other persons as required by State law.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Financial Reports and Statements

3453.1

The Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such statements will reflect obligations accrued as well as those already paid. Such other financial records as may be determined necessary by either the Board or the administration shall be presented periodically.

The accounting system used shall conform with the requirements of the State Department of education and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The district administration shall also be responsible for pupil accounting and shall report enrollment and attendance as required in the State of Nebraska.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Treasurer's Report

3453.2

The treasurer will submit a monthly financial report to the board.

The treasurer of the school district shall keep an account of receipts and expenditures from each fund of the school district and shall report at least annually to the school board. Reports by the Treasurer delegated by the Board to appropriate personnel shall meet this requirement.

Legal Reference: 79-461

Treasurer; records and reports filed

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Budget and Expense Report

3453.3

The superintendent will submit to the board a periodic report of encumbrances and balances and the financial condition of the district.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Bonds

3454

The treasurer and secretary of the Board of Education shall be bonded or provide proof of equivalent insurance coverage in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials not employed by the district whose duties require the handling of funds be bonded or obtain equivalent insurance coverage. The superintendent, business manager, bookkeepers, building secretaries, and activities director are covered as employees under the employee dishonesty portion of the School District's main insurance plan. The cost of such bonds or insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. §§ 79-586 and 79-589

Adopted: 2-8-99
Amended: 7-27-06
Amended: 5-7-09

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Local Purchasing

3460

It shall be the policy of this school district to purchase locally, provided goods of equal quality and competitive prices are available from local suppliers.

Personnel responsible for purchasing in this district, however, should not feel bound to purchase any item locally that can be secured at a savings to this school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Purchasing Procedures

3470

All suppliers shall render invoices in duplicate for materials, supplies, services, and equipment after delivery to the school. Invoices accompanied by a signed copy of the delivery receipt shall be mailed to the office of the Superintendent of Schools.

In instances of partial shipment, an invoice for the merchandise that had been delivered and a signed copy of the delivery receipt must be submitted for payment.

An invoice to be submitted to the Board of Education for approval as a claim payment shall qualify when the following conditions are met:

1. It bears the description and price of the item specified on the purchase order less the allowed discounts.
2. It is accompanied by the receiving copy of the purchase order bearing the signature of the requisitioner that the item has been received in satisfactory condition and in the quantity indicated.
3. All extensions and totals have been checked for accuracy.
4. It has the approval of the appropriate purchasing personnel.

To be considered a part of the monthly claims of this district to the Board of Education, the office of the Superintendent must receive the invoices by the 25th of the previous month.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Contracting for Services

3480

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Chadron Public School District shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Adopted: August 9, 2010

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Non-instructional Operations

3500

The board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

Legal Reference: 79-903
23-921 through 23-933

Board of education; budget; how prepared; tax; levy
Budget practices for all sub-divisions

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Operation and Maintenance of Plant

3510

The superintendent, assisted by the building-grounds committee of the board of education, will maintain a program of renovation and improvement. This program will be submitted to the board of education each year.

The board of education shall work with the superintendent in maintaining a long-range plan of school improvements and maintenance.

It shall be the duty of the superintendent to keep properties safe and sanitary at all times.

Legal Reference: 79-443

District board; schools; supervision and control

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Facilities Use

3513

The Board of Education encourages the use of district facilities by school groups, non-school community groups and patrons of the District when those uses are not in conflict with the purposes and programs of the educational mission of the School District.

The Board of education further encourages such use of District facilities for furtherance of the community interests served by the School District, and wishes to make the use of facilities accessible, within reason and prudent protection of taxpayer interests, to the residents and patrons of the District.

In pursuit of these goals, the Board of Education authorizes the Superintendent and his/ her designee(s) to implement rules and regulations for use of facilities, and to require necessary use charges and fees to provide for the protection and upkeep of District facilities.

The Board of Education, in seeking to encourage the use of district facilities by non-school community groups and patrons of the District, authorizes the superintendent and his/ her designee(s) to require rentals or use charges and fees to alleviate costs of usage, maintenance and upkeep from such groups and/ or individuals making application for facilities usage. Such rentals and use charges shall be developed in written form by the Superintendent and approved by the Board of Education.

The Board of Education further authorizes the Superintendent and his/ her designee(s) to waive such use charges and fees after consideration of the type of organization making application for such use, and the particular use to made of the facilities.

Activities of the Chadron Public Schools shall be considered primary, and rentals and use of District facilities must be scheduled so as not to conflict with these functions.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Smoke-free Educational Environment

3513.3

It shall be the policy of Chadron Public Schools to prohibit the use of tobacco in any form in any building or vehicle owned, operated, or leased by the school district for the purpose(s) of serving or educating children.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Use of School Equipment and Materials

3513.4

It will be a general practice not to loan school equipment and materials. Exceptions may be made at the discretion of the superintendent, who assumes responsibility for exceptions made.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

District Safety

3515

It shall be the policy of the Chadron Public Schools, Dawes County School District #2, to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education and this district's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for a loss control program designated to apply a systematic approach to preventing on-the-job injuries and illnesses. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

In compliance with applicable law, there shall be established a District Safety Committee composed of an equal number of representatives of the District (employer), the professional staff, and the classified staff members. This Committee shall act as an advisory group to the employer in development of safe practices and conditions at the school work site, and recommendations for correction of unsafe working conditions. The Committee shall also participate in the approval and/ or modification of the written District injury prevention plan, and in the on-going development of safety education and training, and establishment of safety rules, policies and procedures.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Recovery for Property Loss or Damage

3515.3

It is the policy of the Chadron Public Schools to pursue prosecution to the fullest extent of the law when acts of vandalism or theft are committed.

Restitution to the district to cover expenses of repairs or replacement is expected in cases of vandalism.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Security: Buildings and Grounds

3516

Buildings constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times. Security also means

1. minimizing fire hazards.
2. reducing the probability of faulty equipment.
3. guarding against the chance of electrical shock.
4. keeping records and funds in a safe place.
5. protection against vandalism and burglary.

The superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Security: Building and Grounds Rules

Keys

All keys used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which he or she holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. The receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key is lost. Duplicate keys are obtained only through the district business office. The board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Legal Reference: 79-441

District boards; property; care and custody; hiring of superintendent, teachers and personnel

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Insurance

3530

The board is responsible for approving plans for carrying insurance on every school building in all school plants, including contents, boilers and machinery, and on all school buses, and other property under control of the board, or title to which is vested in the board, except as exceptions may be authorized under regulations of the state board.

An insurance survey will be conducted at least each three years to determine insurable value of buildings and contents. These recommendations will be considered in adjusting insurance coverages.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Liability Insurance

3531

Liability and compensation insurance is carried on all school employees. All school cars are covered by adequate policies. The school district is covered by insurance against suits of injury or liability by person or persons upon its property. Injuries received while on school property shall be reported to the superintendent.

When a school board employs a driver to transport the pupils from their homes to the school and return, and to and from other school-sponsored activities by any means, the school board shall purchase a liability insurance policy to cover the bodily injuries of one person, or more in the same accident, and to cover property damage. Such policy shall be conditioned for the payment of any and all damages on account of bodily injury or death, or injury to or destruction of property that may accrue to any person or persons by reason of any negligence or carelessness in transporting pupils from their homes to school and return and to and from other school-sponsored activities. Such policy may, in the discretion of the school board, contain a deductible provision in which event the school district shall be considered a self-insurer for that amount.

Legal Reference: 79-4,155 School district; power to indemnify; liability insurance;
23-2401 purchase
 Political subdivisions Tort Claims Act

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transportation: Responsibilities

3540

The responsibility for administering the transportation program in the district shall rest with the superintendent who shall adhere to all applicable laws and regulations.

Legal Reference: 79-487

Pupils; public or private schools; transportation; buses; conditions; purchase; use; State Department of Education; duties

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Transportation for Students; Mileage In Lieu of Transportation

3540.1

The Chadron School District shall pay an allowance for transportation in lieu of free transportation as follows:

1. When a student in grades Kindergarten through eight attends an elementary school in his/her resident attendance area and lives more than four miles from their resident public attendance center in the district; or

2. When a student in grades kindergarten through eight is required to attend an elementary attendance center outside of his/her resident attendance area and lives more than four miles from such attendance center.

3. The mileage which may be paid to the parent, custodial parent, or guardian of students qualifying for transportation allowance pursuant to sections (1) and (2) above, shall equal two hundred eighty-five percent of the mileage rate provided in Section 81-1176 of Nebraska Education Laws, multiplied by each mile actually and necessarily traveled on each day of attendance, beyond which the one-way distance from the residence of the student to the schoolhouse exceeds three miles.

4. Whenever students from more than one family travel to school in the same vehicle, the transportation allowance prescribed in section (3) above, shall be payable as follows:

(a). To the parent, custodial parent, or guardian providing transportation for students from other families, one hundred percent of the amount prescribed in section (3) above, for the transportation of students of such parent's, custodial parent's, or guardian's own family and an additional five percent for students of each other family not to exceed a maximum of one hundred twenty-five percent of the amount determined in section (3) above; and

(b). To the parent, custodial parent, or guardian not providing transportation for students of other families, two hundred eighty-five percent of the mileage rate provided in Section 81-1176, multiplied by each mile actually and necessarily traveled, on each day of attendance, from the residence of the student to the pick-up point at which students transfer to the vehicle of a parent, custodial parent, or guardian described in subdivision (a) of this subsection.

5. No transportation payments shall be made to a family for mileage not actually traveled by such family. The number of days the student has attended school shall be reported monthly by the teacher to the office of the superintendent.

6. No more than one allowance shall be made to a family regardless of the number of students in a family being transported to school.

7. If a family resides in a rural attendance area and has students eligible for grades kindergarten through eight, who are approved for transfer to another attendance center, such family shall receive a mileage allowance for transporting their child to the approved attendance center or the equivalent of transporting to the resident attendance center, whichever is less.

8. If a student resides in the Chadron attendance area and is granted approval to transfer from an attendance center within the city limits of Chadron to a rural attendance center, such family shall not receive a transportation allowance for students approved for transfer to the rural center.

Legal Reference: 79-611
Adopted: June 19, 2006
Amended: April 10, 2007

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Special Transportation for School-Related Trips

3541.1

The board of education embraces the concept of student travel to provide opportunities for participation in student activity programs, and to enhance the education program by providing opportunities for such travel within the limitations of the local resources available; provided a high quality educational program for students of the school district within the local schools is the first priority.

Attempts will be made to maintain some degree of flexibility for field trips to meet student interests, and local or area opportunities as they may be identified; provided that all field trips must receive administrative approval prior to being scheduled.

As the board of education studies budget requests each year for the following term, requests for travel will be closely evaluated to determine the value of travel to the total education program.

For student travel approved by the board, the members of the school's administrative staff are charged with the authority and responsibility to arrange for providing transportation in the most safe and reliable method within the confines of the budget allocated. Responsible adult drivers and supervision shall be provided.

Students participating in school sponsored trips are charged with the responsibility of conducting themselves in a manner that provides exemplary representation of the school district.

In cases where students enter competitive athletic activities at the district and/ or state level, participating individuals and/ or groups shall travel or remain away from Chadron only for that period of time that the NSAA or other voluntary regulatory agencies underwrite their expenses.

Those students or groups who travel away from Chadron to participate in other competitive events shall return to Chadron when all members of the group have completed participation in such activity. Overnight lodging may be approved if the group is participating 200 or more miles from Chadron, and the last event of the activity is not completed until late afternoon.

With the realization that many interscholastic athletic competitive events are bound by two-year contracts, the board of education will review the number of contest per sport from time to time, considering NSAA limitations, practices of other schools within the conference, and local resources available, and may determine that a reduction or addition in the total number in any given activity is in order.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Special Transportation for Special Education

3541.2

The Chadron Public Schools board of education shall provide to district resident handicapped children, on the basis of their I.E.P., free transportation to and from home to the special education program in which they are enrolled within the school district.

If resident children enrolled in district educational programs are required to attend a district facility outside their attendance area, transportation shall be provided by the district or parents shall be reimbursed at the rate provided by the State Department of Education for such transportation.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

School Bus Drivers

3542

Any person operating a school bus, including any school bus which transports pupils by direct contract with the pupils or their parents and not owned by or under contract with the school district or non-public school, must take examinations each year before the opening of the school term, or before operating a school bus. One examination shall be conducted by a driver's license examiner of the Department of Motor Vehicles to determine the driver's qualifications to operate a school bus. Another examination shall be given by a licensed physician to determine whether or not a school bus operator meets the physical and mental standards established pursuant to statute. All bus drivers shall be subject to random testing for drugs and alcohol as provided by State law.

These persons must have a driver's permit on their person at all times while operating a school bus.

The school board has the duty, after consulting the Nebraska State Patrol, to determine the number of passengers that may be safely transported in each bus.

The district will provide to pupil's instruction in safe riding and participation in emergency evacuation drills.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Safe Pupil Transportation Plan

3543

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons**-Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety)
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior**-Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. First seek to resolve incident through discussion with the student(s) involved.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats**-A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instruction from dispatch **if possible**.

4. **Severe weather**-Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
5. **Hazardous materials**-Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch **if possible**.
6. **Medical emergencies**- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instruction from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.
7. **Procedures in the event of mechanical breakdowns of the vehicle**-Upon coming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
- A. Pull vehicle over to safe and secure area **if possible**.
 - B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

- 8. Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
- 9. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any times that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
- 10. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Source:

Neb. Rev. Stat. sections 80-318, 79-602, 79-607 and 79-608;
Title 92, Nebraska Administrative Code, Chapter 91.

Approved: July 12, 2004
Amended:

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Drug and Alcohol Testing Program

3543.1

Chadron Public Schools has a compelling interest in providing a safe work environment and fostering the safety and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Chadron Public Schools has established a testing policy which is intended to comply with Department of Transportation (D.O.T.) and FMCSA Regulatory requirements.

Within this Drug and Alcohol Testing Program Policy Statement, certain elements are required because Chadron Public Schools is regulated by the Department of Transportation. This Policy Statement will cross reference to sections of 49 CFR Part 40 (hereinafter "40"), and 49 CFR Part 382 (hereinafter "382"). The Designated Employer Representative (DER) is the person designated by the Board to answer questions about the programs and will have a copy of the regulations, which can also be viewed at www.dot.gov/ost/dapc or www.part40.com. DOT – required elements are printed in normal typeface. In addition, School Policy, reflecting requirements of Chadron Public Schools that are not required, but allowed, by DOT are printed in italic typeface, to differentiate them from DOT-required policy elements. Applicable State or local laws and regulations, or written agreements or guidelines, may restrict or modify some non-DOT policy provisions in addition to discipline and termination options for policy violations. With regard to those employees governed by DOT regulations, federal regulations shall be considered as preempting any inconsistent or less restrictive State or local law or regulation.

Adherence to the School's policy on drugs and alcohol is a condition of employment for all drivers.

All announcements for job positions to be filled will include notice that the School is a "Drug Free Workplace." Copies of this policy statement, manual and regulations will be kept in the Office of the DER, and made available during regular business hours for review by all prospective job applicants or current employees. Continuing notice of this policy is posted as a "Letter to Applicants and Employees."

Employees will participate in an educational program on substance abuse and this program.

In addition, this policy is implemented to substantially comply with applicable State statutes pertaining to workers' compensation and/or unemployment benefits qualifications, and State guidelines pertaining to a drug-free workplace, if any.

Chadron Public Schools reserves the sole right to interpret all provisions of this policy and take all appropriate actions within its sole discretion and judgment under School Policy.

Chadron Public Schools reserves the right to alter, amend, or supplement the terms and conditions of this Drug and Alcohol Testing Program Policy Statement and Procedures Manual to accommodate changes in current State and Federal regulations, insurance requirements, State or local laws and regulations, testing technologies, or circumstances which impact School practices and policies or industry standards.

1. Department of Transportation (DOT) Regulations Notice Requirements
 - a. Categories of Drivers Subject to Policy: All employees of Chadron Public Schools who have a Commercial Driver's License (CDL) and participate in safety-sensitive functions involving a Commercial Motor Vehicle (CMV) being defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

Drug and Alcohol Testing Program (cont)

3543.1

- (1) Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of 4,536 kilograms (10,000 pounds); or
- (2) Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(B) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

“Driver” means any person who operates a CMV. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

- b. **Safety-Sensitive Functions When By DOT Regulations Drivers Must Be In Compliance:** Safety-sensitive functions means all time from the time a driver begins to work or is required to be in readiness to work until the time s/he is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:
 - (1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - (2) All time inspecting equipment as required by 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any CMV at any time;
 - (3) All time spent at the driving controls of a CMV in operation;
 - (4) All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth (a berth conforming to the requirements of 393.76);
 - (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
 - (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- c. **Prohibited Conduct Under DOT Regulations and School Policy:** Engaging in any of the following conduct will immediately subject a driver to being removed from safety-sensitive functions (382.501), and discipline up to and including immediate termination.
 - (1) Prohibited conduct for any driver to use, possess, manufacture, sell, trade, offer for sale, or offer to buy, or make arrangements to distribute illegal drugs, or to otherwise engage in the illegal use of drugs while at work or on Chadron Public Schools’ property.
 - (2) Prohibited conduct for any driver to report to duty requiring the performance of safety-sensitive functions under the influence of alcohol (0.04 or greater), or any illegal drugs (382.201, 382.213) Under School policy it is prohibited conduct to report to duty with an alcohol concentration of 0.02 or greater. (382.505).
 - (3) Prohibited conduct for any driver to remain on duty that requires the performance of safety-sensitive functions, while under the influence of illegal drugs or alcohol. (382.213)
 - (4) Prohibited conduct for any driver to use prescription drugs illegally or

fail to inform the School of the therapeutic drug use that might adversely affect the driver's ability to perform or continue to perform a safety-sensitive function. (382.213). (However, nothing in this policy precludes the appropriate use of legally prescribed medications). Such prescription drugs brought to work should remain in the original labeled container and show both the prescribing doctor's name and expiration date.

- (5) Prohibited conduct to ingest hemp food products or coca food products. (Recent studies indicate that ingestion of hemp seed oil and hemp food products can result in a positive test for marijuana.) In accordance with 40.151, a Medical Review Officer (CMRO) may not accept consumption or other use of hemp products, or coca teas, or medical marijuana as an excuse for a positive drug test.
- (6) Prohibited conduct for any driver to use alcohol within four (4) hours before performing any safety-sensitive activity. (382.207) The School will provide an opportunity for each such on-call employee to acknowledge the use of alcohol at the time s/he is called to report to duty, and it is the employee's responsibility to inform his/her supervisor at the earliest possible time of any potential impairment from alcohol.
- (7) Prohibited conduct means that a driver has refused to submit (to an alcohol or controlled substances test) when the driver:
 - a. Fails to appear for any test (except a pre-employment test) within a reasonable time, but no longer than two (2) hours of being so ordered. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (40.61<a>)
 - b. Fails to remain at the testing site until the testing process is complete; provided, that an employee, who leaves the testing site before the testing process commences (40.63<c>) a pre-employment test, is not deemed to have refused the test.
 - c. Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen, because he or she has left the testing site before the testing process commences (40.63 <c>) for a pre-employment test, is not deemed to have refused to test.
 - d. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the driver's provision of a specimen (40.67<l> and 40.69<g>);
 - e. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (40.193<d>2);
 - f. Fails or declines to take a second test the employer or collector has directed the driver to take;
 - g. Fails to undergo a medical examination or evaluation, as directed by the CMRO as part of the verification process, or as directed by the DER under 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused a test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
 - h. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process; or

Drug and Alcohol Testing Program (cont)

3543.1

- i. Is reported by the CMRO as having a verified adulterated or substituted test result.
- (8) Prohibited conduct to receive a verified positive drug test (40.23<a>)
- (9) Prohibited conduct to receive an alcohol test result of 0.04 or higher (40.23<c>).
- (10) Prohibited conduct by refusing to submit to a post-accident alcohol or controlled substances test required under 382.303, a random alcohol or controlled substances test required under 382.305, a reasonable suspicion alcohol or controlled substances test required under 382.307, or a follow-up alcohol or controlled substances test required under 382.311. (382.211)
- (11) Prohibited conduct to submit, or attempt to submit, an adulterated, diluted or otherwise altered specimen, or substituting a specimen from another person (40.67).
- (12) Prohibited conduct to use alcohol for eight (8) hours following an accident under 382.303 or until s/he undergoes post-accident alcohol tests, whichever comes first (382.209), or to use a controlled substance until a post accident drug test has been performed.
- (13) Prohibited conduct to engage in illegal drug use, on or off duty.

Engaging in any “prohibited conduct” as noted above will subject a driver to immediate removal from safety-sensitive functions and discipline, up to and including termination (unless otherwise restricted by State or local law or regulation).

- d. Types of tests for drugs: Pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up.
- e. Types of test for alcohol: Pre-employment (optional), random, reasonable suspicion, post-accident, return-to-duty, and follow-up.
- f. Definition of accident requiring testing: Any accident involving a fatality requires testing. Testing is also required in accidents in which a vehicle is towed from the scene or in which someone is treated medically away from the scene; and a citation is issued to the CMV driver. Drivers are prohibited from using alcohol for eight (8) hours following an accident or until they have undergone a post-accident alcohol test, whichever occurs first. The School reserves the right to conduct non-DOT post-accident testing under School policy in circumstances where a DOT post-accident test is not required.
- g. Reasonable suspicion determination: One trained supervisor or School official can make a decision based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver, as well as chronic long-term effects of controlled substances.
- h. Pre-duty alcohol use prohibitions: Four (4) hours prior to performance of duty.
- i. Actions for Breath Alcohol Concentration 0.02 - 0.039: The School may not return the driver to safety-sensitive service for 24 hours. The driver may also be subject to discipline, up to and including immediate termination.
- j. Employee training: The School provides educational materials explaining drug and alcohol regulatory requirements and its policies and procedures for meeting regulation requirements. Distribution to each driver of these educational materials and the employer’s policy regarding the use of drugs and alcohol is set

forth in this policy statement.

- k. Supervisor training: One-hour training is required on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use. One-hour training is required on the specific, contemporaneous physical, behavioral, and performance indicators of probable alcohol use.
- l. DOT testing procedures utilized: All SOT testing for alcohol and controlled substances to be conducted in accordance with requirements of 49 CFR Part 40, which procedures are designed to protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
- m. Compliance mandatory: Under 49 CFR Part 382 of the FMCSA Regulations it is mandatory that a driver submit to alcohol and controlled substances test administered pursuant to those regulations.
- n. Removal from Safety-Sensitive Functions: Any driver found to have violated DOT drug and alcohol testing regulations will be immediately removed from safety-sensitive functions, and is subject under School policy to discipline, up to and including immediate termination. Under FMCSA regulations the driver who has engaged in such violations must complete the SAP Evaluations and Return-to-Duty requirements set forth in Subpart O of Part 40 (40.281 - 40.313) before being allowed to perform DOT-regulated safety-sensitive functions for a DOT-regulated employer. (382.503)
- o. Education and SAP Information: At the end of this Policy Statement you will find information on the effects of alcohol and controlled substances and a list of Substance Abuse Professional (SAP) who can help you. Unless otherwise covered by an Employee Assistance program, Medical Benefits, State statutory requirements or other agreements, such consultation and treatment is at the driver's expense.
- p. School Reserves Right to Conduct Non-DOT Drug and Alcohol Testing: In addition to drug and alcohol testing conducted by the School pursuant to 49 CFR Part 40 and 49 CFR Part 382, and specifically allowed for in 49 CFR Part 382.111 and 382.601(c), the School reserves the right to screen and/or test employees under the School's Independent Authority (School Policy) including, but not limited to, laboratory testing and point of collection test (POCT) devices utilizing any and all types of alternative body specimens including urine, oral fluid (saliva), hair, blood or sweat for the detection of illegal drugs and/or alcohol as may be permitted by applicable State or local laws or regulations. These collections will be performed in addition to, and not as a substitute for, DOT regulated tests and these specimens will not be poured from or taken from the same specimen collected for a DOT urine test or alcohol test (40.13) and will not be conducted using DOT forms (40.47, 40.227).

For purposes of School compliance with DOT testing requirements, such non-DOT tests will be considered as if no DOT test was conducted regardless of the result of such test(s). Such screening and/or testing will be conducted in conformity with the device manufacturer's recommendations and such non-DOT screen and/or test procedures may be used for pre-employment, random, reasonable suspicion, return-to-duty, follow-up and post-accident screening and testing. A non-negative, adulterated or substituted screening or testing result, or a refusal to submit to such screening or testing using such

Drug and Alcohol Testing Program (cont)

3543.1

alternative specimens or point of collection device(s) , constitutes grounds under the School Policy, under its own authority, to take disciplinary action against the employee, up to and including discharge, or finding of “unqualified for hire” if an applicant. While not DOT related consequences under DOT Agency Regulations arise based on the results of a non-DOT test(s) or refusal to submit to a non-DOT test (40.191), subsequent DOT testing may be conducted based on the results of the non-DOT screening and/or testing.

Any drug or alcohol screen/test performed outside of DOT guidelines is not subject to the DOT Employer Reporting requirements (40.25).

2. Applicable State or Local Laws or Regulations

This policy was developed for Chadron Public Schools in substantial compliance with State statutes pertaining to workers’ compensation and/or unemployment benefits qualifications, and State guidelines pertaining to a drug-free workplace, if any. Certain State or local laws or regulations may restrict or prohibit certain policy provisions as to non-DOT regulated employees. Federal regulations preempt any inconsistent State or local law or regulations as to DOT regulated employees. Discipline and termination options may be restricted by State or local law.

3. Workers’ Compensation Disqualifications

Chadron Public Schools has implemented this drug-free workplace program to be in substantial compliance with the provisions of State workers’ compensation statutes, providing for employee drug and alcohol testing, in the event of a work-related injury or death, as a determinant of the employee’s eligibility for workers’ compensation benefits as to that accident.

In accordance with this statute, injury or death of an employee of Chadron Public Schools while on the job which results from willful misconduct or an accident where the injured employee is impaired may preclude that employee’s entitlement to workers’ compensation benefits. “Willful misconduct” is defined as the conscious or voluntary violation of an employer’s prescribed rules and policies and violation of the policy shall be evidence of willful misconduct.

A confirmed positive test result for a controlled substance in accordance with 49 CFR Part 40, as set forth in this manual, is a conclusive presumption of impairment. A confirmed positive alcohol test result which shows a BrAC of 0.04 or higher, as set forth in this manual, is a conclusive presumption of impairment. Applicable State statutes may modify this BrAC level.

Under applicable State statutes, workers compensation benefits may not be available (or in certain States may be reduced) to any employee for any injury or death which occurs while an employee is impaired as provided for under the applicable State workers’ compensation laws.

In addition, no compensation may be available to any employee who refuses to submit to either a drug or alcohol test after such a work accident, after the employee has been warned in writing that refusal would forfeit his or her right to workers’ compensation benefits. Altering or adulterating any test specimen is also considered a refusal.

Post-accident drug and alcohol tests are mandatory. It will also be considered a refusal to submit to a post-accident drug or alcohol test, disqualifying an employee from workers’ compensation benefits, if an employee (a) does not report an injury to his or her supervisor immediately and no later than the end of the employee’s work shift in which

the injury occurred, (b) initially seeks medical care for the work-related injury other than that which is provided through the School's workers' compensation program, or (c) uses drugs or alcohol after the injury but before submitting to the post-accident drug and alcohol test.

4. Unemployment Compensation Disqualifications

Chadron Public Schools has implemented this drug-free workplace program to be in substantial compliance with applicable State statutes providing for employee drug and alcohol testing as a determinant of the employee's eligibility for unemployment compensation benefits. In accordance with any such statutes, an employee may be precluded from obtaining unemployment compensation benefits if s/he is:

- a. terminated from employment after testing positive for drugs or alcohol after being given notice of the School's drug and alcohol testing program policy; OR
- b. terminated from employment after refusing to take a drug and/or alcohol test after being warned of the employer's drug and alcohol policy.

A confirmed positive test result for a controlled substance in accordance with 49 CFR Part 40, as set forth in this manual, or other reliable testing procedure, is a conclusive presumption of impairment. A confirmed positive alcohol test result which shows a BrAC of 0.04 or higher, as set forth in this manual, is a conclusive presumption of impairment.

In accordance with applicable State unemployment compensation statutes, compensation may not be available to any employee after the employee has been warned, in writing, in accordance with the provisions of this manual of both the terms of Chadron Public Schools workplace drug and alcohol policy and that a positive drug or alcohol test could result in his/her termination.

In addition, in accordance with applicable State unemployment compensation statutes, no compensation will be paid or will be available to any employee who refuses to submit to either a drug or alcohol test or who knowingly alters or adulterates any test sample or specimen, after the employee has been notified in writing that such actions would forfeit his/her right to unemployment benefits.

5. Investigation / Searches

Where a supervisor has reasonable cause to suspect that an employee has violated this substance abuse policy, Chadron Public Schools reserves the right for a supervisor to inspect lockers, work areas, desks, cabinets, purses, bags, briefcases, tool boxes, or other belongings, and vehicles (including personal vehicles which an employee brings onto Chadron Public School's property), on Chadron Public School's property or at locations where work-related activities are being conducted, without prior notice, in order to ensure a work environment free of prohibited substances.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Safe Driving Record Standard for Drivers

3543.2

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for the School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 2 years. In the event the person has accumulated 3 or 4 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Stand for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 2 years. In the event the person has accumulated 3 or 4 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 2 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 2 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's

Safe Driving Record Standard for Drivers (con't)

3543.2

designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;

Neb. Rev. Stat. section 60-4,182 (point system);

Title 92, Nebraska Administrative Code, Chapter 91.

Approved: July 12, 2004

Amended:

Chadron Public Schools

Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Bus Driver Supervision

3543.3

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid transportation vehicle operator's permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities.

The school district shall obtain a record of satisfactory driving as determined by board policy. It is required that a copy of the individual's driving record be on file with the district before employment as a pupil transportation vehicle operator as defined in NDE rules. The school district shall obtain and keep on file a criminal history record of driver applicants who are not certificated Nebraska teachers or administrators through the Nebraska State Patrol and local law enforcement agency before employment as a pupil transportation vehicle operator.

School bus driver selection procedures will be developed by the superintendent to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities, including minimum requirements for a satisfactory driving record.

Substitute pupil transportation vehicle operators shall meet the same driver requirement and qualifications as a regular pupil transportation vehicle operator. A pupil transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of any school administrator or person designated by the governing school board.

All school bus drivers are required to inform the district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit.

Pupil transportation vehicle operators shall document and report to the transportation supervisor the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it. The superintendent shall develop such reporting procedures.

Legal Reference: NDE Rule 91

Approved: July 12, 2004
Amended:

Chadron Public Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Emergency Evacuation Procedures for Students Being Transported in Small Vehicles – Cars and Vans

3543.4

In a vehicle accident or emergency situation, the driver must use his/her best judgment to decide what action shall be taken. As a driver, your primary responsibility is student safety. In an emergency, it may be necessary that the vehicle be evacuated.

A Vehicle Must Be Evacuated In These Situations:

- The vehicle is on fire. It must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the vehicle and remain there until the vehicle driver has determined that no danger remains. If a vehicle is unable to move and is close to existing fire or highly combustible materials, the danger of fire shall be assumed and all passengers must be evacuated.
- The vehicle is stopped in an unsafe location and is unable to proceed (e.g., due to an accident or weather conditions). The driver must determine immediately if it is safer for passengers to remain on the vehicle or to evacuate. For example, if the vehicle is in the path of any train, or on or closely adjacent to any railroad tracks.
- The vehicle could change position and increase the danger. For example, if a vehicle were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated.
- If there is danger of collision. Under normal traffic conditions, the vehicle should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important Factors in School Vehicle Evacuation:

The safety of the pupils is of utmost importance and must be given first consideration. Prior to evacuation, the emergency brakes shall be set, ignition turned off, the transmission placed in an appropriate gear; and hazard flashers turned on to warn traffic. The driver should stay in the vehicle during evacuation to facilitate the evacuation procedures. The driver should be familiar with any extra equipment on the vehicle that would aid in an evacuation of a student with a disability and assure that the student is safely evacuated.

Students should be instructed to evacuate on side of the vehicle away from the roadway—typically the passenger side. Evacuations shall be conducted with deliberate speed. A time interval of 1 to 2 seconds per passenger has proven to be the safest and most efficient. A vehicle should be completely evacuated in 2 minutes. To insure a safe exit, passengers must have their hands free. They must leave personal belongings in the vehicle except those needed for their safety (coat, etc.). During an evacuation, passengers must be directed to a safe point at least 100 feet from the vehicle and remain there until given further directions.

Upon evacuation, the driver should attend to any injured students and immediately contact emergency service (call 911 and the school). Discuss the accident only with police and school district officials. Do not leave the scene of an accident until the safe transportation of all students has been arranged by the student's parent, the school, or emergency personnel.

To assist the driver in evacuations (or to respond to situations where the driver is incapacitated), mature, responsible students should be selected and trained to lead passengers to safety from each door utilized for evacuation. The selected student should be trained: 1) turn off ignition switches; 2) set emergency brakes; 3) summon help when and where needed (instructions and telephone numbers shall be available); 4) use windows for evacuation in emergencies; 5) set flags and reflectors or reflective triangles; 6) open and close service and emergency exit doors; 7) direct school vehicle evacuations; 8) perform other duties as directed by the driver.

Emergency Evacuation Procedures (con't)

3543.4

Emergency Equipment:

The driver should be familiar with and appropriately use emergency equipment during an evacuation. Emergency equipment for a small vehicle may include the following: * reflector kit; * vehicle-mounted hazard flashers; *body fluid clean-up kit; *first aid kits; *fire extinguishers; *triangle shaped reflectors.

Adopted: July 12, 2004
Amended:

Chadron City Schools
Chadron, Nebraska

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Equipment

3544

The school board shall have all school buses, whether or not owned by the district or school, inspected before school shall open in the fall and every eighty days thereafter during the year when school is in session. Inspection shall be made by a qualified motor vehicle mechanic appointed by the school board, and approved by the superintendent.

Within five (5) days after such inspection, the mechanic must make a report of the inspection on regular forms provided by the State Department of Education; one copy of the report shall be filed with the owner, if other than the school district, or school, and one copy shall be filed with the school board; and one copy shall be filed with the State Department of Education.

The school board shall also have the buses inspected at least twice during each calendar year by the Nebraska State Patrol. Within five days after the inspection, the Nebraska State Patrol shall make a report of its inspection in writing, and shall file one copy of the report with the school board and file one copy with the State Department of Education. If any inspection discloses any defect in equipment bearing upon the safety of a bus as a means of transportation and the defect is not corrected within twenty-four (24) hours after discovery, and the bus shall immediately be removed from service until such defects are corrected to the satisfaction of a law enforcement officer.

No person may operate a school bus until a permit to do so from the Director of Motor vehicles is obtained. Before obtaining a permit, an operator must be examined by both the Department of Motor Vehicles and a licensed physician. Results of the examination must be furnished to the local school board, as well as the Director of Motor Vehicles.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Free or Reduced Price Lunches

3553

It shall be the policy of the school district that all children will be provided meals if they wish to participate in the lunch programs, and they shall be free and reduced price if family finances indicate a need. The names of the children receiving free or reduced price meals will not be published, posted, or in any other way that can prevented be made known to other children or patrons. There will be no requirements as a condition of receiving free or reduced price meals to use separate lunch rooms, go through a separate serving line, enter the lunchroom through a separate entrance, eat at a different time or at different tables, work for meals, or eat a different meal than paying children.

Provisions to prevent identification of recipients of free or reduced price means shall be made by issuing meal tickets to recipients of free or reduced price meals that are identical to those purchased at full price.

Should requests for free or reduced price meals be denied, and should those to whom free or reduced price meals are denied wish to appeal, the following steps should be taken: those who are denied by one of the principals may appeal to the superintendent. Should the appeal be denied by the superintendent, the person denied may appeal to the board of education by scheduling the wish to appeal through the superintendent who shall then place the appeal on the agenda for consideration at a regular or special meeting of the board of education.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Vending Machines

3555

Vending machines dispensing nutritious food or beverages to students are permitted in high and secondary schools at the discretion of the school principal provided the vending program is operated by the administration.

Beverage vending machines for use after school hours, at athletic or special events in the high school, are authorized at the discretion of the building administrator provided the machines are not in competition with an established food service division program and will not be used before school. Operation and financial management of these machines will be the responsibility of the principal. Machine proceeds will accrue to students' activity funds.

No food or beverage vending machines other than authorized above are permitted in school buildings.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Capital Outlay

3570

Except in emergencies or for reasons of economy, the purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Mail and Delivery

3590

A mail service system shall be maintained within the district in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of district mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district. The superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through district mailboxes of school mail systems unless received through the United States mail.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Records Management and Disposition

3600

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

i. *Transitory messages.* Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Records Management and Disposition (con't)

3600

iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. *Electronic Storage Limitations.* The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. *Proper Use of Electronic Messages.*

i. *Non-Discrimination.* Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. *Permissible Use.* Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. *Conduct.* Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. *Other Regulations.* Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Records Management and Disposition (con't)

3600

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. " 84-712 through 84-712.09

Neb. Rev. Stat. " 84-1201 to 84-1227

Laws 2010, LB 742

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2003)

Adopted: August 9, 2010

Chadron Public Schools
Chadron, Nebraska