

PREFACE TO SECTION "B"

PERSONNEL POLICIES – GOALS AND OBJECTIVES

The goal of the personnel policies set forth in this Board Policy Handbook is to create the best possible educational climate for the children of the school district. To this end, the personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

All employees shall follow all applicable board policies, rules, regulations, and supervisory directives.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

POLICY B-1
SCHOOL-COMMUNITY RELATIONSHIPS

West Elk USD #282 is a unique governmental unit including land, other valuable property and citizens located or living within a 540 square mile area including most of Elk County and parts of Greenwood and Chautauqua Counties.

Board members, employees, and patrons are urged to consider the West Elk District as a “community” in addition to the other smaller communities which exist in our area.

With this understanding, the West Elk District belongs to the citizens/patrons who reside or own property within the West Elk USD #282. The citizens/patrons of the district are entitled to be informed about and exercise some control over the school district.

Community control is normally exercised through elected School Board members although in some instances bond issues, school closings and other important decisions are decided by community vote. State and Federal regulations also place some restrictions upon local school district operations.

The West Elk School Board expects its administrative officers and other employees to recognize the importance of good relationships with West Elk students, parents and patrons. This recognition should then be translated into actions and activities, which will promote satisfactory relationships between school employees, students and other patrons.

It is understood that some conflict will develop because of difference of opinions and maintaining standards but good public relations must be developed to compensate for these limited negative situations.

Several objectives, which may be used to promote good relationships between the school and community are as follows:

1. Inform the community about school issues that affect students, parents, and patrons.
2. Solicit community opinion on issues that directly affect significant parts of the community.
3. Seek adequate financial and moral support for the school and its operation.
4. Earn the good will, respect and confidence of the community for the school staff and program.
5. Promote a genuine spirit of cooperation between the school and community.

Specific actions, which may be used to promote good school-community relationships, are as follows:

- 1. Prepare news articles and other information to inform the community about the school district, its students and its programs.**
- 2. Encourage patrons to visit the schools, attend ballgames, volunteer to help solve a school problem and in other ways be involved in school activities.**
- 3. Handle complaints and other crisis situations in a firm, fair, dignified manner even though the other party may not be able to respond in a like manner.**
- 4. School employees should seek and accept opportunities to serve the community, as many other community persons seek to contribute to community growth and development.**
- 5. Schools should welcome opportunities to share facilities with community groups within the framework of other Board policies**

This list is not meant to be complete, but rather to provide examples. A final suggestion is to be positive about our school and community. Whenever a situation occurs that is not positive, try to change or improve the situation to a more positive position.

POLICY B-2
COMMUNITY USE OF SCHOOL FACILITIES

West Elk USD #282 owns and operates several school buildings, which under certain conditions may be used for community or private purposes. The district reserves first priority usage for its regular school functions followed by special school sponsored events such as school parties, dinners, and meetings.

All school related activities may be scheduled without additional cost by the school Principal and/or Superintendent.

Other activities and events, which may be approved by the Principal and/or Superintendent and/or School Board are as follows:

- A. Community Events such as conventions, community celebrations, town meetings, banquets, theater productions, etc.
- B. Repeat Programs such as extension classes, town team basketball, community choral groups, etc.
- C. Fund Raising Events where a major goal is to raise money for some purpose or organization.

The district shall require that all building policies be enforced including a prohibition on smoking and alcoholic beverages.

Also, in order to properly protect valuable district property and equipment, the district may require that one (or more) employee(s) or Board member(s) be employed or assigned to supervise the use of any district building during usage by a non-school group.

Private events such as family reunions, religious activities such as crusades, and events conducted for fund raising purposes, shall be subject to School Board approval including specific supervision plans and financial agreement.

The Board reserves the right to deny any non-school group the usage of school facilities. The Board reserves the right to waive fees and to stipulate special supervision conditions.

The Superintendent shall prepare a form to record requests, approval, and special conditions for any requested usage of school facility.

**CAMP OR CLINIC QUESTIONNAIRE
(ORGANIZED AND DIRECTED BY INDIVIDUALS QUESTIONNAIRE)**

Date _____

Producer		Name and Mailing Address:		
Code	Subcode	Website Address:	Expiration Date	Policy/Account Number:
		Effective Date		

COMPLETE SEPARATELY FOR EACH CAMP OR CLINIC

GENERAL INFORMATION

- Official name of camp/clinic: _____
- Will this be an individual, or a group activity? _____
- Subject of camp/clinic (be specific):
Name of sport: _____
Music _____ Vocal or Instrumental _____
Other: _____
Purpose of camp/clinic _____
- Name of camp/clinic organizers and school districts involved: _____
- Total number of volunteers involved: _____
Number compensated by organizer: _____
- Location where held (be specific) _____
- Dates/hours of camp/clinic/activity: _____
Overnight? Yes No
Give details: _____
- Anticipated number and age groups of participants: _____
- Approximate percent of time to be spent in:
Classroom Instruction: _____ Individual Instruction: _____
Group Participation: _____
- Are all organizers, their employees or volunteer workers experienced in the supervision of this activity?
 Yes No Explain _____

QUESTIONS FOR SPORT CAMPS ONLY:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are participants required to provide a physician's report of physical fitness prior to participation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Who will the camp have present that is trained in first aid and emergency care?
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Will equipment be checked for defects prior to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Will an "acknowledgment of risk" form be signed by participants and parents? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Will spectators be allowed?
If yes, give details:
_____ |

Completed By _____ Position _____ Date _____

Employers Mutual Casualty Company EMCASCO Insurance Company	Hamilton Mutual Insurance Company EMC Property & Casualty Company Dakota Fire Insurance Company	Union Insurance Company of Providence Illinois EMCASCO Insurance Company
--	---	---

CG8052(4-04)



West Elk U.S.D. 282

PO Box 607 Howard, Kansas 67349 (620) 374-2113 Fax (620) 374-2113

Today's Date: _____

Group Making this Request: _____

The use of school facilities by the community requires you to adhere to Board Policy B2. You are advised that there will be additional charges for any set up time that requires admittance to the facility on dates or times not listed on your request. That is why we are asking for you to list below the exact dates and times you will need to access the facility listed on the attached request form. We will assess custodian fees and use fees according to Board Policy B2 for any dates listed below:

<u>FACILITY REQUESTED</u>	<u>DATE</u>	<u>TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list below any technology that you will require during the use of the facility.

<u>TECHNOLOGY REQUESTED</u>	
_____	_____
_____	_____
_____	_____
_____	_____

It will be the responsibility of the user to assure that all equipment is returned and maintained in working order. Any damage to property or equipment during the use of the facility will be billed to the user. Please advise the custodian or assigned school employee of any damage that occurs while using the facility.

Thank you.

West Elk Board of Education

WEST ELK UNIFIED SCHOOL DISTRICT #282

CONTRACT FOR USE OF DISTRICT FACILITIES

To be submitted to the Facility's Building Administrator.

We the undersigned do wish to use the specified District facility listed below

(Name of Facility and Section of Facility to be Used)

on _____ for the purpose(s) of _____
(Date or Dates)

We do understand and agree that we will abide by all District rules and regulations that apply to the facility or facilities to be used. Our organization takes complete responsibility for any injury or accident that may occur during the use of the facility, and we will not hold the District liable for any personal injury that may occur. We also understand that we will be held responsible for any damage that occurs to District property that is directly related to our use of the facility.

Requesting organization _____

Address _____ Phone _____
Person(s) responsible for the organization during the use of the facility

Responsible District Employee (Supervisor) _____
(Signature)

Building Administrator's Recommendation: Approved Rejected
If rejected, for what reasons(s): _____

(Building Administrator Signature) (Date)

Central Office Recommendation: Approved Rejected
If rejected, for what reason(s): _____

(Central Office Signature) (Date)

(updated 7/9/12)

POLICY B-3
FREE PASSES FOR SENIOR CITIZENS

The Board of Education adopted a policy to issue free passes to all school district patrons over 65 years old to attend athletic events only in the district. These passes can be obtained at the West Elk School office.

POLICY B-4
ELEMENTARY SCHOOL CLASS SIZE

It is the belief of the USD #282 Board of Education that there are maximum optimum class sizes at the elementary level, which provide for the greatest degree of student/teacher interaction and student learning. Wherever possible, within the limitations of facilities and staff, and to accommodate the students residing within the boundaries of West Elk USD #282, total classroom enrollment in grades kindergarten through grade 2 should not exceed 22 students; total classroom enrollment in grades 3 & 4 should not exceed 23 students; and total classroom enrollment in grades 5 & 6 should not exceed 25 students.

POLICY B-5
EMPLOYEE RETIREMENT

The local Board does believe that good physical and mental health is a legitimate employment condition for school employment.

The local Board shall require that each employee have and maintain good physical and mental health as a condition of employment and re-employment. Evidence of good physical and mental health shall be provided by the employee at the time of original employment. In addition, the Board, at its own expense, may require additional examination and evidence at any time.

If the employee desires part-time or substitute work after retirement from full-time service, he/she should notify the Superintendent or Clerk of the Board.

POLICY B-6
SCHOOL VEHICLES

School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students. Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicles rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Cell Phone Usage

It is the policy of USD #282 and the CQ and Elk Special Education Services that while an employee/staff member is transporting students in a school vehicle, personal cell phone usage is prohibited. Cell phone usage is defined as the use of cell phone technology including but not limited to voice calls and/or texting.

Cell phone usage is allowed if employee/staff member needs to contact emergency help. Staff member should pull over at a safe destination to complete communications before resuming driving whenever possible.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

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

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or superintendent designee. Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

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

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

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

POLICY B-7
EDUCATIONAL AND ACTIVITY TRIPS

Educational trips by grades PreK through 12 must be sponsored by a member of the school faculty, and must originate and end at the school on the same day.

Special permission by the School Board shall be required for overnight trips on the part of athletic teams, classroom groups, music groups and school-sponsored organizations. Overnight athletic trips may be approved by the administration whenever State competition and distance from West Elk indicate logical need.

All trips exceeding 200 miles one-way, over night or out of state, require Board approval.

The administration may require permission and release forms for optional field and activity trips.

Parental Permission/Release forms shall be required for elementary field trips out-of-district. West Elk Junior-Senior High School shall require Parental Permission/Release forms for overnight trips and over 200 miles one-way from West Elk High School.

POLICY B-8
SCHOOL BUS USAGE – EXTENDED USE

- 1. In addition to the normal use of school buses for regular school activity routes, West Elk buses may be authorized for usage of non-school groups within the limits of Kansas Law (KSA 72-8302). Additional local regulations are as follows:**
- 2. Parents and other adults may be transported to or from school-related functions or activities. If students are transported on the same vehicle, a maximum of six teachers and/or parents may be designated as sponsors. Unless designated as a sponsor, each parent and other adult shall be charged a nominal fee to offset the cost of the driver and/or gasoline.**
- 3. The governing body of any township, city, county, established (legal) recreation commission, or other USD may contract with West Elk USD #282 for the transportation of senior citizen groups or organizations; the membership of which is principally composed of children of school age.**
- 4. Churches, civic clubs and other organizations located within West Elk USD territory, may be approved for specific transportation services for “children of school age” and sponsors provided all other regulations of the district and this policy are met.**
- 5. Other Regulations**
 - A. Official requests must come from individuals representing governmental agencies, churches or other private organizations;**
 - B. Rules and regulations governing the driving conduct, and supervision of regular school transportation must be followed;**
 - C. A qualified driver (employee of USD #282) must be assigned to drive at the expense of the requesting organization; also adequate supervision shall be required;**
 - D. A fee of one dollar and fifty cents per mile will be assessed for the use of the school bus;**
 - E. Buses must be cleaned internally and inspected for damages upon return by the driver and a fee to cover such damages will be assessed to the organization. Permission for buses to travel a distance (one-way) in excess of one hundred miles, must be approved by the Board;**
 - F. When buses are used for non-school purposes, the words “school bus” must be covered or concealed; and**

G. For insurance purposes, a properly certified “school bus driver” shall be assigned, and paid, by West Elk USD #282. In addition, an insurance fee (estimated \$10) shall be charged for each non-school trip.

The West Elk USD Superintendent may approve school bus trips within the limits of this policy.

POLICY B-9
CUSTODIANS AND BUILDING MAINTENANCE

The custodian is very important to the successful and efficient operation of the school program. During the days that school is in session he/she is directly responsible to the building Principal for the efficient and adequate maintenance of the school building, its equipment and the school property.

The work of the custodian has a direct effect upon the health of pupils, pupil discipline, ideals of cleanliness, beauty and tidiness. All teachers and pupils must regard the custodian as a vital member of the staff and cooperate with the custodian in every way possible to keep the building clean and in good order.

1. Custodians shall make a concentrated effort to effect economics whenever possible on electricity, fuel and water.
2. Custodians shall present a neat appearance at all times.
3. All certified and non-certified personnel while on duty shall refrain from using any intoxicating drink, using tobacco, using profanity, or inappropriate language and from becoming too familiar with students.
4. Custodians are requested to be courteous, tactful and considerate in all dealings with students, teachers and visitors in the building.
5. Custodians in charge of the building shall be at the building whenever it is open for any public purpose unless excused by the Principal or Superintendent.
6. Each custodian is responsible for developing a daily, weekly and monthly time schedule of work.
7. Custodians shall see that lawn and yard receive proper attention.
8. Custodians must be familiar with the operation of the heating system and to see that it operates effectively.
9. All custodians shall keep a running inventory of all custodial supplies in the building and should request supplies as needed.
10. Custodians shall have access to a set of small tools and shall make repairs to damaged furniture, doors, locks, window shades, etc.
11. As requested by our insurance carrier, the head custodian/maintenance supervisor shall conduct a monthly safety inspection of his/her buildings and grounds. Any unsafe condition shall be corrected as soon as possible.

CARE OF GROUNDS

The lawn should not be allowed at any time to go unmowed when it needs attention. A weed eater should be used when necessary to trim around the building, trees, shrubbery, etc.

Playground equipment should be inspected frequently by the maintenance supervisor to be sure there are no broken parts, loose bolts, etc. and to oil or grease the wearing parts when necessary. Serious defects in playground equipment that cannot be repaired immediately should be called to the attention of the Principal.

Shrubbery and flowers should be attended to by way of watering, trimming, hoeing, etc., as it is needed.

Snow should be cleaned from sidewalks each morning after there has been a snowfall during the night. Sawdust or comparable material should be placed on the sidewalks of the school grounds if there is sleet or ice on them.

The performance of flag duties should be checked with the building Principal. In some instances the Principal may wish to have students care for this duty. In cases where a custodian is to care for the flag, proper flag etiquette should be employed at all times.

RESPONSIBILITY FOR PREVENTION OF FIRE HAZARDS

Custodians should be thoroughly familiar with the operation of the fire extinguishers in the buildings. The maintenance supervisor should determine at the beginning of the school year that each fire extinguisher is serviceable.

Faulty electric switches, light wires, sockets, etc. should be repaired immediately in order that danger from fire is eliminated.

Refuse, oily rags, trash, paper, etc. should not be allowed to accumulate at any time, or any place in the building.

HELPING THE BUILDING CUSTODIAN

Below are a few suggestions of ways in which teachers and non-certified personnel may be helpful to the custodian:

1. Keep desks and tables as free from waste as possible.
2. Help pupils learn to be neat and tidy and to put waste matter in proper containers.
3. Keep electricity turned off except when actually needed.
4. Keep windows closed except when needed for ventilation purposes.
5. Keep the blinds in your room adjusted evenly at all times.
6. Check the windows in your room each evening to be sure they are properly closed and locked and that the lights are turned off before you leave.

POLICY B-10
TRANSPORTATION/BUS DRIVERS

West Elk USD #282 owns and operates a fleet of buses for daily route use and also for extracurricular activity trips.

The Superintendent of Schools and the Transportation Supervisor shall be responsible for general organization, operation and supervision of the transportation system.

In addition, the school Principal and bus drivers shall have specific duties and responsibilities as designated by the Superintendent and Transportation Supervisor.

Employees, including drivers and administrators, are responsible for knowing and enforcing State and Local regulations concerning school bus transportation.

Routes shall be reviewed periodically by the Transportation Supervisor and Superintendent. Route changes may be made whenever changes will improve the safety, convenience, and efficiency of the transportation service.

Students eligible to ride a regular route bus shall include all students outside the city limits of any town within the West Elk district; all students who are shuttled from one town to another; and other students whenever space is available and designated stops are approved. Designated stops are defined as the permanent residence or pickup point of a student. Students will be transported from and to their residence, each day transportation is provided. Exceptions may be made by building administration in cases where one student, with parental permission, wishes to be picked up at and/or delivered to the residence of another student, and to which the bus is already stopping.

With the permission of the Superintendent, long-term exceptions may be made regarding the pickup and/or delivery points of individual students. Long-term exceptions are those that involve the change of a pickup and/or delivery point from the student's designated stop to a stop not currently authorized, but is on an existing route and the change is for a period at least equal to, or greater than 30 school days. The Board of Education exclusively reserves the right to approve all requests for transportation to points that alter an existing route, or extend an existing route beyond the last authorized designated stop.

Out of district students, approved by the West Elk USD #282 Board of Education will be eligible to ride a regular route bus, provided that the student's pickup point is approved by the Transportation Supervisor. Out of district students must have the annual approval of the West Elk USD #282 Board of Education for the extension of a route to accommodate such students.

West Elk buses shall utilize Township and State roads that are maintained in satisfactory condition. In addition, private lanes and driveways may be used whenever safety, convenience, and efficiency will be improved by the use of such lanes and driveways.

DRIVER REGULATIONS

Each regular school bus driver employed by West Elk Unified School District #282 shall become informed of, and abide by, all Kansas school transportation regulations. (See latest Handbook)

In addition, the following local district policies shall be followed:

Bus drivers who are assigned one or more daily routes shall be classified as regular drivers and shall meet all state and local regulations including (1) physical examination, (2) approved license, (3) first aid certification and (4) defensive driving.

All other drivers shall be classified as substitute drivers and shall be allowed thirty (30) days from the date such driver begins service in order to complete the physical examination requirement and the approved license requirements before beginning service.

Several parties shall share the responsibility for keeping the interior and exterior of each bus as clean as possible. For example, students shall be instructed to keep the bus clean and may be detained for clean-up chores if necessary. For extreme messes or lack of cooperation, individuals or groups can be denied subsequent use of school transportation (check with administration for any necessary action.)

Teachers and sponsors shall assist with bus cleanliness by good supervision and direct instruction whenever necessary.

Regular and substitute drivers shall have responsibility for any additional pick-up, sweep out or cleaning that may be needed. Also they shall be required to submit a written note to the Transportation Supervisor or Superintendent in any instance where the bus is received in an unsatisfactory condition from a prior trip.

Regular or substitute drivers who do not have coaching, administrative, or other extra duty assignments shall be paid for driving time and for waiting time on a per hour basis as approved by the School Board. Driving time shall begin 15 minutes before the scheduled trip departure and shall end when the bus is parked after the trip. Waiting time shall include the time that the bus is parked and the driver is free to leave the bus. Driving time and waiting time shall be reported to the nearest 15 minutes. Regular or substitute drivers who do have coaching, administrative or other extra duty assignments shall not be paid for "waiting time" if that time is related to the employee's coaching, administrative, or other extra duty assignment.

To whatever extent possible, a teacher should not miss a class or other assignment in order to drive a bus. Also regular route drivers should not normally be assigned trips which cause them to miss regular routes.

The district will reimburse each driver for toll fees, parking and other miscellaneous costs including lunches (see district policy on personal reimbursement).

Traffic violations and personal items shall be the responsibility of the driver. In most instances, the driver will be provided free admission to the event or activity.

Each regular and substitute bus driver, approved for bus driving assignments, will be reimbursed for expenses of obtaining a license, physical examination, defensive driving and first aid.

POLICY B10.1
TRANSPORTATION

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.