

## **SUPPORT SERVICE GOALS**

The Board recognizes that support services are necessary for the successful operation of a school system. The Board views the non-instructional activities of the school as being essential to the educational program. In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

- \* To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public.
- \* To provide a safe transportation system.
- \* To provide a nutritious food program for students.
- \* To provide an efficient and effective system for financial management and account.

## **SAFETY PROGRAM**

Accidents are unexpected happenings causing loss or injury which may result in bodily harm, loss of school time, property damage, legal action, or fatality. The District shall guard against accidents by taking precautions to protect the safety of students, employees, visitors, and others present on district property or at school-sponsored events. The practice of safety shall also be considered a facet of the instructional program of the District and shall include educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and other programs appropriately geared to students at different grade levels.

Each principal shall be responsible for the supervision of the safety program for his/her school. General areas of emphasis shall include, but are not limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, first aid training, and emergency procedures.

## **BUILDING AND GROUNDS INSPECTIONS**

The principal of each school, together with the head custodian, will be responsible for making periodic inspections of his or her building surveying safety and security and submitting reports as required by the Superintendent.

## **NOTIFICATION OF PESTICIDE APPLICATION ON OR WITHIN SCHOOL BUILDINGS**

Pursuant to W.S. §35-7-375, if the School District receives notice from any commercial applicator licensed under W.S. §35-7-359, or any other person providing notification that such person will apply a pesticide under W.S. §35-7-354 (d) on or within any building or other real property used by the School District primarily for the education of students, including any property used by the District for student activities or playground, the School District shall notify students, teachers and staff of the anticipated pesticide application. The School District shall distribute a copy of the notice provided by the applicator to each principal within the District, and each principal shall further distribute that notice to students, teachers, and staff under his/her supervision at the time the notice is received. If the School District receives notification pursuant to Wyoming Statute during the summer vacation, the School District shall not be required to individually notify teachers, staff and students, other than to post such signs and notices as are appropriate on the school buildings and/or property as described below. The Superintendent shall ensure that the notices distributed shall be marked with a distribution date, including a distribution date when the notices were distributed to the principals and students, teachers and staff, and that the notices also include information indicating the date of application, location of application or treatment area, the pest to be controlled, name and type of pesticide to be applied, and a contact for additional information. The School District shall retain the notices distributed for two (2) years following the application of the pesticide.

The School District shall, prior to application of the pesticide, contact the applicator and coordinate with the applicator to ensure that signs are posted on the school building or property stating the date of the application, the location of the application or treatment area, the name and type of pesticide to be applied, and the contact for additional information. The School District, upon request, shall provide information on how to obtain additional information on the pesticide.

Not less than twelve (12) hours before application of pesticides within school buildings, signs shall be posted at main entrances to school buildings and at entrances to the specific application areas within the buildings. If pesticide application is made outdoors to any area adjacent to a school building or on property used by the District for student activities or playgrounds, signs shall be posted immediately adjacent to the treated area and at the entrance to the District property. The signs shall remain posted for seventy-two (72) hours. Anti-microbial pesticides, defined by W.S. §35-7-354 (d) such as disinfectants and sanitizers used by school employees for cleaning purposes and insect or rodent-bait stations of the type available for home use are exempted from the notification and posting requirements described above.

## **HAZARDOUS MATERIALS**

The Board of Trustees recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous. Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law. The Board through the Superintendent has drafted and adopted a written hazard communication program which addresses matters relating to the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas.

The goals of the procedures will be to set into place an on-going process by which each location in the District may begin a program of identifying and managing potentially hazardous materials. District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property. Appropriate school personnel will be trained to take precautions to prevent accidents and handle them in the event they do occur. Appropriate school personnel will be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the District's potential liability exposure through the adoption of this policy. The District's voluntary compliance with any statute or regulation to which it is not otherwise subject will not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

## **HAZARD COMMUNICATION PROGRAM**

### GENERAL

The following written hazard communication program has been established for Big Horn County School District Number 2. This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at the Central Office at 502 Hampshire Avenue, Lovell, WY for review by all employees.

### POLICY

Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing, and MSDSs.

### CONTAINER LABELING

The District Head of Maintenance will verify that all containers received for and used by this district are clearly labeled as to the contents with the appropriate hazard warnings. No containers will be released for use until the above data is verified. The District Head of Maintenance shall ensure that each container is labeled and tagged or marked with the following information: identity of the hazardous chemicals contained therein; and appropriate hazard warnings, or alternatively, words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residue has been removed from the container. If a container of hazardous chemicals has no label or the label has been removed or defaced, or is inadequate for any reason, the District Head of Maintenance shall contact the appropriate distributor, importer or manufacturer to obtain an accurate label. All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified. If the hazardous chemicals are transferred to a portable container with the intent of using those chemical immediately, employees need not label that container.

### LIST OF HAZARDOUS CHEMICALS

The District Head of Maintenance shall maintain, update and periodically review a list which identifies current hazardous chemicals present in the work place. The list shall be cross-

referenced to the MSDSs. It shall be kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information. The District Head of Maintenance shall periodically review and update the list at least once every twelve (12) months.

### MATERIAL SAFETY DATA SHEETS

It is the responsibility of the District Head of Maintenance to obtain a material safety data sheet (MSDS) for each hazardous chemical used. The District Head of Maintenance shall maintain a comprehensive and current MSDS file.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at the Central Office at 502 Hampshire Avenue, Lovell, WY and will be readily available for review to all employees during each work shift. The MSDSs shall be maintained in the same order as the list of hazardous materials which the District Head of Maintenance maintains.

Subcontractors working on the job site are required to bring copies of all MSDSs for hazardous materials they are bringing on the job site to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the job site and the removal of all hazardous materials, they may take their information with them.

A recommendation is for employees to take a copy of the applicable MSDSs to the medical facility if emergency treatment is necessary due to exposure.

### INFORMATION AND TRAINING

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and shall be presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. Attendance shall be documented.

Employee training will include at least the following:

- \* Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemicals in the work area;
- \* The physical and health hazards of the chemicals in the work area;
- \* The measures employees can take to protect themselves from the hazards, such as in-place work practices, emergency procedures, and personal protective equipment to be used;

- \* Details of the hazard communication program, including the labeling system;
- \* Material safety data sheets, and how employees can obtain and use the appropriate hazard information.

If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

### NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (for example, boiler cleanout or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

### SUBCONTRACTORS AND OTHER EMPLOYEES

The District Head of Maintenance shall inform any and all contractors working in the district's facilities or job site of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.



## **TOXIC HAZARDOUS SUBSTANCES**

A copy of the policies promulgated by the Superintendent of Public Instruction, in consultation with the Department of Environmental Quality and the school districts, pursuant to W.S. §21-2-202 for the proper and safe storage and disposal of toxic chemicals and other hazardous substances used by schools in educational programs, shall be kept by the school district. All staff who may be required to handle toxic or other hazardous chemicals or substances shall be familiar with the guidelines and shall implement the guidelines established by the State Superintendent.

## **FIRST AID AND SAFETY PROCEDURES**

School personnel are responsible for giving first aid or emergency treatment in cases of sudden illness or injury to a student or member of the staff. Further medical attention to students is the responsibility of the parent or guardian. Each Principal is charged with seeing to the immediate care of ill or injured persons within his/her area of control. A school nurse, or other qualified staff member may administer emergency aid. Every school and every school vehicle used to transport students will be equipped with appropriate first aid equipment. All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas.

An accident report shall be filed with the Principal in all cases of injury occurring under school jurisdiction. Principals will ensure that students receive instruction in fire prevention and safety. Fire extinguishers will be kept in each building and all district employees (instructional, operational, and cafeteria) will know where to find them and how to use them.

## **PREVENTION OF DISEASE/INFECTION TRANSMISSION**

The Board of Trustees are committed to providing a healthful environment for all students and employees. Actions taken with respect to students or employees found to have a communicable disease will be consistent with rights afforded individuals under state and federal statutory, regulatory and constitutional provisions. Each case of said student or staff member will be treated on an individual basis.

The Superintendent or Designee will be responsible for determining the information to be disseminated to staff, parents and community when a communicable disease is identified or suspected in the school setting.

The District will continue to use information from available resources, which may include the National Center for Disease Control and the Wyoming State Department of Health to revise and adopt its policies and procedures. In that regard, the District will adopt a bloodborne pathogen exposure control plan consistent with OSHA standards and provide training to staff regarding the bloodborne pathogen exposure control plan consistent with the risk of exposure which the staff are subject to. The bloodborne pathogen exposure control plan does not incorporate all the OSHA regulations applicable to bloodborne pathogens and the exposure control and training consultant referenced in EBBA-R shall be familiar with the applicable OSHA regulations and provide appropriate training to comply with the OSHA regulations and changes to those regulations as may hereafter be implemented by OSHA.

Amended: December 9, 2013

Adoption Date: March 12, 2007

## **ACCIDENT REPORTS**

All accidents will be reported on the approved Accident Report Form obtained from the school nurse, submitted to the Principal, then to the Superintendent. The reports will cover all accidents occurring on school premises or at a school-sponsored activity, and any involving staff or students who may be elsewhere on school business. Reports will cover property damage as well as personal injury.

Information to be included in the report will include:

1. date, time and place of the accident;
2. name and address of the injured person;
3. name of the teacher in attendance;
4. type of accident;
5. treatment given;
6. narrative description of the accident, including witnesses and/or other participants.

**PERSONAL INJURY REPORT FORM**

<b>Student's/Staff Member's Name</b>		<b>Grade</b>	
<b>INJURY REPORT</b>			
<b>Date Reported</b>		<b>Time of Injury</b>	<b>Date of Injury</b>
<b>Big Horn County</b>		<b>Person(s) Reporting</b>	
<b>School District #2</b>		<b>Staff Person on Duty</b>	
		<b>Was He/She a Witness?</b>	
<b>Nature of Injury:</b>		<b>Place Injury Occurred:</b>	
<input type="checkbox"/> Scrape	<input type="checkbox"/> Sprain	<input type="checkbox"/> Classroom	<input type="checkbox"/> Lunchroom
<input type="checkbox"/> Cut	<input type="checkbox"/> Poss. Fracture	<input type="checkbox"/> Gym	<input type="checkbox"/> Bus
<input type="checkbox"/> Bruise	<input type="checkbox"/> Splinter	<input type="checkbox"/> Playground	<input type="checkbox"/> Hall
<input type="checkbox"/> Swelling	<input type="checkbox"/> Other	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Other
<b>Description of Accident:</b>			
<b>Part of Body Injured:</b>			
<input type="checkbox"/> Ears	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hips	<input type="checkbox"/> Mouth
<input type="checkbox"/> Eyes	<input type="checkbox"/> Arm	<input type="checkbox"/> Leg	<input type="checkbox"/> Nose
<input type="checkbox"/> Scalp	<input type="checkbox"/> Elbow	<input type="checkbox"/> Knee	<input type="checkbox"/> Neck
<input type="checkbox"/> Skull	<input type="checkbox"/> Hand	<input type="checkbox"/> Foot	<input type="checkbox"/> Tooth
<input type="checkbox"/> Back	<input type="checkbox"/> Chest	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Side
<input type="checkbox"/> Forehead	<input type="checkbox"/> Fingers	<input type="checkbox"/> Toes	<input type="checkbox"/> Other
<b>Staff Member's Signature</b>			
<b>Initial Treatment Given By:</b>			
<b>Disposition:</b>			
<input type="checkbox"/> Cleaned Wound	<input type="checkbox"/> Applied Bandage	<input type="checkbox"/> Telephone Call to Parent	
<input type="checkbox"/> Applied Cold Compress	<input type="checkbox"/> Rested Injured Part	<input type="checkbox"/> Taken to Doctor/Hospital	
<input type="checkbox"/> Removed Splinter	<input type="checkbox"/> Applied Splint	<input type="checkbox"/> Nurse Notified	
<input type="checkbox"/> Applied Ointment/Lotion	<input type="checkbox"/> Other	<input type="checkbox"/> Taken Home By	
<b>Comments:</b>			
<b>Staff Member/Nurse's Signature</b>		<b>Principal's Signature</b>	

**PROPERTY DAMAGE**  
**ACCIDENT REPORT FORM**

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ a.m.-p.m.

Where Accident Occurred \_\_\_\_\_

Accident Reported by \_\_\_\_\_

Nature of Accident \_\_\_\_\_

Witnesses to Accident \_\_\_\_\_

Describe any action taken as a result of the accident \_\_\_\_\_

Police Called:                      Yes \_\_\_\_\_ No \_\_\_\_\_

Fire Department Called:        Yes \_\_\_\_\_ No \_\_\_\_\_

Superintendent Called:        Yes \_\_\_\_\_ No \_\_\_\_\_

Other Called \_\_\_\_\_

Signature of Person Reporting Accident \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Use back of this sheet for additional information.

## **EMERGENCY/DISASTER PLANS**

The District, in cooperation with state and local agencies, will have an emergency and disaster operating plan designed to protect the safety of students in the event of natural and man-made disasters. The plan will be administered by principals under the direction of the Superintendent.

## **SCHOOL CLOSING AND CANCELLATIONS**

The Superintendent is authorized to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and staff. In making the decision to close school, the Superintendent or his designee will consider many factors, including the following major ones relating to the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Actual occurrence or imminent possibility of an emergency condition which would make the operation of schools difficult or dangerous.
3. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.



## **EMERGENCY CLOSING OF SCHOOLS**

In the event of an emergency school closing, the following procedures will be followed in order to insure the safety and welfare of each student in this District.

1. Local radio stations will be utilized for the purpose of informing patrons of the district about decisions relating to school closing. The District will have an emergency phone tree supplied to each Administrator/Supervisor. Each Administrator/Supervisor is responsible for an emergency phone tree for their building/department to contact staff in the event of an emergency.
2. Dispersal of students:
  - a. All students will be kept at school if conditions such as blizzards or snow storms warrant. The building will be supervised by all available staff members under the direction of the building principal.
  - b. Rural children will be kept at school when weather or natural conditions prohibit the safe operation of buses outside of town. Rural children will be placed in designated city homes, if possible. (Early in the school year rural parents will be asked to designate a friend or relative willing to take this responsibility). If necessary, the National Guard or other agencies will be contacted for blankets and other necessary supplies as needed. Food will be supplied, if necessary, through the school lunch program.
3. Release of bus students:

In the event of early dismissal because of weather conditions or some other cause, parents should arrange for children to have a key to the house or to stay a neighbor's home should parents work or in the event parents cannot get home.

## **BUILDINGS/GROUNDS/PROPERTY MANAGEMENT**

The Board recognizes that the education of children is dependent upon many factors, including a proper physical environment which is safe, clean, attractive, pleasant, and functions smoothly.

The care, custody and safekeeping of all school property will be the general responsibility of the head maintenance person under the direction of the Superintendent. It will be head of maintenance's responsibility to establish procedures and ensure the proper maintenance and safekeeping of school property. The Principal, in conjunction with the Head of Maintenance, will be responsible for the proper care and maintenance of the building, equipment, and grounds at each building. The Head of Maintenance will establish the duties of custodian and maintenance employees assigned to his/her department and will also be responsible for supervising and evaluating the work of those assigned to his/her department.

## **SECURITY**

The Superintendent will develop and implement procedures designed to ensure the security of school property and for the protection of students, school personnel and citizens. Security means not only keeping buildings locked and secure, but providing protection from fire hazards and faulty equipment and the safe use of electrical, plumbing, and heating equipment.

### Building Inspection:

Buildings will be inspected regularly by principals and the head of maintenance seeking conditions that may pose a hazard to students, staff and visitors that can be corrected or isolated.

### Key Control System:

The principal of each building will be responsible for issuing keys and maintaining an accurate up-to-date list in the school office of all people who have been issued keys.

No person other than the Head of Maintenance will have a district facility key duplicated.

### Identification and the Right to Eject:

School personnel may require identification of any person on school property. The Principal, or his/her designee, may refuse to allow persons with no legitimate business to enter school grounds or may eject any undesirable person from school grounds if that person refuses to leave peacefully upon request. Persons who violate state law regarding trespass on school grounds or damage to school property, or loitering will be subject to the full range of the criminal laws of the state.

## **VANDALISM**

Every citizen of the District, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name of the person or persons believed to be responsible. Every employee of the District shall report to the Principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

Because incidents of willful or malicious abuse, destruction, defacing, and theft of the property of the District are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, the Board will seek to use all legal means of redress against persons found to have committed acts of vandalism. Full restitution for the damage caused will be sought from vandals, or in the case of minors, from their parents.

The Superintendent is authorized to sign a criminal complaint and to press charges against persons who vandalize school property. The Superintendent may delegate the authority to sign complaints to other staff members.

## **BUILDINGS AND GROUNDS MAINTENANCE**

A continuing program of maintenance of all district-owned buildings and grounds will be followed. The program will be administered in a manner that will preserve the capital investment of the District and prevent deterioration due to lack of proper care.

The program will provide for:

1. improvement and additions to buildings and grounds as approved by the Board;
2. an adequate custodial program for all buildings;
3. improvement and maintenance of school grounds and fields;
4. repairs (including repairs of equipment) and painting;
5. designation and disposal of obsolete equipment.

## **TRAFFIC AND PARKING PROCEDURES**

Although school grounds are public property, the Board has the responsibility of protecting school property and for assuring the safety of all persons on school grounds. School district administration is authorized to set up controls related to driving and parking on school property as well as the use of school grounds and facilities by the public. The police will be used as necessary as a condition of proper presence on and use of school property. Students who fail to follow the regulations shall be subject to disciplinary action including revocation of driving and parking privileges on school property.

## **MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**

The district administration will ensure that proper records are kept on all text books and related materials, supplies and equipment owned by the District. Records will include district records on the issuance of such items to schools, staff and students. Students shall be responsible for the appearance and safekeeping of textbooks entrusted to their care. Users shall be fined for damaged or lost district owned books, equipment, or property.

## **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

There may be situations necessitated by district needs when it seems appropriate to allow employees, students, or community members to use district equipment, supplies, or property. In such instances, the requesting user will be required to have prior written approval as per the district equipment use form. A signed copy of the written approval must be on file prior to removing any equipment from district property. Occasionally employees will be required to use district equipment in presentations, etc., away from the district. The employee should in those instances, also acquire consent from his immediate supervisor prior to removing the equipment from the district premises. In the instances when consent has properly been granted to the employee, the District will assume responsibility for loss, damage, and vandalism.

The District has made available for staff use, computers, technology and software which are intended to be utilized for educational purposes. Proper and appropriate use of this equipment and software can provide a great benefit to the educational program provided to the students of the District. It also provides a means for communication among staff and for acquiring knowledge relevant to the educational program. The computers, technology and software provided by the District are intended to be utilized only for educationally-related purposes. The private or personal use of this equipment, technology and software is prohibited. The District shall retain full control over this equipment and the information contained therein. Staff does not have a right to personal or private use of this equipment or the information they send or receive utilizing the equipment and software. All staff will be requested to sign a staff computer use policy in the form attached to this policy as an exhibit, which exhibit further sets forth the policy of the District and requires each staff member to acknowledge his/her understanding of the policy.



**Big Horn County School District #2  
EQUIPMENT CHECKOUT FORM**

*Form to be completed when any equipment is to be used off school premises by the public, by students or by district employees.*

Name \_\_\_\_\_

Organization representing \_\_\_\_\_

Dates of intended use \_\_\_\_\_

Description/location of equipment \_\_\_\_\_

Model and Serial # \_\_\_\_\_

I understand that I am responsible for the above mentioned equipment and any damages incurred when in my possession and until it is checked in by the building principal or supervisor responsible for the equipment.

- |                                  |
|----------------------------------|
| 1-Complete form                  |
| 2-Principal/Supervisor Signature |
| 3-Superintendent Signature       |
| 4-Use Equipment                  |
| 5-Return and Check in Equipment  |
| 6-Principal/Supervisor Signature |

\_\_\_\_\_  
Signature of Person Requesting Equipment

\_\_\_\_\_  
Signature of Principal/Supervisor Responsible

\_\_\_\_\_  
Signature of Superintendent

Equipment checked in \_\_\_\_\_  
\_\_\_\_\_  
Principal/Supervisor Signature

Damages to equipment?  Yes  No      Amount \_\_\_\_\_ Paid \_\_\_\_\_

## **STUDENT TRANSPORTATION**

The Board of Trustees will furnish school bus transportation to all elementary and secondary school pupils to the extent determined by the administration and approved by the Board of Trustees. This may vary due to safety conditions which prevail on certain areas. Pupil transportation is a privilege not a right provided by the District. Major objectives of the pupil transportation program are to:

1. provide safe transportation;
2. operate an efficient, economical transportation system;
3. adapt transportation to the requirements of the instructional program;
4. maintain conditions on the buses which are conducive to the best interests of students including mental, moral, and physical considerations;
5. furnish transportation to those students residing outside the city limits.

### **RESPONSIBILITIES AND DUTIES**

**Superintendent** -- The Superintendent shall assign administrative and operational duties and shall keep the Board informed as to the operation and needs of the transportation program. The Superintendent shall recommend policies, funding, and bus routes/stops to the Board of Trustees for approval.

**Transportation Director** -- The Transportation Director shall be responsible for the supervision and coordination of all transportation vehicles and all personnel directly related to pupil transportation. He/she shall recommend the scheduling and routing of all buses and shall be responsible for the mechanical upkeep of all vehicles. He/she shall arrange for bus driver training, supervised record-keeping, scheduling, and other related assignments.

**Principals** -- Principals shall be responsible for pupil conduct while pupils are waiting on the campuses for buses and shall cooperate fully with the transportation department on any student behavior problems on the bus.

### **BUS FLEET**

All buses used to transport students shall conform fully to Wyoming State School Bus Regulations and shall be inspected by State Highway Department officials prior to the annual opening of school.

## **WALKERS AND RIDERS**

Students enrolled in Grades K-12 of the public schools of this District residing outside the city limits and on a publicly owned and maintained road with an established bus route may be transported to school at District expense. It is not the practice of the District to use privately owned or maintained roads for the purpose of operating scheduled bus routes. Exceptions may be made when, at the determination of the District, student safety, efficiency, and/or effectiveness of the District's operations are involved.

### Isolation and Maintenance Payments

Some children in the District reside a long distance from a school that is in operation and from established bus routes. Students fitting this description may be considered "isolated" and, therefore, entitled to isolation or maintenance payments as established by the Wyoming statute and Wyoming State Board policy. Isolation or maintenance payments shall be established by the Board of Trustees in compliance with regulations of the State Board of Education. Generally, students residing two (2) or more miles from school or an established bus route may be eligible for isolation or maintenance payments. No student is eligible as an isolated student under this section unless the student's parents or legal guardians demonstrate to the School Board that the student's family residing in the isolated location is necessary for the family's financial well-being. All persons making application for isolation or maintenance payments shall be informed at the time the application is filed that the necessary forms with signed claim vouchers must be submitted to the Business Office at the end of each month for which reimbursement is claimed. Mileage will be paid to the nearest bus route or school, whichever is determined by the School District to be closer.

### Non-Resident Students

Non-resident students duly enrolled in the schools of the District by Board approval shall meet the school bus at the nearest point of the route to their residence as designated by School District officials.

## **WALKERS AND RIDERS**

The Board of Trustees authorizes the Superintendent to implement the following operational procedures as they pertain to student transportation services for students of this District.

1. For the purposes of qualifying for student transportation services, the actual residence location of the student just prior to departing for school and just subsequent to leaving school, whether that is the actual home of the student or that of a child-care provider selected by the parent(s), will be used to determine qualification for student transportation services.
2. Students residing outside the city limits just prior to, subsequent to, or during the school year will be eligible for District-provided transportation services.
3. Students residing inside the city limits just prior to, subsequent to, or during the school year will be ineligible for District-provided transportation services. Exception to this position would be:
  - 3.1 When, at the District's request, a student is requested to attend a school or program located outside the student's normal attendance area.
  - 3.2 When the student's I.E.P. (Individualized Education Plan) identifies transportation as a required related service.
  - 3.3 When the school district determines that due to special circumstances involving safety or the need to shuttle students in order to adjust class size, bus transportation would be beneficial to the district.

## **BUS SCHEDULING AND ROUTING**

### Regular Routes and Services

The Superintendent will establish regular routes to transport regular and special education students. Routes will be established only on publicly owned and publicly maintained roads except where safety of the passenger or convenience to the District dictates otherwise.

## **BUS SAFETY PROGRAM**

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. School bus drivers will instruct children in the proper procedures for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. Drivers need to be sure that all student riders are included in a drill. Proper documentation for each drill shall be maintained on file with the School District.
3. All vehicles used to transport students will be maintained in a condition that will provide safe and efficient transportation. All vehicles will be inspected periodically to be certain that they are in good mechanical operating condition. This shall include the following:
  - (a) All school buses shall undergo a safety inspection not less than two (2) times each school year, with one (1) inspection conducted by a person not employed by the School District. A copy of the inspection report shall be on file with the School District.
  - (b) School bus operators shall perform a daily pre-trip inspection and report promptly any defect or deficiency discovered. Documentation of the inspection shall be submitted weekly and retained on file with the School District for a period of not less than one (1) year.

## **BUS SAFETY PROGRAM**

As per district policy transportation is provided for rural students and for activity and field trips. Such transportation is conditional on good behavior and adherence to established rules and regulations.

Responsibilities of the driver are to:

1. Provide at all times for the safety and welfare of the students assigned to his/her bus.
2. Know his/her student passengers and permit only authorized persons to ride in the bus.
3. Provide a clean and sanitary bus.
4. Obey traffic laws and driving regulations.
5. Follow as rigidly as conditions will permit the regular time schedule.
6. Be in control of the bus and passengers at all times.
7. Enforce the regulations of the Board and administration.
8. Report all infractions of the rules to the appropriate principal.
9. Operators of buses shall wear lap belts when the bus is in motion if the bus is so equipped.
10. Passengers in Type A buses shall wear lap belts when the vehicle is in motion if they were factory installed.
11. Routing of school buses and seating plans need to address elimination of overcrowding beyond manufacturer's capacity.
12. Lighted head lamps and closed service doors need to be used whenever the bus is in motion.
13. Any incident involving a school bus which is required to be reported under W.S. §31-5-1106 shall be reported to the Wyoming Department of Education on forms approved by the Department.

Responsibilities of students and parents are to:

1. Be ready to board the bus on time.

2. Be careful in approaching the school bus stop. Wait until the bus is at a complete standstill before attempting to enter.
3. Remain off the road at all times and behave in a safe manner while waiting for the bus.

It is the student's responsibility to observe the following safe riding regulations:

1. Assist in keeping the bus as safe and sanitary as possible at all times.
2. Avoid unnecessary noise which might divert the driver's attention and cause an accident.
3. Never stick hands, arms or any other part of the body out of windows or doors.
4. Pay for damage intentionally caused to seats or other interior parts of the bus.
5. Never experiment or tamper with the bus or any of its equipment.
6. Be careful not to leave lunches, clothing, books, etc. in the bus.
7. Keep personal possessions out of the aisle.
8. Never throw anything in the bus or out of bus windows.
9. Assist in looking after small children.
10. Remain in assigned seats until the bus has stopped. Avoid rowdyism, horseplay, and objectionable language.
11. Be courteous to fellow pupils and the bus driver.
12. Remain quiet when the bus is approaching a railroad crossing and until bus has passed the crossing.
13. Obey the school bus driver and in case of emergency remain in the bus unless otherwise instructed by the individual in authority.
14. Remain seated while the bus is in motion.



It is the student's responsibility upon leaving the bus to:

1. Help look after the safety of smaller children.
2. Be careful and watch for traffic.
3. Cross 12 feet from bus when crossing road after departure, and look both ways to make sure no traffic is approaching.
4. Get off at the designated stop unless parents have arranged with the driver through written request for departure from the bus at some other place.

In case of serious infractions of the rules, the driver will notify the appropriate building principal who will take the action deemed most appropriate. The principal may:

1. Visit with the student about the actions and outline the process which may lead to his/her being put off the bus.
2. Notify the parent of the student's behavior. It should be stated to the parent at this time if the student's behavior does not improve that he/she will be placed off the bus for a period of time.
3. Notify the parent that the student will not be allowed to ride the bus for a specified period of time to be determined by the building principal.

The bus drivers need to keep the appropriate building principal informed of any student behavior which is inappropriate.

## **BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES**

Safe drivers are essential to school bus safety. Drivers must know and obey the law. They must be healthy and have good hearing and vision. They must also possess an attitude which prevents them from abusing the vehicle and handling it in a reckless manner. District bus drivers must possess a valid Commercial Drivers License (CDL) with the state required endorsements, have passed a state required physical examination, and have completed the district's bus driver training program. They must also be willing to submit to a random drug testing program and attend all scheduled transportation meetings.

The physical examination shall be performed by a licensed practicing Wyoming physician with the results to be reported on forms prescribed by the District. The District will pay the cost of the physical examination for its regular drivers up to a fee limit set by the District.

All drivers must comply with the Alcohol and Controlled Substances Testing Policy (EEAEA-R). All bus drivers are encouraged to possess a valid Red Cross or District first aid card.

The major duties and responsibilities of each school bus driver are to:

1. Operate the school bus in conformity with local, county, and state safety regulations.
2. Enforce District rules and regulations.
3. Control the behavior of passengers.
4. Keep on bus routes and be on time.
5. Enforce the ban on possession or use of tobacco and/or vaping products.
6. Prohibit the transporting and/or carrying of animals, firearms, or other objects which may endanger the life or health of passengers on the bus.
7. Inspect the bus daily and report any need for repair or maintenance to appropriate District personnel.
8. Stop at all railroad crossing whether carrying passengers or not.
9. Transport only District students and District employees to specific activities when space allows and when such exception is approved by the Superintendent or Transportation Director.
10. Use only substitutes which have been approved by the Superintendent.
11. Follow all rules and regulations outlined in the Bus Driver's Handbook.

Bus drivers shall be selected in accordance with the hiring process adopted for other classified staff. They shall be supervised and evaluated in accordance with the District's policies on evaluation of classified staff. Every bus driver shall also participate in the District's bus driver training program, which program shall be included in the Bus Driver's handbook or, if none, in a separate training program on file in the office of the Transportation Supervisor for the School District. Each applicant for a bus driver position shall complete and submit an application form that includes a personal and occupational history. Persons responsible for hiring bus drivers shall complete a check of the successful applicant's driving record. The District shall retain on file a copy of the medical examiner's certificate showing completion of an annual physical as required by Wyoming or federal law. Each driver shall participate in annual training consisting of not less than six (6) hours for each person whose duties involve the operation of school buses.

Amended: 1/14/2019

Adoption Date: March 12, 2007

**BIG HORN COUNTY SCHOOL DISTRICT NO. 2  
502 Hampshire Lovell, WY 82431**

**MANDATORY DRUG AND ALCOHOL TESTING  
(BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES)**

Section 1. Background.

The Board of Trustees of Big Horn County School District No. 2 has established the following policy to comply with The Omnibus Transportation Employee Testing Act of 1991. This Act requires all operators of commercial motor vehicles (CMV's) subject to the commercial driver's license (CDL) requirements to be tested for controlled substances and alcohol.

Section 2. Policy Overview.

The purpose of this policy is to establish guidelines for mandatory drug and alcohol testing requirements established through The Omnibus Transportation Employee Testing Act of 1991 for all school district employees/drivers required to have a commercial driver's license (CDL).

Big Horn County School District No. 2 recognizes that the influence and/or use of drugs, including alcohol, is capable of threatening the safety, welfare and well-being of both students and other employees and will not be tolerated.

The possession, use, transfer and/or sale of alcohol and/or any illegal drug or controlled substances while on duty or on school district property is strictly prohibited. Being under the influence of alcohol and/or any illegal drugs or controlled substances while on duty or otherwise contrary to the policies established herein is also strictly prohibited.

Section 3. Alcohol Testing: An Overview.

Alcohol tests are required as follows: pre-employment screening, post-accident testing, for reasonable suspicion, on a random basis, and upon return to duty/follow-up. The specific alcohol-related conduct which prohibits performance of the subject employee's functions include having a breach alcohol concentration of 0.02% or greater, using alcohol while in the performance of the subject employee's duties, performance of the subject employee's duties or function within four (4) hours after using alcohol, and refusing to submit to an alcohol test and using alcohol within eight (8) hours after an accident or until tested.

Section 4. Drug Testing: An Overview.

The drug testing rules cover the same employees as the alcohol testing rules and the types of tests required are: pre-employment, reasonable suspicion, post-accident, random, return-to-duty/follow-up. All drug test results are reviewed and interpreted by a medical review officer

(MRO), before they are reported to school district officials. Any unauthorized use of the drugs and controlled substances set forth herein are prohibited. The illicit use of drugs by safety sensitive employees/drivers is prohibited on or off duty.

#### Section 5. Required Testing.

The following test(s) shall be required by the school district of all employees subject to testing pursuant to this policy:

a. Pre-Employment/Job Applicant Testing.

All applicants for positions with the School District requiring a CDL and/or otherwise covered by this policy will be required to undergo drug screening prior to their employment.

b. Random Employee Testing.

To maintain the School District's policy of assuring the safety, health and well-being of students, employees and the traveling public, the School District retains the right to randomly test for alcohol and/or illegal drugs all employees who are covered by and/or subject to this policy.

c. Reasonable Suspicion Test.

Any supervisor of an employee subject to this policy who has reasonable suspicion that an employee under his/her supervision is guilty of abuse and/or untimely use of alcohol and/or controlled substances or drugs may require the employee to undergo a drug and/or alcohol test.

d. Employee Post-Accident Testing.

The School District shall require an employee to undergo drug and/or alcohol testing after an accident in which the employee was operating a vehicle owned, leased or rented by the School District when (1) the driver's performance could have contributed to the accident (as determined by a citation for a moving traffic violation), and/or (2) for all fatal accidents even if the driver is not cited for a moving traffic violation.

e. Return to Duty/Follow-Up Testing. Any employee who is allowed to return to duty either under this policy, or any other School District policy, after engaging in conduct prohibited by this policy (i.e., following the abuse and/or untimely use of alcohol and/or controlled substances or drugs) shall undergo either a return-to-duty alcohol test, with a result indicating an alcohol concentration of less than 0.02%; and/or shall undergo a return-to-duty controlled substances test with a result indicating a verified result for illegal drugs/controlled substance use.

#### Section 6. Alcohol Testing Procedures.

a. All alcohol breath tests shall be conducted on an approved evidential breath

testing device (EBT) by a trained breath alcohol technician (BAT).

**Section 7. Drug Testing Policy Notice.**

All employees and job applicants will be advised of the Big Horn County School District No. 2's drug testing program. Notice of the program will be posted on employee bulletin boards and copies of the program will be available for job applicants and employees to review. Any employee may appeal his/her termination or other disciplinary action taken under this policy to the extent and in the manner any such appeal is authorized by Board policy and/or appropriate state law.

## **SPECIAL USE OF SCHOOL BUSES**

The District's school buses will be made available to provide students with worthwhile educational and recreational experiences outside their regularly assigned school buildings. Special use will be made of buses whenever the use, in the judgment of the superintendent, (1) will enhance the student's learning program, (2) will not interfere with the use of the school bus for regular transportation, (3) is within the financial limitations of the school budget.

### Transportation for Field Trips and Activities.

Special transportation may be provided for school-sponsored student trips approved by the building Principal and Superintendent.

### Transportation for School Affiliated Organizations.

The school may provide transportation to and from school-related activities of a cultural or educational nature sponsored by such organizations as the PTA, Community Education Program, and the Parks and Recreation Program.

### Use of School Buses by Community Groups.

School buses may be used by a community organization or approved groups for cultural or other education-related non-profit purposes, if:

1. Length and time of trip are approved by the Superintendent.
2. The use of the bus does not interfere with school use or maintenance of the bus.
3. The users hire a regular school bus driver at their own expense or furnish a driver with a commercial driver's license, background and experience acceptable to the transportation supervisor and the school's insurance company.
4. Proof of trip insurance is furnished prior to the trip.
5. Users agree to remit the established rate per mile to cover maintenance expense. Fuel is in addition to the per mile charge. This fee schedule is available in the Business or Transportation offices.
6. Fuel tank on rented vehicle shall be filled by users before returning bus to the bus garage.

No use will be approved which involves travel over roads or distances which are unduly wearing or damaging to the equipment or for which the equipment construction is inappropriate. Any approval of use will be subject to cancellation in the event of adverse roads, weather, or other

conditions which could reasonably present a danger to passengers, drivers, or equipment, or in the event of unexpected or emergency school needs.

Use will only be approved when the group requesting such use submits a written request not less than ten (10) days prior to the use, designating the number of riders, the dates and hours of use, the pick-up and delivery points, and such other information as the Transportation Director deems appropriate. Each such request will be accompanied by a deposit for the approximate amount of reimbursement as determined by the Transportation Director. Upon final determination of the reimbursement required, the deposit will be supplemented by the users or a refund made by the District, as is appropriate. Use will not be approved if it is potentially disruptive or dangerous, and/or activity which if uniformly extended would result in uses which would impinge upon school use or activities of a similar nature which are inappropriate for school district participation.



## **FOOD SERVICES**

The school lunch program is an integral part of the total school program and will be governed by the same controls as any other division of the school program. The Superintendent shall be in overall charge of the program for the District. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Services Director will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting. The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The District will meet state and federal requirements necessary for participation in the National School Lunch Program.

A Type A lunch will be available to students. Free or reduced priced lunches will be available to those students who cannot afford to pay the price of a Type A lunch as per federal guidelines. Students will also be permitted to bring their lunches from home and to purchase beverages to supplement home-prepared lunches as available and approved in each school building.

Receipts from the food services program will be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, a fee approved by the Board will be charged to cover costs as established through the Recreation Director. If facilities are used by groups, no supplies provided for the regular school lunch program or USDA commodities will be used.

## **HEALTH AND WELLNESS POLICY**

**Purpose:** Big Horn County School District #2 shall provide an environment and learning opportunities that promote and protect students' health, wellbeing and ability to learn.

**Objective:** The District's goal is to provide a strong curriculum in physical education and health classes that provide children with the knowledge and opportunity to apply skills needed to eat healthy, make healthy lifestyle choices and access health services.

### **Component 1: School Health & Wellness Council**

1-The school district and individual schools within the district will develop wellness councils. Councils will assess, implement, monitor, review and as necessary strengthen or revise policies related to physical, mental and emotional health and safety.

2-It is recommended that the District Wellness Council include: An administrator (council chair), food service director, PE/health teacher, school nurse, parent representative, student representative, counselor and any other members as assigned by the Superintendent.

3-Each building will formulate their own Health & Wellness Council to address areas of health specific to their buildings, and create plans for improvement in each of their buildings. Building Health & Wellness Councils will be comprised of two students, two parents, the school principal, a food service representative, P.E./Health teacher, regular education teacher, school counselor, and the school nurse. Other members can be assigned by the school principal. This council will serve as a resource for implementing this and other applicable policies and procedures at each school site.

### **Component 2: Monitoring & Review of Policy**

1-The superintendent or designee will ensure compliance with established federal, state & local regulations pertaining to the Wellness Policy.

2-In each school the principal or designee will ensure compliance with the Wellness Policy and will report on the school's compliance and areas in need of improvement to the superintendent or designee annually.

3-A review of the district's compliance with this policy will be conducted annually, assessing compliance and identifying areas in need of improvement.

4-Annually, the superintendent or designee will develop a summary report based on input from schools within the district on district-wide compliance with the wellness policy. A copy of the report will be presented to the Board of Trustees.

### **Component 3: Nutrition Education**

1-Students in grades K-8 shall receive sequential, comprehensive, standards-based nutrition education consistent with State & District health education standards. Nutrition education will be made available for grades 9-12. Nutrition education will be designed to provide students with the knowledge and skills needed to promote and safeguard their health.

- 2- Nutrition education will provide students with opportunities to practice skills taught so that skills may be applied.
- 3-The district shall provide ongoing training for health teachers and food service staff in the area of nutrition.
- 4-The school district will share information regarding nutrition and essential topics on healthy eating with parents through the use of special events, newsletters, websites, menus, or other take-home materials.

#### **Component 4: Physical Education & Activity**

- 1-All students in grades K-7 and 10<sup>th</sup> grade, including students with disabilities and special health-care needs will receive physical education or its equivalent. Students in grades 11 and 12 shall have the opportunity to participate in a variety of physical education courses consistent with State and District physical education standards.
- 2-Elementary school students shall be provided with daily, supervised recess.
- 3-The school district will provide a safe environment for activities on school grounds where physical activity occurs.
- 4-Schools, through extra-curricular programs or local recreational programs, shall support or provide a broad range of competitive and cooperative opportunities for physical activity that allows students to have a choice of activities in which they can participate. The school district will help to encourage and promote participation in such activities.
- 5-Administrators, teachers and other school personnel shall not withhold recess and/or physical education on a regular basis or for an extended period of time unless a parent of a child is informed.

#### **Component 5: Nutrition Standards and Guidelines for All Foods Available on Each School Campus During the School Day**

- 1-During each school day the District's Food Service program shall offer breakfast and lunch. Food and beverages served will meet or exceed the guidelines of the USDA's National School Lunch and Breakfast Programs, and the Dietary Guidelines for Americans.
- 2-In selecting foods to be sold through the school meal programs, input from students and parents will be used to identify new, healthy and appealing food choices. Menus will be derived using student and parent input. A variety of fruits and vegetables will be incorporated into meals served.
- 3-The district's food service will comply with USDA's requirements for modified diets.
- 4-Safe drinking water shall be available to students and staff throughout the school day.
- 5-School sites will provide sufficient time for all students to eat and will schedule meal periods at appropriate times during the school day.
- 6-Each school will provide a clean, safe, and enjoyable meal environment for students. Advertisements in the school environment shall be consistent with the district health and wellness goals.
- 7- An effort will be made by the district to eliminate any social stigma attached to students who are eligible for free and reduced-price school meals.

### ***Foods and beverages sold in vending machines***

8-All foods and beverages sold during the school day shall meet or exceed nutrition standards set by the USDA.

9-School personnel shall offer no competitive foods for sale during the school day without prior permission from the building principal.

10-The principal or designee in each school is responsible for monitoring the content of foods and beverages available for sale to students during the school day, and will ensure compliance with the provisions of this policy. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

11-This policy does not limit or prohibit students and/or employees from bringing foods and beverages of their choice with them to school. Each school may implement rules and procedures within the guidelines of this policy for dealing with foods and beverages that are brought on campus.

12-Fundraising activities will be done in accordance to USDA guidelines and the District fundraising policy. The District Wellness Council will make available a list of fundraising activities that meet these guidelines.

### ***Snacks/refreshments served during the school day***

13-The school district will encourage teachers to feature healthy choices for classroom snacks, celebrations, and rewards. The District Wellness Council will make available a list of healthy snacks, activities, and party ideas for school personnel and parents.

14-Foods and beverages served will meet nutrition standards for foods and beverages served in schools.

15-The building principal may authorize exceptions to this policy for special events.

### ***Food Safety***

16-All schools will provide students access for hand washing or hand sanitizing prior to eating meals or snacks.

17-To ensure the safety and sanitation of food served at schools, foods sold or brought into the classroom for students will be commercially prepared, prepackaged and sealed. Ingredients should be listed on the label for school personnel to access.

18-All food service equipment and facilities shall meet applicable local and state standards concerning safe food preparation, handling and storage, drinking water, sanitation, and workplace safety. (Refer to safety handbook)

19-Qualified food service personnel will administer the school meal programs. Continued professional development will be offered for food service personnel to ensure appropriate certification and training.

## **Component 6: Health Services**

1. Refer to policy JLC for further information regarding health services.

## **Component 7: Counseling, Psychological & Social Services**

1. Refer to Policies JLD and JLDAC for further information regarding counseling, psychological and social services.

### **Component 8: Staff Wellness & Health Promotion**

1. The district will support staff members in maintaining a healthy lifestyle through methods which may include the following:
  - a. Providing staff access to the district's health promoting facilities and equipment
  - b. Implementation of health programs at the discretion of the Superintendent
2. The District Wellness Council will develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The board-approved plan will be distributed to staff and reviewed by the District Wellness Council annually.
3. The District Wellness Council will help build awareness among school staff about the importance of a healthful lifestyle and will encourage staff to serve as role models.
4. The district will provide schedule flexibility, access, and privacy for female employees when they are breastfeeding infant children.

### **Component 9: Family and Community Involvement**

1. The district, using a variety of communication methods, will communicate to families, school health opportunities that the students and parents may participate in.
2. When faced with major decisions relating to the implementation of this policy and when feasible, the district will involve families and community members according to Board Policy KCB.
3. To promote family and community involvement in health programs, volunteers may be utilized according to Board Policy KBDA.

Adoption Date: March 12, 2007

Amended: June 8, 2015; August 8, 2016

Adoption Date: March 12, 2007

Code: EFAA

### **USE OF SURPLUS COMMODITIES**

Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations. The foods will be used only for purposes of the National School Lunch Program except that limited bonus donated commodity foods may be made available for use by home economics classes.

Adoption Date: March 12, 2007

## **PROCUREMENT POLICY AND PROCEDURES**

### **STANDARD OF CONDUCT**

Proper procurement practices are essential to ensure fairness and that the best products and services are obtained at the best price.

#### **PROCUREMENT POLICIES AND PROCEDURES USING SCHOOL DISTRICT FUNDS – not applicable for federal and school food service funds.**

The District's purchasing program shall serve the interests of the School District and its educational program by providing the necessary supplies, equipment, and services. The purchasing procedures employed by the District shall comply with all applicable laws and regulations of the state as well as Board policies. Materials, supplies, equipment, and services will be purchased by bid whenever it is advantageous to the District. In cases where direct negotiation is in the best interest of the District, it will not be necessary to secure bids unless required by law.

The District shall obtain competitive bids when any school building is built, when any purchase of insurance, supplies or materials (other than textbooks), repairs, additions, or improvements to any building will cost more than Ten Thousand Dollars (\$10,000.00) and less than Twenty-Five Thousand Dollars (\$25,000.00).

If the cost will exceed Twenty-Five Thousand Dollars (\$25,000.00), a call for bids shall be published at least once in a newspaper of general circulation in the District. **No contract shall be divided to avoid this policy.** Items in the published call for bid may be described by stating the general requirements and making the detailed specifications available to the bidders at the District administrative office.

**All contracts for procurement must go through the Coordinator of Business Services/Business Manager. Contracts for less than \$25,000.00 must be approved by the Superintendent or his/her designee. All contracts which require public advertising and competitive bidding shall be awarded by the Board. Recommendations for the award of these contracts shall be submitted to the Board by the purchasing agent.**

**DISCLAIMER:** The District reserves the right to reject any and all bids and to waive irregularities and informalities in any bid.

The Coordinator of Business Services/Business Manager, under the direction of the Superintendent, shall serve as purchasing agent for the District and shall be responsible for developing and administering a purchasing program for the District. Purchasing procedures shall comply with all applicable laws and regulations of the State as well as the following District guidelines:

1. The approval of all purchases shall be directed by the availability of funds appropriated in the District's annual operating budget.
2. Purchase orders may be issued without prior approval of the Board when formal bidding procedures are not required by law and when budget appropriations are adequate to cover the obligations.

3. The purchasing agent shall always secure approval of the Board of Trustees for major purchases of equipment which are not included in the budget.
4. Residence or place of business of suppliers shall be a consideration in cases where identical or very close bids have been submitted with the exception of items purchased using federal funds.

The Board believes in patronizing local businesses; therefore, in purchasing procedure, when proposals are equal or nearly equal to or better than other vendors and meet the specifications of the District, the contract or purchase order shall be awarded to the firm whose location is within District boundaries.

In accordance with state law, the District will show preference to in-state bidders whenever required and may show preference when desirable. [W.S. 16-6-101 through 16-6-107].

5. The quantity of items purchased shall depend on the necessity of the items, storage space, availability, and economy of volume purchased.
6. The Superintendent shall make every effort to ensure that the District receives full value for dollars spent. The purchasing function shall be to buy required products which, during the products' period of usefulness, will be the most efficient and economical.
7. Whenever feasible, supplies shall be ordered in the spring for summer delivery in order to keep purchasing during the year at a minimum.

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**PROCUREMENT POLICIES AND PROCEDURES USING FEDERAL FUND MONIES – including all purchases from the school food service account.**

The primary purpose of the federal procurement regulation is to ensure open and free competition regardless of the procurement method.

All procurements in the Child Nutrition Programs must meet all standards set forth in program regulations and the OMB Super Circular 2 CFR 200. The Federal Child Nutrition Programs are governed by the Code of Federal Regulations (CFR) under 7 CFR Parts 210, 215, 220, 225, 226, 245, 250 (as applicable), and all federal requirements following 2 CFR Part 200.317 Procurement Standards as outlined in the OMB Super Circular Guidance for Federal Awards.

**In order to ensure that District meets all federal procurement guidelines, the District will adhere to the following procedures:**

The District will purchase from small, minority and women's business enterprises and labor surplus firms whenever possible, per 2 CFR 200.321.

Purchases and contract awards must be made only to responsive and responsible bidders.

**Responsive** means that the bidder and their offer meet the requirements of the procurement. **Responsible** means that the bidder has the means to execute the procurement – they have the ability to provide the goods and/or services required in accordance with the applicable specifications and contract terms.



The District is responsible for ensuring that allowable costs are net of all discounts, rebates, and applicable credits, and also that all expenditures are necessary, reasonable, and allocable.

The District must have a clear and accurate description of the material, product, or service to be procured. All requirements, which must be fulfilled, have to be identified and cannot contain features which unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate descriptions of the technical requirements, a “**brand name or equal**” description may be used as a means to define the performance or other requirements. The specific features of the named brand, which must be met by suppliers, shall be clearly stated per 2 CFR 200.319(c)(1).

Restricting procurement to a brand name or a specific product is not permitted, however, situations do arise when the District has a compelling need or reason to purchase a brand specific item. The District would then need to document all reasons for this requirement but must still maximize competition even in the brand specific procurements.

**Sole Source for the Purposes of Procurement for the National School Meals Program.** A sole source procurement must have prior approval by the Wyoming Department of Education (WDE). Federal rules allow for a sole source when only one supplier is available nationally. The **State Agency (WDE) can authorize** the SFA to conduct a noncompetitive negotiation with that one supplier, if noncompetitive negotiation is allowed under applicable State and local rules. *This is a rare occurrence.*

#### **PRE-PROCUREMENT PROCESS**

- Step 1 – Identify what will be purchased
- Step 2 – Estimate the cost and determine the **purchase type**
- Step 3 – Identify **procurement method** to be used
- Step 4 – Follow the proper **purchase procedures**

#### **PURCHASE TYPES:**

- **Micro purchase** – Any purchase below Five Thousand Dollars (\$5,000.00) may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, the District must distribute micro-purchases equitably among qualified vendors. The micro-purchase threshold may be periodically adjusted for inflation, therefore, the District shall keep the micro purchase threshold at or below the most current threshold as defined at 2 CFR 200.67.
- **Small purchase** – Purchases that have a total value that exceeds the federal micro-purchase threshold but are less than or equal to Ten Thousand Dollars (\$10,000.00).
  - Do not require a formal procurement process, however, the District shall make the purchase on a competitive basis (soliciting at least two vendors, if possible).
- **Competitive bid purchase** – Any total purchase that exceeds Ten Thousand Dollars (\$10,000.00) but less than Twenty-Five Thousand Dollars (\$25,000.00).
  - Do not require a formal procurement process, however, the District shall make the purchase on a competitive basis (soliciting more than two vendors, if possible).
- **Formal procurement** – Total purchase or contract value that equals or exceeds Twenty-Five Thousand Dollars (\$25,000.00).

**PROCUREMENT METHODS** – There are several ways to meet the fundamental principles of procurement – fair, open, and competitive purchasing.

**Request for Information (RFI)** – An RFI is used when the District is unsure what to include in the procurement and needs to identify the range of possibilities available. The RFI must be open to all potential respondents and can be used to prequalify vendors moving forward. An award cannot be made from the RFI, but must issue a subsequent IFB or RFP that is more exact.

**Request for Quotation (RFQ)** – A non-formal method. In some cases it is simply calling several vendors and asking for a price quote on goods or services. The District must keep adequate documentation (vendor name, contact name, phone number, time, date, and quote amount for each vendor). A RFQ is commonly used when the District knows what it wants but needs information on how vendors would meet the District requirements and/or how much it will cost.

- RFQ may be used for **micro-purchases** (solicit information from at least one vendor), **small purchases** (solicit information from at least two vendors if possible), and **competitive bid purchases** (solicit information to more than two vendors, if possible).
- Micro-purchases and small purchases may use phone quotes (use attached document).
- Competitive bids – must use a written Request for Quotation.

**Micro-Purchase Procedure** – Micro purchases (under the current federal threshold) can be purchased without soliciting competitive quotes if the price is considered reasonable. To the extent feasible District staff must distribute the micro-purchases equitably among qualified suppliers.

1. Call or check prices of at least one vendor.
2. Use different vendors when the value/quality is comparable to ensure competition.
3. Make purchase – **After a pre-approved requisition (under \$500) or pre-approved PO (\$500 or over) is received.**
4. Keep procurement documentation (attach a copy of the documentation to the Requisition or PO).

**Small (can be via phone) and Competitive Purchase Procedures (must be written).**

1. Solicitation documents:
  - a. Describe what goods or services are needed
  - b. Due dates
  - c. Other relevant factors
2. Contact an adequate number of available, qualified sources to achieve competition (if possible). **Solicit two vendors for Small Purchases and three for Competitive Purchases.**
  - a. A non-response from a vendor counts as a solicitation (be sure to document).
3. Receive price/rate quotes – evaluate quotes.
4. Make purchase – **after a pre-approved PO has been received.**
5. **Contract is to be issued** as a result of Procurement for Competitive Purchases.
6. Keep Procurement documentation – attach a copy of the documentation to the PO.

**Invitation for Bid (IFB)** – **Formal** method used when the only significant point of differentiation between vendors is the price. An IFB must have clear, concise specifications and should describe the minimum standards expected of a respondent in measurable terms. Bids will be solicited from an adequate number of known suppliers providing them with sufficient time to respond prior to the date set for the bid opening. Bids shall be sealed and require a fixed price contract with or without adjustment factors.

- The **sealed bids** will be publicly opened at the time/place specified in the IFB. The contract will be awarded to the bidder whose bid conformed to all the terms and conditions of the IFB and has

the lowest price.

- Can award only a Fixed Price Contract and the successful bidder can be determined only on the basis of price.
- Must have adequate and realistic specifications or purchase descriptions.
- Must provide sufficient time for response.
- Must have at least two or more responsible bidders that are willing and able to compete effectively.

**Request for Proposal (RFP)** - Formal method where other factors than price may be considered in making an award when using a RFP. Price must remain the primary consideration when awarding the contract under this method. The RFP identifies the goods, products, and/or services needed by the District, and all significant evaluation factors. Competitive proposals may be used if conditions are not appropriate for the use of competitive sealed bids.

- RFP must include all evaluation factors and their relative importance (number of points). The contract will be awarded to the proposer that is most advantageous with price (this being given the highest evaluation weight) and all other factors being considered.
  - Awarded contract may be either Fixed Price, Cost Reimbursable, or a combination of the two.
  - Generally used when conditions are not appropriate for the use of Sealed Bid.

### **Formal Purchase Procedures**

If the purchase amount will cost \$25,000.00 or more, the District will contract through a formal bid process. No contract shall be divided for the purpose of avoiding this procedure. A call for bids shall be published at least once in a newspaper of general circulation in the District, as well as in a newspaper generally circulated state-wide. The call for bid shall also be posted on the District's website, and any other form of advertisement that is deemed applicable.

- More rigorous and prescriptive:
  - Invitation for Bids (IFB) i.e., Competitive Sealed Bidding
  - Request for Proposals (RFP) i.e., Competitive Negotiation
    - Allows the identification of evaluation factors and their relative importance.
- **Contract is to be** issued as a result of Procurement.

#### 1. **Identify allowable** methods – IFB or RFP (*see Procurement methods above*).

**Prepare Solicitation and Contract documents** – mailed to prospective bidders, posted on web site, and made available at the central office.

Potential bidders may provide information for the specifications but cannot prepare documents.

Identical bid specifications must be provided to all potential vendors. This must include all important information such as delivery schedules, quantities, product specifications, and purchase conditions.

- a. **IFB** – Must have complete, adequate, and realistic specification or purchase descriptions.
- b. **RFP** – Scoring (evaluation) criteria must be included in the RFP.
- c. Some of the situations considered to be restrictive of competition include, but are not limited to:
  - i. Placing unreasonable requirements on contractors in order for them to qualify to do business.
  - ii. Requiring unnecessary experience and/or excessive bonding.
  - iii. Noncompetitive pricing practices between contractors or between affiliated companies.
  - iv. Organizational conflicts of interest.

- v. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
  - vi. Any arbitrary action in the procurement process.
  - vii. The use of state or local geographical preferences in the evaluation of bids or proposals, except for Farm to School.
2. **Advertise Bids** – Bids/Proposals must be solicited to as many bidders as possible. Publish at least once in newspaper of general circulation and once in a newspaper generally circulated state-wide, the District web site, and other form of advertisement deemed applicable. Solicitations will be sent directly to known vendors.
    - a. **IFB** – Must have two or more responsible bidders.
    - b. **RFP** – Must be solicited to an adequate number of qualified bidders to ensure competition.
  3. **Clarification to bids** – Clarifications, addendums, and questions must be provided to all prospective bidders during the solicitation phase.
  4. **Receive Bids** – Must be received by a specified date and time. May be accepted electronically when specified in bid advertisement.
    - a. IFB bids will be publicly opened at a predetermined time and place as stated in the IFB.
  5. **Evaluate Submissions** – Measure and document why one company’s response to a particular criterion is better than another using the advertised scoring system.
    - a. **IFB** – Based on lowest price only.
    - b. **Scoring for RFP** (see How to Score Proposals) – **not to be done publicly.**
      - i. Clearly list the factors that will be used to evaluate and determine the winner of the bid. *IFBs are based only on price and are publically opened.*
      - ii. Evaluation scores should reflect their importance; therefore, factors should be weighted.
      - iii. Price should always have the highest weight.
  6. **Award contract** – A recommendation shall be made to the Board of Trustees at its next regular meeting to accept/deny contract.
    - a. Any or all bids may be rejected but can only be rejected for sound, documented reasons.
    - b. **IFB** – A firm, fixed price contract award will be made in writing to the lowest priced, responsive, and responsible bidder. When setting the price, consideration must be given to all discounts, rebates, credits, or additional costs by the bidder.
    - c. **RFP** – A Fixed Price or Cost Reimbursable (**or combination**) award will be made to the responsive and responsible party whose proposal is most advantageous. Price and other factors must be considered with price having the highest weight.
    - d. Notification is to be sent to all bidders.
    - e. If the contract is a Cost Reimbursable contract, the following provisions will be included in the contract:
      - i. Only allowable costs will be paid from the nonprofit school food service account to the Contractor net of all discounts, rebates, and other applicable credits accruing to or received by the Contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school Food Authority.
      - ii. The SFA shall ensure that the Contractor fully discloses all discounts, rebates, allowances, and incentives received by the Company from its suppliers. If the Company receives a discount, rebate, allowance, or incentive from any supplier, the Company must disclose and return to the SFA the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the SFA. All discounts, rebates, allowances, and incentives must be returned to the SFA during a mutually agreed upon time frame that is beneficial

- to the District.
- iii. Sufficient detail and information must be supplied to the SFA to identify allowable and unallowable costs, as well as the amount of all discounts, rebates and other applicable credits on invoices.
7. **Execute the contract – all contracts must go through the Coordinator of Business Services/Business Manager.**
    - a. No contract shall be for more than five (5) years and should have an annual renewal when in place for longer than one (1) year.
  8. **Make the purchase** – after a pre-approved PO is received.
  9. **Administer contract** – see contract administration.
  10. **Maintain documentation** – see Documentation.

#### **HOW TO SCORE PROPOSALS (RFP):**

The District shall ensure that cost is the primary factor for award.

- A point system, percentage-based system, or a different weighted system may be used.
- The solicitation must clearly define and describe the evaluation criteria to be used.
- The method chosen cannot unreasonably limit free and open competition.

#### **CONTRACT ADMINISTRATION:**

The District will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The Coordinator of Business Services/Business Manager will review all aspects of any contractor bid documents, expenditures, processes, and procedural aspects to ensure compliance with all federal, state, and school district regulations.

**The District's contract administration system will address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. Appropriate sanctions and/or penalties will be included.**

**All contracts in excess of \$10,000.00 must address termination for cause and for convenience and include the manner by which it will be effected and the basis for settlement.**

**Contracts made under a federal award (such as with funding from the USDA Child Nutrition Programs) will also contain all applicable federal provisions as referenced under *Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.**

#### **DOCUMENTATION:**

The District shall retain all required records for at least three (3) years after final payments and all pending matters have been closed and completed. The District will adhere to all 2 CFR 200.333 record retention requirements.

Documentation to be retained will include all solicitation documents, responses, evaluation records, and contracts. These records should detail the history of any procurements and should also include, but are not limited to, the following:

- Rationale for the method of procurement used
- Selection of contract type
- Contractor selection or rejection
- And the basis for the contract price.

#### **NON-PERFORMANCE:**

The District retains the right to terminate any contract for cause or convenience.

**BID SPECIFICATIONS:**

District contracts will not be awarded to any potential vendor who writes any of the bid specifications, the solicitation documents, or any of the contract language. Identical bid specifications and/or request for proposals will be provided to all potential vendors.

**GEOGRAPHIC PREFERENCE (applies to National School Lunch/Breakfast Program purchases):**

No geographic preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School, the District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised products only.

**BUY AMERICAN (applies to National School Lunch/Breakfast Program purchases):**

The District is required to purchase, to the maximum extent possible, domestic products for use in meals served in its National School Lunch and School Breakfast programs. The “Buy American” requirement [7 CFR Part 210.21(d)] specifies that the District should purchase domestically produced food and food products.

A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S.

The Buy American provision also applies to entities that purchase on behalf of the District.

If the District is unable to purchase a domestic item, documentation must be kept justifying the exemption(s) and maintained for review by the SA.

The District will include a “Buy American” clause in all product specifications, bid solicitations, requests for proposals, purchase orders, and any other type of procurement documents issued.

**DEBARMENT AND SUSPENSION:**

For all contracts to be paid with federal assistance, the District will obtain verification regarding debarment, suspension, ineligibility, and voluntary exclusion.

- To meet this requirement, the District will include a suspension and debarment statement within the text of all contracts.

**STANDARD OF CONDUCT:**

The District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by federal funds:

- No District employees will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors.
- No District employee shall participate in the selection, award, or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
  - The employee
  - Any member of his/her immediate family
  - People with whom there is an affectionate personal relationship
  - An organization which employs or is about to employ any of the above.

- District employees will behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

**DISCOUNTS, REBATES, CREDITS: (applies to National School Lunch/Breakfast Program purchases):**

The District will verify that all federal contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors will maintain records and applicable discounts, rebates, and credits. All contractors will maintain records and source documents in support of all costs, discounts, rebates, and credits.

**RECORD RETENTION: (applies to National School Lunch/Breakfast Program purchases):  
The District will allow access to all records per 2 CFR 200.336.**

**The District will retain all Food Program records for three (3) years after final payments and/or three (3) years after any pending matters have been closed and completed. The District will also maintain records sufficient to detail the history of any procurements. These records will include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Record retention will adhere to all 2 CFR 200.333 requirements.**

**BID PROTEST PROCEDURES:**

Any bidder, person, or entity may file a protest with the District relating to a bid, contractual or administrative issue. The protest shall specify the reasons and facts upon which the protest is based and shall be filed, in writing, to the Coordinator of Business Services/Business Manager no later than three (3) business days after the date of the bid award or notice of unsuccessful bid or for contract or administration protests, within three (3) days of the incident giving rise to the protest.

The District will investigate the basis for the protest and analyze all facts. The District will notify the bidder/contractor of the evidence found as a result of the investigation, and afford the bidder/contractor an opportunity to rebut such evidence, and permit the bidder/contractor to present any evidence that the bid and/or contract award, or the administration of the contract, was done in an unfair or biased manner. If necessary, the District will then hold an informal hearing before the School Board, which will include the Superintendent and Coordinator of Business Services/Business Manager, who will present information in response to the protest. The District will issue a written decision within fifteen (15) business days following receipt of the protest, unless factors beyond the District's reasonable control prevent such a resolution, in which event such decision will be issued as expeditiously as circumstances reasonably permit.

The decision will state the reasons for the action taken by the District. A copy of this decision will be furnished to the protestor and any other parties affected.

Adopted: 03/12/2007

Revised: 3/14/2016, 01/14/2019

Adoption Date: March 12, 2007

**Certification Regarding Debarment and Suspension**

(For vending agreements >\$25,000)

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency.
- 2) Have not, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 3) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification.
- 4) Have not, within a 3-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Position

\_\_\_\_\_  
Vendor/Applicant Name

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Amended: 3/10/2014

Adoption Date: March 12, 2007



## **FREE AND REDUCED PRICE FOOD SERVICES**

The District may participate in the National School Lunch and other food programs which may become available to assure that all children in the District receive proper nourishment. In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who meets the criteria for eligibility for free and reduced lunch benefits, will be denied a free lunch, milk, or other food, simply because proper application has not been received from his/her parents or guardian. The administrator of the building may complete an application for a student known to be needy if the household fails to apply.

The administration will establish rules, regulations, and procedures which conform with state and federal (or other) requirements (see Code BEE-R) regarding participation in programs for free and reduced lunch benefits. Such regulations will be reported to the Board as needed for its approval.

### UNPAID STUDENT MEAL DEBT

Big Horn County School District No. 2 is committed to ensuring all students have healthy, quality meals to support daily learning and social interactions, while remaining fiscally responsible as a district. In order to achieve both objectives, we have established a district-wide negative balance procedure. This procedure is intended to notify parents when students need money for lunch accounts; ensure parents are aware of the free and reduced meal programs; and to collect on outstanding debts to the Food Service Program.

The district expects that parents take financial responsibility for their student's meals by maintaining a positive and sufficient meal account balance. The following procedure will be implemented in each school in order to help parents with this responsibility:

<b>When a student's meal account balance drops below...</b>	<b>The school will...</b>
\$10.00	Send a letter or an automated electronic notification to the parent indicating the balance.
\$0.00	Send a letter or an automated electronic notification to the parent indicating the balance.
--\$10.00	Make a personal phone call to the parent.
--\$15.00	Provide the student with an alternate meal unless they can pay in cash.
--\$25.00	Conduct a mandatory meeting between the parent and the principal. <ul style="list-style-type: none"> <li>• The principal requests payment of the account balance.</li> <li>• If the parent cannot pay the balance, a payment plan is implemented for the parent.</li> <li>• If not already participating, the parent is prompted to complete an application for free or reduced meals.</li> <li>• The student continues to receive alternative meals until the debt balance is less than \$15.00.</li> </ul>

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to the amount of their charge balance.

Students who are eligible for free or reduced-price meals will always be provided a meal of some type, even if the student owes money.

The school may prohibit a child from charging a la carte meals or seconds if they have negative account balances.

Schools can deny a meal to a student who is on full pay status and who does not provide the payment for that meal or the school may provide the student with an alternative sack lunch as set forth above.

Parents will be responsible for paying for student's meals and any charges that were incurred prior to the submission of an application for free and reduced lunch.

Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-- profit food service account.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

Big Horn County School District No. 2 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid in accordance with W.S. 21--4--308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in the hot lunch program. Parents of a student with a negative balance may contact the school's Food Services Department for information and support in providing their child with a healthy, quality school lunch. The district encourages parents to apply for free and reduced lunch status at the beginning of each school year and anytime throughout the school year in the event of a change in the family's size or finances.

Adopted: June 12, 2017

## **FOOD SERVICE RECORDS AND REPORTS**

The Business Manager shall be responsible for all monies collected from the lunch program and shall establish a special account to be known as the school cafeteria account and from it shall pay all operating costs of the program. The Food Services Director or Business Manager shall also make such reports to the state school lunch division as are required of him/her and may require information from district staff as is necessary for these reports.

## **FEES, COSTS, AND CHARGES FOR INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS**

The School District hereby establishes uniform procedures, fees, costs, and charges for inspection, copying, and production of public records.

### **1. Definitions:**

- (a) “Applicant is the person that is making the public records request.
- (b) “Clerical/support staff” are employees who generally perform office or administrative support duties. Clerical/support staff employees include secretaries and administrative assistants.
- (c) “Electronic public record” is a public record that is primarily or solely stored in an electronic format. Typically, the District will only be able to produce a copy of the original electronic public record due to the native format, security, and integrity of the original data or electronic record.
- (d) “Information technology staff” are employees who perform duties relating to retrieving, compiling, constructing, formatting, or extracting electronic public records located on computer systems, software, servers, or networks. Information technology staff employees may also perform computer programming or other computer services relating to electronic public records.
- (e) “Professional staff” are employees who are not clerical/support or information technology staff as defined herein. Professional staff employees perform administrative, managerial, or professional duties.
- (f) “Supervise copying” occurs if someone other than the District is allowed under W.S. 16-4-204(b) to make copies, printouts, or photographs. Under W.S. 16-4-204(b), the District is authorized to charge a reasonable fee to supervise the copying, printing out, or photographing if someone other than the District makes the copies, printouts or photographs. The supervision fee shall be the hourly rates stated in section 2(c)(i) through (iii). For instance, if clerical/support staff is required to supervise the copying, printing out or photographing, the hourly rate will be \$15.50.

### **2. Electronic Public Records.**

- (a) Production and Construction Costs. Under W.S. 16-4-202(d)(i) the District shall charge an applicant the reasonable costs of producing and constructing a copy of an electronic public record for inspection and copying. This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the electronic public record, as well as activities

required to create or construct a new electronic public record from existing sources and all associated programming and computer services.

- (b) Minimum Requirements to Charge Costs. Production and construction costs may be charged only if they exceed \$20 (“the base”). If the costs exceed the base, only the amount over the base will be charged to the applicant. If electronic production and/or construction costs for a request are less than or equal to the base, the applicant will not be charged any costs for production and/or construction of said electronic records. The base is a credit upon the total amount charged for the production and/or construction of electronic records. Applicants may not use multiple record requests to evade the base threshold. The District has discretion to consolidate public records requests that it reasonably believes have been drafted and submitted to evade the base threshold.
- (c) Production and Construction Costs. Production and construction costs for electronic public records shall be as follows:
  - (i) \$15.50/hour for clerical staff time.
  - (ii) \$30.00/hour for information technology staff time.
  - (iii) \$40.00/hour for professional staff time.
  - (iv) Actual cost of programming and computer services.
  - (v) Actual cost of necessary legal fees incurred to review documents to ensure protection of information that is classified as confidential by law.
- (d) Payment. The District must provide the applicant with an estimate of the reasonable costs of production and construction of the electronic public records. The applicant must pre-pay the estimated costs before the District produces or constructs the electronic public records or provides any copies for inspection. Payment shall be made to the District. If the District reaches the limit of the payment by the applicant, the District will produce the records that are ready and available at that point and will provide an additional estimate pursuant to this subsection prior to continuing with the request.
- (e) Refund. If the District estimates and receives costs exceeding the actual time required to produce and construct the electronic public records, the District shall refund the excess charge received at the same time that it allows the applicant to inspect the electronic public records.
- (f) Inspection. The District shall notify the applicant in writing when copies of the electronic public records are produced and available for inspection. The applicant shall have a month from the time the District provides notification to come to the District’s designated location to inspect the records. After the one-month time period, the request shall be officially closed.

- (g) Request Priority. Requests that are at or below the \$180.00 threshold will be handled expeditiously by the District and will take priority over the other public record requests that are above the threshold.
- (h) Costs for Producing Copies. The fee schedules described in Sections 3(b), (d), and (e) apply to electronic public records.

**3. Non-Electronic Public Records.**

(a) Inspection. The District shall notify the applicant in writing when copies of the non-electronic public records are produced and available for inspection. The applicant shall have one month from the time the District provides notification to come to the District's designated location to inspect the records. After the one-month time period, the request shall be officially closed.

(b) Fees for Copying Non-Electronic Public Records. Under W.S. 16-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows:

- |   |                             |
|---|-----------------------------|
| (i) Standard (8.5 x 11 inch) – black and white copy | \$0.10/page                 |
| (ii) Standard (8.5 x 11 inch) – colored copy        | \$0.60/page                 |
| (iii) Legal (8.5 x 14 inch) – black and white copy  | \$0.25/page                 |
| (iv) Legal (8.5 x 14 inch) – colored copy           | \$1.00/page                 |
| (v) Other sheet size                                | actual cost                 |
| (vi) Photograph                                     | actual cost                 |
| (vii) Utilization of an outside vendor for copying  | actual cost                 |
| (viii) District's fee to supervise copying          | see Section 2(c)(i) – (iii) |
| (ix) Special instances, i.e., film                  | actual cost                 |

(c) Payment. The applicant shall pre-pay the fees in Section 3(b) before the District provides the copies, if requested. Payment shall be made to the District.

(d) Costs for Producing Electronic Copies. An applicant may obtain an electronic copy of a non-electronic public record upon payment as follows:

- |   |             |
|---|-------------|
| (i) Scanning non-electronic public records      | \$0.10/page |
| (ii) Electronic Media (disk, thumb drive, etc.) | actual cost |

(e) Fees for Transmitting Public Records. The District may charge the following fees for transmitting non-electronic public records:

- |   |             |
|---|-------------|
| (1) Mailing, including cost of the shipping container | actual cost |
| (2) Facsimile   | actual cost |

Adopted: March 12, 2007  
 Revised: February 13, 2017

## **COPYRIGHT POLICY**

It is the expectation of the Board of Trustees of Big Horn County School District #2 that all school employees will adhere to all of the provisions of the copyright laws. Copyright protection extends to literary works; musical works; dramatic works; pantomimes; and choreographic works; pictorial, graphic and sculptural works; and other visual works, including audio and visual recordings and computer software. Where questions arise, they should be submitted to the building administrator, who will provide answers or contact appropriate personnel to receive answers to questions posed.

Amended: May 9, 2011

Adoption Date: March 12, 2007



## **DUPLICATING COPYRIGHTED MATERIALS**

### **Section 1. Works Protected by Copyright**

Copyright protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, computer programs, motion pictures and other audiovisual works, including television and sound recordings.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published works by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. The new law does not change the basic premise of prior law that works produced for the U.S. government by its officers and employees are not subject to copyright.

### **Section 2. Infringement**

One who violates the rights of the copyright owner is a copyright infringer. Remedies available to the copyright holder for infringement include damages (actual or statutory, the latter set by statute from \$100 to \$50,000), injunction, recovery of court costs and attorney's fees.

### **Section 3. Permission to Duplicate**

Any staff member of the School District shall consult with the media person in his/her building and/or the Supervisor of Curriculum & Instruction responsible for Media Services or principal to verify that duplicating of a particular material is permitted or to obtain permission for the copying of such material.

### **Section 4. Printed Materials**

#### **A. Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

1. a chapter from a book
2. an article from a periodical or newspaper
3. a short story, short essay, or short poem, whether or not from a collective work

4. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**B. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and
2. meets the cumulative effect test as defined below; and
3. each copy includes a notice of copyright.

Definitions:

1. Brevity

a. Poetry:

- (1) a complete poem if less than 250 words and if printed on not more than two pages,
- (2) or, from a longer poem, an excerpt of not more than 250 words.

b. Prose:

- (1) either a complete article, story, or essay of less than 2,500 words, or
- (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less but, in any event, a minimum of 500 words.

[Each of the numerical limits stated in (1) and (2) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

c. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

d. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “b” above notwithstanding, such “special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such “special works” and containing not more than 10% of the words found in the text

thereof may be reproduced.

2. Spontaneity

- a. The copying is at the instance and inspiration of the individual teacher, and
- b. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author and not more than three from the same collective work or periodical volume during the class term.
- c. No more than nine instances of such multiple copying for one course are permitted during one class term.

C. Prohibitions as to A and B Above

Notwithstanding any of the above, any of the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
2. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable material.
3. Copying shall not:
  - a. substitute for the purchase of books, publishers’ reprints, or periodicals;
  - b. be directed by higher authority;

c. be repeated with respect to the same item by the same teacher from term to term.

4. No charge shall be made to the student beyond the actual cost of the photocopying.

#### Section 5. Televised Programs/Videotapes

A. A live television broadcast may be viewed by the teacher and students during scheduled class time, so long as no admission is charged, either directly or indirectly.

B. Taping Television Broadcasts for Later Viewing

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission and retained for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording.

2. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.

3. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

4. The recordings are to be shown to students no more than two times during the 10-day period and the second time only for necessary instructional reinforcement.

5. The tape recordings may be viewed after the 10-day period only by the faculty for evaluation purposes, that is, to determine whether to include the broadcast program in the curriculum in the future.

6. All copies of off-air records must include the copyright notice on the broadcast program as recorded.

7. The "off-air recordings" may not be physically or electronically altered or combined with others to form anthologies. Also off-air records need not be used or shown in their entirety.

8. If several faculty request the videotaping of the same program, duplication is permitted but all copies are subject to restrictions of the original recording.

9. These guidelines do not apply to programs only available from cable

television services such as HBO, the Disney Channel, ESPN, or C-Span.

10. Some public television programming has different rules than commercially broadcast television. For PBS programming the following will apply:
  - a. only a single copy of the program may be recorded by an educational institution and it may not be duplicated;
  - b. programs may be recorded with prior request from a faculty member and may be recorded and shown each time a program is broadcast;
  - c. the program may be retained for 7 consecutive days following the broadcast but must be erased at the end of the 7<sup>th</sup> day;
  - d. the program may be transmitted on closed circuit systems, closed cable systems, or ITFS systems;
  - e. the program may be shown as often as needed during the 7-day period; and
  - f. the educational or public service coordinator at WNIT must be contacted before a PBS program is videotaped for educational use.

C. In-Classroom Use of a Copyrighted Videotape

In-classroom performance of a lawfully-made copyrighted videotape is permissible under the following conditions:

1. the performance must be by instructors (including guest lecturers) or by students;
2. the performance directly supports the adopted curriculum for the course;
3. the performance is in connection with the face-to-face teaching activities;
4. the entire audience is involved in the teaching activity;
5. the entire audience is in the same room or same general area;
6. the teaching activities are conducted by a nonprofit education institute;

7. the performance takes place in a classroom or similar place devoted to instruction, such as a school library, gym, auditorium or workshop; and
8. the videotape is lawfully made or the person responsible has no reason to believe that the videotape was unlawfully made.

Section 6. Music

A. Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2.
  - a. For academic purposes other than performance, multiple copies of excerpts or works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
  - b. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) may be made by or for a teacher solely for the purpose of his/her scholarly research or in preparation to teach a class as long as the work is:
    - (1) confirmed by the copyright propriety to be out of print or
    - (2) unavailable except in a larger work.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the School District or individual teachers.
5. A single copy of a sound recording (such as a tape, disc, or cassette or copyrighted music may be made from sound recordings owned by the School District or any individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the School District or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording).

B. Prohibitions

1. Copying to create, replace or substitute for anthologies, compilations or collective works is prohibited.
2. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets, and like material is prohibited.
3. Copying for the purpose of performance, except as in A.1 above is prohibited.
4. Copying for the purpose of substituting for the purchase of music, except as in A.1 and A.2 is prohibited.
5. Copying without inclusion of copyright notice which appears in the printed copy is prohibited.

Amended: May 9, 2011

Adoption Date: March 12, 2007

## **STUDENT DATA SECURITY POLICY**

The Wyoming Department of Education has released School District Data Security Guidelines to establish guidelines for school districts for the collection, access, privacy, security and use of student data by school districts. The District desires to generally implement and follow the guidelines as established by the Wyoming Department of Education and does hereby direct the School District Technology Director to implement procedures to carry out the recommendations set forth in the recommended School District Data Security Guidelines referenced in Wyoming Department of Education Memorandum No. 2017-105 released September 25, 2017.

Adopted: 12/11/2017

Adoption Date: March 12, 2007



## **ACCEPTABLE USE OF TECHNOLOGY**

### **Purpose:**

The purpose is to implement policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstation that can access sensitive information.

### **Scope:**

This policy applies to all District workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information. In addition, this policy applies to all workstations and other computing devices owned or operated by the District.

### **Policy:**

The workstations and other computing devices at the District are to be used for work related purposes except as otherwise provided. This includes, but is not limited to, Internet and Web access as well as the use of e-mail at the District. Workforce members should not expect any level of privacy as their activities, e-mails, files, and logs may be viewed at any time by the Technology Director or other members of management in support of this and other policies and procedures.

The District may revoke the access rights of any individual at any time in order to protect or secure the confidentiality, integrity, and availability of sensitive information or to preserve the functionality of electronic information systems.

The District will implement reasonable and appropriate measures to secure its computing devices which could be used to access sensitive information. These measures will include, but are not limited to the following:

- All user and administrator accounts must be protected by some form of authentication. If passwords are used, they must follow the guidelines set forth in the Authentication Procedures.
- All users accessing the District computing devices must have and use a unique user ID as set forth in the Authentication Procedures.
- Procedures must be maintained that implement security updates and software patches in a timely manner.
- Procedures must be maintained that require all computing devices to be protected by an up-to-date anti-virus program.
- All unnecessary and unused services (or ports) must be disabled
- Measures will be taken to physically protect computers that are located in public areas and portable computers such as laptops and PDAs that can be taken off the premises.
- Computers located in public areas will be situated as to block unauthorized viewing and/or will have screen savers that black out the screen.

**Responsibilities:**

The Technology Director will be responsible for ensuring the implementation of the requirements of this policy.

**Compliance:**

Failure to comply with this or any other security policy will result in disciplinary actions up to and including termination of employment. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Adopted: 12/11/2017

Adoption Date: March 12, 2007

## **EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY**

### **1.0 PURPOSE**

- 1.1 Use of computers and network resources by employees of the District is permitted and encouraged where such use supports the goals and objectives of the District. Communications and computer technology at the District are provided and maintained for instructional, educational and administrative purposes.
- 1.2 Personal use of communications and computer technology at the District is strictly prohibited during the employee's student contact hours. Personal use is allowable when it does not conflict with the employee's responsibilities and conforms to other District policies, including computer use and student data security policies.

### **2.0 ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES**

- 2.1 Access to technology is provided to facilitate the instructional and administrative tasks performed by District employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.
- 2.2 Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not exclusively private. It should be understood that through routine maintenance the Technology Department may inadvertently see information. The Technology Department is obligated to maintain confidentiality regarding information about students, employees, or District business that they come in contact with except as directed by the Superintendent or his/her designee. When the administration believes an employee may have engaged in misconduct or as a result of routine monitoring to assure compliance with this policy and the accompanying exhibit, the administration has the right to review computer usage and/or information accessed or stored.
- 2.3 To ensure proper use, the Technology Department under the direction of the Superintendent/designee may monitor the District's technological resources, including e-mail, voicemail systems and Internet usage, at any time without advance notice or consent.
- 2.4 School District employees have no expectation of privacy in electronic communications they send or receive on the District's computers or network

system, or as to sites and information accessed utilizing District computers, District enabled accounts or the networking system. The District has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.

### 3.0 ACCEPTABLE USE

- 3.1 It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research and within the educational program and goals of the District. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.
- 3.2 Site administrators, department heads or supervisors may set more restrictive guidelines for employees in their areas of responsibility.
- 3.3 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The District does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory inaccurate or potentially offensive to some people.
- 3.4 Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate Internet websites to the Technology Department so that access to the sites can be blocked in the future.

### 4.0 PROPER USE AND CARE

- 4.1 Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Technology Department, as systems are issued for their use.
- 4.2 Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are misconfigured or damaged by previous users. In some cases, special software is used to protect

essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.

- 4.3 Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of district equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.
- 4.4 Users should not attempt repairs without authorization or support from designated District or school site personnel. Volunteers — parents, family members, or friends — are not authorized to attempt repairs on District equipment.
- 4.5 Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of District software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage.
- 4.6 Users shall not install or modify applications without approval and support of the District Technology Department or designated technology teachers and support staff at school sites. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff.
- 4.7 Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.
- 4.8 Copyrighted material shall be posted online only in accordance with applicable copyright laws.
- 4.9 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access points), or other types of hardware to the District's network without prior approval and support of the Technology Department. Attaching personally owned technology equipment to District hardware or to the District network is not allowed. Any equipment found to be in violation of this policy will be immediately disconnected.

## 5.0 PERSONAL RESPONSIBILITY

- 5.1 All technology equipment is District property.
- 5.2 Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.
- 5.3 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
- 5.4 Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee. In addition,

District electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-District sponsored events, activities or organizations.

- 5.5 The District maintains a public Internet site. Any information to be posted on the public website must be approved through administrators (or their designee) and the District's Technology Department. Principals must approve all postings on school webpages. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent.
- 5.6 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, modify, or forge other users' mail.
- 5.7 Employees shall not develop any classroom or work-related websites, blogs, forums, or similar online communications representing the District or using district equipment or resources without permission. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.
- 5.8 Users shall report any security problems or misuse of the services to the Superintendent or designee.
- 5.9 The Technology Department will take an active role in backing up data on the servers. However, statistics show that backups usually don't restore correctly. Therefore, ultimately each staff member is responsible for backing up their own data in at least two different locations to ensure that their data is not lost (i.e., on network drive, on cloud storage, and/or external storage device, etc.). The Technology Department will take an active role in monitoring the disk space on all servers. Users who are taking up a greater than average amount of disk space will be notified and educated in storage management.

## 6.0 SECURITY AND PASSWORDS

- 6.1 To maintain security, users are issued unique User ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password including staff of the Technology Department. If it is known that you have shared your password with anyone else you will be required to change it. Do not write down a password where others can see it, and change passwords regularly as recommended by the Technology Department.

## 7.0 PENALTIES FOR VIOLATIONS

- 7.1 Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions.

Additionally, those failing to follow the guidelines contained in this regulation may face disciplinary action.

## 8.0 EMPLOYEE ACKNOWLEDGEMENT

- 8.1 All employees of the District who have access to district technology will be required to annually acknowledge that they have received, read and accepted this Administrative Regulation.

Adopted: 12/11/2017

Adoption Date: March 12, 2007

**BIG HORN COUNTY SCHOOL DISTRICT NO. 2**  
**EMPLOYEE ACKNOWLEDGEMENT**

I have received, read **and** accept the guidelines in the Policies EHAA and EHAA-E on Employee Acceptable Use of Technology.

Print Name: \_\_\_\_\_

Dept./Site \_\_\_\_\_

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



## **INSURANCE MANAGEMENT**

The Board of Trustees shall be responsible for providing insurance in the amount and kind that it deems necessary and in compliance with state law. Further, the School Board shall obtain insurance only from companies which maintain an office in this state and are authorized to do business in Wyoming subject to the supervision of the state insurance commissioner. [§21-3-130; §21-3-111(a) (viii); §21-3-126 through §21-2-130].

### Staff Insurance Program

The Board of Trustees may provide health insurance, life insurance, and other fringe and employment benefits of all types for the teachers, administrative personnel, and other employees of the school district to such extent as it deems such benefits to be in the best interest of the school district. Such benefits may be paid for entirely by the school district or partly by the school district and partly by the employee, the degree of participation of each being entirely within the discretion of the Board of Trustees. [§21-7-301; §9-5-301].

### Student Insurance Program

Although the School Board cannot be held liable, it may, but is not required to, provide accident insurance for medical, hospital, injury, or death benefits for any or all students in school. The cost of this insurance may be paid by the school district or shared on a proportionate basis with parents or guardians, or the School Board may maintain a fund sufficient to defray such expenses. [§21-3-127].

### Liability Insurance

The School Board shall purchase liability insurance to save harmless and protect employees and members of the Board from financial loss arising from negligence suits or claims to the limits of the policy. [§21-3-128; §21-3-1].