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SUPPORT SERVICE

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SUPPORT SERVICES GOALS

- I. The Board recognizes that the business operations of the school system are essential to the primary function of the District.
- II. It is the intention of the Board to:
 - A. Ensure the proper operation and maintenance of school buildings, vehicles, equipment and services; to set high standards of safety; to promote the health of pupils and staff; to reflect the aspirations of the community and to support the efforts of the staff to provide good instruction.
 - B. Establish efficient and businesslike procedures for the management of buildings and grounds, offices, vehicles, equipment and supplies and the food program.
 - C. Establish a thorough, effective and economical maintenance program, including preventive maintenance that will provide a useful life of school property, vehicles, buildings, and equipment.
 - D. Adhere to generally accepted management principles and applicable laws and regulations when establishing policies and regulations in these areas.

Adopted/Reviewed/Revised:

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FIRST-AID

- I. School personnel are responsible for giving first-aid or emergency treatment in case of sudden illness or injury to a student or member of the Staff. Further medical attention to students is the responsibility of the parents or guardians or of another person that the parents or guardians designate to act in their behalf in case of emergency.
 - A Principals are charged with providing for the immediate care of ill or injured persons within their area of control. School nurses or Staff members will administer first-aid or emergency treatment appropriate to their skill level, consistent with the U.S. Department of Health recommendations for the prevention of HIV transmission in school settings.
 - B. Procedures for the handling of such emergencies will be established and made known to the Staff in each school. Each building and school vehicle will be equipped with appropriate first aid equipment.
- II. Schools recognize the need of some students to receive physician-prescribed services during the school day. Parents of students requiring physician-prescribed services at school shall inform school personnel of the needs of the student. Physician-prescribed services will be provided by persons assigned by the principal with delegation and supervision by the school nurse. Communication between the prescribing physician and/or parent and school personnel is recognized to be important if maximum gains of the physician-prescribed services are to be achieved.

Adopted/Reviewed/Revised:

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ACCIDENT REPORTS

All accidents must be reported (Accident Report Form (EBBB-E1)) to the principal within twenty-four (24) hours of the accident. The report shall cover all accidents occurring on school premises or at school-sponsored activities, and involving either Staff or students.

Reports will cover property damage as well as personal injury.

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ACCIDENT REPORT FORM

Name of Student/Staff Member Involved _____

Where Accident Occurred _____

Date of Accident _____ Time of Accident _____ a.m. or p.m.

Accident Reported by _____

Nature of Accident _____

Witness(es) to Accident: _____

Describe Any Action Taken as a Result of the Accident (including treatment given):

Ambulance or police called: Yes ___ Time called: _____ No ___
 Parent/Spouse/Guardian called: Yes ___ Time called: _____ No ___
 Doctor called: Yes ___ Time called: _____ No ___
 Superintendent called: Yes ___ Time called: _____ No ___

*Use back of this sheet for additional information

Signature of Person Reporting Accident _____

Principal's Signature _____

Adopted/Reviewed/Revised:

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EMERGENCY PLANS

The Superintendent will develop and maintain an Emergency Planning Guide containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, and natural disasters, along with a record showing the dates and times of drills conducted.

The Emergency Planning Guide for the District will be the official guide for the District in case of fire, civil emergencies, and natural disasters. All personnel and students will follow policies and procedures set forth in the guide. These plans will be updated annually.

Building principals will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation, and will file with the Superintendent a record showing the dates and times of drills conducted.

Legal References: ARSD 24:43:09:01

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CRISIS PLAN

In the event of a crisis such as an intruder in the building, suicide of a student or Staff member, or any other significant interruption that may alarm students or Staff members. The following guidelines should be followed closely:

1. Building Principals are to be notified of the crisis. If the Principal is absent, the notification is to be given to the highest person in the line of authority. The Principal or designee is to inform the Superintendent of the crisis as soon as possible.
2. The Building Principal will make an announcement to staff members which will include:
 - A. A specific code word or phrase (Code C).
 - B. The announcement would mean that all Instructional Staff and other Staff members should contain the students in the classroom.
 - C. Order should be maintained until further notified by the building Principal or police officer.
3. The Principal will call 911 and notify the authorities of the crisis. During the period of time when the police are enroute to the school site, the Principal or Superintendent will be in charge of the situation.
4. When the call is made to the police, it is important to note whom the police are to contact when they arrive at the building. The Principal is to note the following details:
 - A. Identification of the contact person.
 - B. What the contact person will be wearing.
 - C. Where the contact person will be located for the officers to find him/her.
 - D. It is also important for the caller to remain on the phone during the 911 call until released by the 911 officer.
5. While police are enroute, it will be important for building administrators and staff members to assess the situation and be ready to report accurate information to the authorities upon their arrival.
6. Once the announcement has been made to teachers and staff members, the following guidelines will be followed by all staff members:

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- A. Students will be contained and maintained.
 - B. The safety of the students will be considered. If staff members have reason to believe that the students in the classroom could be in danger, it is important to have the students get on the floor and move away from any windows which could be shattered.
 - C. Common sense should prevail. There is no need to relocate the students within the classroom unless circumstances seem immediately life threatening.
7. The police officers will deal with all media issues upon arrival on the scene. After the police leave the scene all media issues will be handled through the office of the Superintendent.
8. While the crisis is being investigated or worked through, it is important for staff members to secure their area in the building or the building itself, if necessary. Secretaries will need to work closely with building administrators to determine how to handle phone calls that may come in during the time of crisis.

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BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the District. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and Staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

CONDUCT PROHIBITED

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

DEFINITIONS

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property, school buses and any location where any school activities may take place.

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DEVELOPMENT OF BOMB THREAT PROCEDURES

The Superintendent or designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members;
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent or his or her designee will be responsible for overseeing a review or evaluation of bomb threat procedures.

REPORTING OF BOMB THREATS

1. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.
2. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.
3. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.
4. The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and

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time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

STUDENT DISCIPLINE CONSEQUENCE

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action.

The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

AIDING OTHER STUDENTS IN MAKING BOMB THREATS

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in this policy.

FAILURE TO REPORT A BOMB THREAT

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

STAFF DISCIPLINE CONSEQUENCES

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

CIVIL LIABILITY

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

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LOST INSTRUCTIONAL TIME

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

NOTIFICATION THROUGH STUDENT HANDBOOK

All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

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FIRE DRILLS

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.

Legal References: ARSD Chapter 61:15
SDCL §13-25-10

Adopted/Reviewed/Revised:

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EMERGENCY CLOSINGS

The Superintendent or designee will be authorized to close schools and offices, to dismiss them early and/or to delay the beginning of school and work days in the event of hazardous weather or other emergencies which may threaten the health or safety of students or employees.

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BUILDINGS AND GROUNDS SECURITY

- I. Measures will be taken by the school administration to provide for the security of the District's buildings and grounds.
- II. School personnel have the authority to ask any person found on school property after hours to leave and to inform the police should the person fail to do so.
- III. Upon leaving the building, room or office space unattended by an authorized person, staff members will ensure that all lights are out, equipment is turned off or on, as appropriate, all windows are closed and all doors are locked.
- IV. Under no circumstances will students be given permission to use any classrooms, laboratories, gymnasiums or any other school facilities or equipment without approved adult supervision.
- V. Students will not be given any school keys for use beyond an immediate supervised situation.

Adopted/Reviewed/Revised:

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VANDALISM

- I. All Staff must report to the principal any incidents of vandalism of property belonging to the District and the names of the person or persons believed to be responsible.
- II. The principal will submit a report of any vandalism or damage to school property to the Superintendent.

Legal References: SDCL §§13-32-5; 22-34-1; 25-5-15

Adopted/Reviewed/Revised:

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BUILDINGS AND GROUNDS MAINTENANCE

Any Board shall properly equip, provide for the proper maintenance and preservation, and keep in necessary repair all of the District buildings and any playgrounds and athletic fields the District might acquire. The Superintendent will carry out the policy through the budget process and provide the following:

1. Buildings and grounds improvements and additions;
2. An adequate custodial program;
3. Improvement and maintenance of school grounds and fields;
4. Repairs, including the repair of equipment and painting; and
5. Removal of obsolete or unrepairable equipment.

Legal References: SDCL §13-24-11

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MATERIAL RESOURCES MANAGEMENT

- I. It is the duty of each Staff member to safeguard and protect the properties of the District. Care shall be taken to see that windows and doors are properly secured before leaving the school building at the close of a day.
- II. Children shall be instructed as to the proper use of textbooks and supplies, and respect and regard for public property.
- III. All employees of the Board are responsible for the proper accounting of all property used by them either in the course of regular instruction of classes or in any other situation where the District is responsible or where any activity is conducted in the name of the District. Employees are responsible for reporting damage, loss or theft of any type of equipment to the building principal.
- IV. Acceptance of any property donated must have approval of principal and Superintendent.

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MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

- I. All instructional materials and equipment of the District will be classified and catalogued. Textbooks will be made available to all students in sufficient quantity and at appropriate levels so that they are optimally useful to each student, and so that every teacher can meet both the planned curriculum sequence and the special instructional needs of the students.
 - A. All textbooks purchased by the schools are school property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.
 - B. Each teacher will keep an accurate record of books issued to pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damaged or lost book.
- II. Every book issued will bear the stamp of the school District.
- III. All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced with new materials and equipment on a regular basis.
- IV. In accordance with state law, the Board may approve the loan of nonsectarian textbooks to students enrolled in nonpublic schools in the District.

Legal References: SDCL §§13-34-23; 13-34-24

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STUDENT TRANSPORTATION SERVICES

The District will provide student transportation services to students of the District. Vehicles owned by the Board will be operated by authorized school Staff or officials who are properly licensed. Staff must meet all state requirements for licensing.

Transportation may be provided to and from school for elementary school children (grades K-8), who live within the five (5) mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient, and is justifiable in terms of student safety.

Students who reside more than five (5) miles from the school of assignment and who do not have access to the bus service furnished by the District, will be entitled to transportation or room and board allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

The transportation supervisor, working in conjunction with school principals and under the supervision of the Superintendent, will be responsible for the day to day operation of the school transportation system and the scheduling and routing of all buses, bus stops and all regulations of the program. The school transportation program will be regularly monitored and evaluated by the transportation supervisor, principals and the Superintendent.

Legal References: SDCL §§13-29-19; 13-29-20; SDCL 13-30-1 through 13-30-4; ARSD 24:05:27:03.

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CONDUCT ON A SCHOOL BUS

1. The bus driver has supervisory control over students riding the bus and may exercise reasonable and necessary measures to maintain that control.
2. All persons riding the bus must conduct themselves in a manner consistent with established standards for classroom behavior.
3. Students will obey instructions given by the driver, assist the driver in keeping the inside of the bus clean and enter and leave the bus in an orderly manner.
4. Persons riding the bus will remain seated and buckled at all times.
5. Persons exiting the bus should remove all of their personal items off the bus, including trash.
6. Bus riders are expected to be courteous and obedient to the bus driver and others at all times.
7. Un-acceptable behavior includes moving about in the bus while it is in motion, throwing objects within or out of the bus, pushing, yelling, stomping of feet or abusive language. Opening or closing of windows without driver's permission and extending head or arms out the window will not be allowed.
8. Students may not bring the following items on the bus: food or drink other than lunches and water, glass objects, animals, and sharp instruments and large musical instruments which present a potential safety hazard.
9. The adult sponsor of an activity will be responsible for the behavior and conduct of all persons riding, boarding or leaving the bus. The adult sponsor should assist the bus driver by ensuring that all students conduct themselves in an appropriate manner.
10. Any damage to the bus will be paid for by the rider inflicting the damage and the rider will be subject to suspension or expulsion from school.
11. It is expected that each driver will maintain order on the bus and require student adherence to the rules. When student behavior is unacceptable, drivers are to report such action to the building principal.

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SCHOOL BUS SCHEDULING AND ROUTING

The transportation supervisor will conduct studies of bus routes to provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child transportation to school within the prescribed time limits.

When practical, safe, timesaving and economical, transfers may be made from one bus to another. Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all children within this section will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

No official bus route will be extended or changed without Board approval. Before recommendation to the Board, the proposed extension or change will be reported to the transportation office, which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy.

Buses will not go off the main route to pick up children. Children will not be put off the bus until reaching their destination.

Legal References: SDCL §13-29-2

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SCHOOL BUS SAFETY PROGRAM

- I. The Superintendent may, due to weather or other emergencies, call for early dismissal or closing of schools. The transportation contractor will be so informed as soon as possible.

- II. When roads are of a condition to make driving hazardous, the transportation contractor is expected to take reasonable precautions and to make all necessary communications to insure the safety of students.

- III. All accidents involving buses carrying students are to be immediately reported by the manager of the transportation contractor to the Superintendent and to the students' building principal.

- IV. Transportation is a privilege that carries with it the responsibility of both parents/guardians and the students to respect the rules and regulations of safe bus operations. In order to achieve the goal of safe transportation, all individuals involved in the transportation of students must work together in a spirit of cooperation and understanding; this involves the parents, students, drivers, principals and the transportation officer. It is the responsibility of parents to cooperate in enforcing the transportation policy and procedures.

Legal References: ARSD 24:06

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SPECIAL USE OF SCHOOL BUSES

Although the regular transportation of students to and from school will always be given first priority, school buses may also be used to take students to and from school-sponsored activities.

Driving regulations, safety rules, and insurance coverage will be the same for special uses as for regular student transportation to and from school. Regular bus drivers will, whenever possible, be given priority in assignments.

The transportation supervisor will work with the appropriate school administrators to establish regulations governing transportation for special District programs.

Legal References: SDCL §§13-29-1; 32-32-1; 32-32-2; 32-32-4

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USE OF PRIVATE VEHICLES

The use of private vehicles to transport pupils to and from school-related events and/or activities will only be permitted after receiving authorization from the Principal, Superintendent or a District employee's direct supervisor. By filling out the Release of School District form (EEADA-P), the driver guarantees that the vehicle is in reasonably safe condition, the driver is licensed to drive, and that the driver has adequate insurance coverage in force as required by state law.

No students will be sent on school errands with their own automobiles, an employee's automobile, or a District-owned automobile.

All persons seeking to use their private vehicles for transportation for the District must fill out Release of School District Form (EEADA-P) before providing transportation.

No one so authorized to use their vehicles for these purposes will be provided liability and property damage insurance coverage by the District.

Legal References: SDCL §32-35

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RELEASE OF SCHOOL DISTRICT

I, _____ (name), assume a personal and legal responsibility to all passengers riding with me for transportation to and from school-related events and/or other activities. I accept this responsibility, realizing that it may cause me to be held liable in the event of an accident or injury to the passenger(s) involved. I certify that I have a valid driver's license, I have adequate automobile liability insurance as required by state law, and my vehicle is in a safe condition to transport passengers.

The use of private vehicles to transport pupils to and from school-related events and/or activities will only be permitted after receiving authorization from the Principal, Superintendent or a District employee's direct supervisor.

Dated this _____ day of _____, 20__.

Signature of Car Owner

Signature of Driver

Witness

Purpose of Transportation: _____

*Insurance company of owner of automobile: _____

Valid Driver's License Number: _____

Signature of Authorized District Employee

*Copy of insurance must be attached to this form.

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FOOD SERVICES MANAGEMENT

- I. The head cook is charged with administering the food service program for the District. Food service personnel in the schools will be directly responsible to the head cook and the school principal.
- I. School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal account procedures and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal programs.
- II. The responsibility for control of the students using the cafeteria will rest with the Principals, who may assign appropriate staff to provide supervisory control.
- III. School food service receipts will be used only to pay regular food services operating costs. When food service facilities are used by outside agencies, an adequate fee will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

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FREE AND REDUCED PRICE FOOD SERVICES

The District will take part, as feasible, in the National School Lunch program and other food programs that may become available so all children in the District receive proper nourishment.

As required by law and regulations of the State, the Board will offer free and reduced price lunches and free milk to those qualifying children. In accordance with the guidelines for participation in these programs and the wishes of the Board, no child whom a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his parents or guardian.

The Supervisor will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the Business Manager.

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STUDENT WELLNESS

I. Introduction

The District promotes healthy schools by supporting wellness, good nutrition, regular physical activity, mental health, and a healthy learning environment, as part of the total learning experience. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. A healthy, well nourished and physically active child is more likely to be academically successful.

II. Nutrition Standards

Students' life-long eating habits are greatly influenced by the types of foods and beverages available to them. The District recognizes that all foods and beverages made available to students contribute to each student's total daily dietary intake. Foods and beverages made available on campus during the school day shall be consistent with the Dietary Guidelines for Americans.

III. Nutrition Education

At each grade level, nutrition education shall be offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education shall be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behaviors.

IV. Physical Activity

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

V. Wellness Council

The District shall have an administrative designee or a local wellness council, comprised of parents, teachers, administrators, foodservice personnel, community members and students to plan, implement, improve wellness within the school environment and provide monitoring methods to assess student wellness.

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REPRODUCTION OF COPYRIGHT MATERIALS

It is the intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the District and its employees.

Copyright materials, be they print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

The Principal of each school is responsible for establishing practices, which will enforce this policy. The Principal shall develop guidelines and make them available to all employees of the District to insure the fair use of copyright work.

Legal References: PL 94-553 Copyright Law

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INSURANCE MANAGEMENT

The Board has the responsibility to maintain an adequate and comprehensive insurance program to protect the property and equipment under its control and individuals discharging responsibilities for the District. It will seek adequate appropriations for such coverage. The Board may also authorize and participate in an insurance program for staff members and students.

The responsibility for overseeing the District's total insurance program will be delegated to the Business Manager under the supervision of the Superintendent. The Business Manager will prepare for review and approval by the Board, specifications for insurance coverage of various types so that the insurance may be placed by competitive bid. Any modifications of these specifications, which may be considered necessary because of changes in the law or substantial changes in the school District's exposure values, will be brought before the Board for its consideration and action.

Adopted/Reviewed/Revised: