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5110–SUPPORT SERVICES

Support services are essential to the successful function of any school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the district will:

1. Provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.
2. Provide safe transportation, if necessary, for students to and from school or other activities and to provide nutritious meals for students.
3. Provide support services, resources and assistance with maximum responsiveness in terms of timeliness and degree of fulfillment of the needs of the educational program as they develop.

Policy Adopted 2/7/77
Policy Revised: 6-13-02

5210–SAFETY PROGRAMS

The Superintendent of Schools or designee shall have overall responsibility for the safety program of the district. General areas of emphasis shall include, but not be limited to; inservice training; accident investigation and record keeping, facility inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees, and the community.

In accordance with Nebraska Department of Labor regulations, safety committee(s) will be established to make recommendations regarding methods of addressing safety and health hazards.

The safety committee will have no less than six members with equal representation from management and non-management staff.

A written safety and health program addressing issues of hazard reduction injury and illness prevention will be made available to all employees.

References: 48-146.01; 48-443; 48-444
Title 92, Nebraska Administrative Code, Chapter 10
Nebraska Department of Labor, Title 230, Chapter 6: *Workplace Safety
Consultation Program*

Policy Adopted 11-1-82
Policy Revised 2-14-94
Policy Revised 8-14-95
Policy Revised 6-13-02

5220–FIRST AID

First aid requires that the first attending adult or student take whatever action is appropriate to the situation at hand. Where possible, however, the school nurse or health technician shall perform appropriate first aid and emergency care measures in accordance with procedures outlined in their specialized training. In the event the school nurse or health technician is not available, a knowledgeable adult in the immediate vicinity of the emergency, the principal or administrator on duty, or other staff members as available will provide first aid measures. The first aid measures taken will be a part of the action report submitted in the case of all accidents or emergencies taking place within or near school facilities.

In the event of an injury to a student, the family or guardian shall be notified as soon as possible. The parents or guardians should decide the physician who will treat their child and, if possible, pick up the child at school and provide transportation. If transportation other than the parent must be provided due to the degree and nature of the injury the Grand Island rescue unit will be utilized.

Policy Adopted 2/7/77

Policy Revised 4/12/93

Policy Reviewed 4/16/02

5230-EMERGENCY PLANS

It is the responsibility of the Board of Education to the best of their ability to provide facilities, equipment, and training to minimize the effects of a disaster. The district shall develop a school emergency plan which provides as much protection as possible for children while at school and on their way to and from school, and provide adequate instruction so that the plan can be carried out with the greatest possible speed and safety. Therefore, the following responsibilities shall be assigned:

The Superintendent shall: (a) make recommendations for needed policy statements to the board; (b) designate a staff member to act as the school safety coordinator; (c) coordinate a school disaster plan with the local civil defense authorities and all other agencies as appropriate.

Each principal shall: (a) maintain an emergency plan for all possible emergency situations to include inclement weather, fire, or gas contamination; (b) select, assign, and orient faculty members to various positions of responsibility in accordance to the school plan; (c) request needed emergency preparedness supplies and equipment; (d) inform parents and students concerning the emergency program of the school.

Each teacher shall: (a) help students to develop confidence in their ability to take care of themselves and be of help to others; (b) be prepared for leadership of activities for students during a period of enforced confinement; (c) be familiar with the psychological basis for working with students under stress of emergency situations; (d) be familiar with minimum first aid procedures; (e) Maintain good housekeeping practices to reduce hazards and; (f) help students to understand and interpret the emergency plans to parents.

Each health care worker shall: (a) be prepared to render first aid, treat casualties, and prepare students for transportation to hospitals if appropriate; (b) participate as a health resource person in faculty studies in the area of curriculum development and determining how best to meet the need for emergency preparedness and; (c) assist the principal in determining the need for additional emergency supplies and equipment.

The cafeteria manager shall: (a) maintain a supply of food for emergency use and, (b) be prepared for feeding service under emergency conditions.

Custodians and maintenance personnel shall: (a) inspect the facilities for structural safety and report defects; (b) chart shut-off valves and switches for gas, oil, water, and electricity, and post charts so that other personnel may use them in an emergency; (c) be prepared to inspect the building following a disaster and report damage to the administrator and; (d) be ready to make emergency repairs to building services.

Principals will be responsible for the conduct of disaster drills as appropriate.

Specific safety and emergency guidelines are contained in the district's Emergency Response Manual. This document shall be made available to every district administrator and will be reviewed annually as per NDE Rule 10.

Reference: Nebraska Department of Education ,Title 92, Nebraska Administrative Code
Chapter 10, Section 011

Policy Adopted 2/7/77

Policy Revised 4-21-05

5232-EMERGENCY CLOSING

The Superintendent is empowered to close the district school(s) or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When regularity of operation changes, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent under certain circumstances to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administrative, supervisory, and operational activity is continued as may be possible. Therefore, as conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principal ones related to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual conditions or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
4. Inability of teaching and supervisory personnel to report for duty, which might result in inadequate supervision of students.

In the event that all schools are closed for children, personnel expected to report at normal times, or as soon as possible, include:

1. The Superintendent of Schools;
2. All administrative staff;
3. Supervisory custodial staff;
4. Custodial staff (at their assigned time);
5. Other employees, including instructional staff, as may be called by their supervisors as necessary.

The above staff will secure facilities and maintain operations to the extent possible as well be available to prepare for the safety of children who might unknowingly come to school when schools are closed.

It is the policy of the School District of Grand Island to recognize the right and responsibility of parents in the matter of school attendance. This regulation leaves to the discretion and judgment of parents whether or not their children are in fit condition and properly dressed to attend school during inclement weather. Sometimes it becomes advisable for schools to end morning or afternoon sessions earlier than usual because of building conditions or weather. Parents should plan for this possibility. In the case of inclement weather, any parent who desires may pick up his children from school at any time during the day.

School schedules will be adjusted, if necessary to comply with required minimum student instructional hours.

Policy Adopted 2/7/77
Policy Revised 7/10/95
Policy Revised 7/1/96
Policy Reviewed: 6-13-02

5310–STUDENT TRANSPORTATION SERVICES

The major purpose of school transportation, if provided, is to get pupils who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Laws by the State of Nebraska require such transportation to be provided for elementary students living over four miles from their attendance center. Other statutes require the transportation of certain categories of special education students. Other purposes for school provided transportation may include that required for academic field trips in direct support of the curriculum, transportation for support of co-curricular programs, such as athletics, music, drama, and transportation required for special programs and activities.

Reference: 79-611
Title 92, Nebraska Administrative Code, Chapter 51
Title 92, Nebraska Administrative Code, Chapter 91
Title 92, Nebraska Administrative Code, Chapter 92
Title 92, Nebraska Administrative Code, Chapter 93
Title 92, Nebraska Administrative Code, Chapter 94

Policy Adopted 2/7/77
Policy Revised: 6-13-02

5311–TRANSPORTATION OF SPECIAL EDUCATION STUDENTS

In keeping with the spirit and intent of regulations dealing with least restrictive educational considerations and to provide as close to a normal educational experience as practical, it shall be the policy of the School District of Grand Island to provide for the transportation of handicapped students only under the following circumstances:

1. The student is required to leave the district for special education services;
2. The student is required to attend a facility other than what would be the normal school of attendance facility for the purpose of receiving special education services; or
3. The nature of a child's handicapping condition is such that specialized transportation is required.

In addition the district shall provide for educationally-related transportation for all verified handicapped students five years of age or younger.

The district reserves the right to select the most efficient and effective means of transportation for the handicapped students at a reasonable cost. Such measures might include:

- Operating vehicles for the purpose of transporting handicapped students;
- Paying a parent for transporting his or her child;
- Contracting for transportation services;
- Arranging for such other transportation as is proper and necessary.

Legal References: Neb. Rev. Stat. 79-1129
 NDE Title 92, NAC, Chapter 51

Policy Adopted 11-9-92
Policy Revised: 6-13-02

5312–STUDENT CONDUCT ON SCHOOL BUSES

If the law requires the school district to provide transportation in some particular instances, it does not relieve parents of students of the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

This school district requires students to conduct themselves on the bus in a manner consistent with the established standards of classroom behavior. In cases when a student does not conduct him or herself properly on the bus, such instances are to be brought to the attention of the building principal by the bus driver. Children who become a serious disciplinary problem on transportation provided by the school may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely or to or from the appropriate activity.

Policy Adopted 2/7/77
Policy Reviewed: 5-19-97

5320–SCHOOL TRANSPORTATION SAFETY PROGRAM

All school owned vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of such service due to mechanical or equipment failure. School buses owned or used in the school district shall be regularly inspected and operated in accordance with procedures established by State statutes.

Drivers providing regularly scheduled district transportation services will be required to possess a valid school transportation operator's permit if the nature of the vehicle being driven requires such a permit according to State Department of Education rules and regulations. Required physical examinations will be at district expense.

The school district will carefully examine the driving records of all applicants for positions as drivers.

References: Nebraska Department of Education:
Title 92, Nebraska Administrative Code, Chapter 92
Title 92, Nebraska Administrative Code, Chapter 93
Title 92, Nebraska Administrative Code, Chapter 94
Title 92, Nebraska Administrative Code, Chapter 95

Policy Adopted 2/7/77
Policy Revised 5-5-97
Policy Revised 5-12-05

5410–BUILDINGS AND GROUNDS MANAGEMENT

The Director of Operations shall be responsible for the maintenance of all buildings, grounds, playing fields and related equipment of the district. Additionally, the director will assist in the planning and construction of new facilities.

It shall be the policy of the Grand Island School Board that the school property shall be maintained in good physical condition, safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires. It is also the intent that new facilities will be provided when found necessary within the capability of the resources available. Proper personnel will be provided by the district and equipped for normal buildings and grounds maintenance, repair and improvement functions, and to initiate a contractual agreement for appropriate services.

Policy Adopted 2/7/77
Policy Revised 4-21-05

5411–BUILDING AND GROUNDS SECURITY

Buildings of the school district constitute one of the greatest investments of this community. It is deemed in the best interest of the district to protect the investment.

Security includes but will not be limited to, protection from unauthorized entry, elimination of fire hazards and faulty equipment, as well as utilization of safe practices in the use of electrical, plumbing, heating and air-conditioning equipment. Responsible staff will maintain cooperation with police, fire, and other appropriate agencies to help insure building and grounds security.

Key control systems will limit access to buildings to authorized personnel.

Records and funds shall be kept in a safe and secure place.

Adequate lighting will be provided to insure protection from illegal entry and vandalism. Employment of watchmen may be authorized in situations where appropriate.

Policy Adopted 2/7/77
Policy Revised 4-21-05

5420–VANDALISM

Every student and citizen of the district has the responsibility to report any incidence of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each 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.

The Superintendent, or designee, is authorized to report incidences of vandalism to police.

In the case of damages occurring as a result of vandalism it shall be the policy of the school district to obtain total restitution to include the replacement or repair of damaged items coupled with the recovery of all labor costs associated with such repair.

Reference: School District of Grand Island School Board Policy *8411–Care of School Property*
By Students

Policy Adopted 2/7/77
Policy Revised 7-7-97
Policy Revised 4-21-05

5430–MATERIAL RESOURCES MANAGEMENT

The district shall provide, through either actual physical or electronic means, for the central purchasing, receiving, warehousing, and distribution of food, supplies, equipment and/or other material common to the requirements of all schools. The district warehouse has been established and shall be operated as an adjunct of the business division of the district to store and distribute certain categories of supplies as requisitioned by appropriate staff.

EDUCATIONAL MATERIAL DISTRIBUTION AND CONTROL.

As appropriate, educational material issued shall bear the stamp of the Grand Island Public Schools and be subject to an appropriate inventory and control systems.

Each teacher shall conduct regular inspections of student-used educational material. When education material is damaged beyond what would be considered from normal use, the student responsible shall be required to pay an appropriate assessment.

Policy Adopted 2/7/77
Policy Revised 5-12-05

5440–AUTHORIZED USE OF SCHOOL OWNED EQUIPMENT

School equipment should be reserved for school purposes only except when used in connection with the facility use procedure of the district, or when rented under the provisions of those procedures, or when requested by local, state, or federal governmental bodies. Staff members may be allowed the loan of school equipment when such use is directly or peripherally related to their employment, and students may be authorized the use of such equipment if it is to be used in connection with their school related activities. Proper controls shall be established to assure the lender's responsibility for and the return of all such equipment.

Deposits and/or rental fees may apply as appropriate.

Policy Adopted 2/7/77

Policy Revised 5-12-05

5510–FOOD SERVICES MANAGEMENT

The school system may operate a meal program, including breakfast, lunch, and snacks available to all students. The Nutrition Services Director, shall oversee all nutrition services function. U.S. Department of Agriculture and Nebraska Department of Education nutrition services policies and guidelines will be followed.

The school board shall approve the prices set for school lunches. The price for meals shall reflect cost of food, labor, transportation, and other costs and will consider reimbursement rates set by the USDA.

As required for participation in the National School Lunch Program:

1. A reimbursable meal shall be made available for all students.
2. Free and reduced price lunches be provided for students whose parents or guardians are eligible for them.

Students shall also be permitted to bring their lunches from home and to purchase a la carte items.

Policy Adopted 2/7/77

Policy Revised 5-12-05

5521–COPYRIGHT COMPLIANCE

The school system will take necessary steps to ensure that copyright material is protected. Illegal duplication of copyrighted materials in any form within the school district is prohibited. Any employee who willfully disregards this policy and the law assumes all liability and responsibility for such actions.

Computer Software

District employees will adhere to the provisions of *Public Law 96-517, Section 7(b)* which amends *Section 117 of Title 17 of the United States Code* to allow for the making of back-up copies of computer programs. *"... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of a copy or adaptation of the computer program provided:*

That such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with the machine and that it is used in no other machine, or

That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."

Multiple and or simultaneous use of a program (networking or file sharing) will not be permitted unless the purchase or license agreement allows multiple use of a single copy.

Illegal copies of copyrighted programs may not be made or used on school equipment.

Other Media

Copyrighted print, audio, video, and other media may be duplicated only when such reproduction meets 'fair use' standards (*Section 107, P.L. 94-553 and P.L. 96-517*) or when written permission for duplication has been obtained from the copyright holder.

The legal protection of the district will not be extended to employees who violate copyright laws.

The Superintendent or designee and/or the district purchasing agent may enter into license agreements on behalf of the district and will be responsible for establishing administrative procedures to carry out the provisions of this policy. Implementation of this policy and any administrative procedures will be the responsibility of building and program administrators.

Legal References: Specific Sections of *Public Law 94-553 & 96-517*.

Policy Adopted 5-10-93

Policy Revised 7-14-05

5521.1–COPYRIGHT COMPLIANCE Addendum:
Title 17 Sections 107 & 117 of the United States Code

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

§ 117. Limitations on exclusive rights: Computer programs

(a) Making of Additional Copy or Adaptation by Owner of Copy. — Notwithstanding the provisions of section 106, it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

- (1) that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
- (2) that such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

5522– MAIL AND DELIVERY SERVICES

A district-wide mail service shall be maintained. The use of district mail facilities and personnel for distribution of materials and communications shall be restricted to those materials and communications that further the communication and educational purposes of the district.

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

Policy Adopted 2/7/77
Policy Revised 7-14-05

5523–DATA MANAGEMENT

A comprehensive system of data management shall be established and maintained by the district and include identification of data needs, specifications and objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analysis, and reporting. Basically the data management system shall seek to: (1) Provide necessary information to decision makers in the required format and at the time needed, and (2) keep the public fully informed as to the activities, achievements, and problems of the schools. The dissemination of data shall be systematic, regular, and timely.

Such service will be under the general direction of the Director of Business and Director of Information Services. Only authorized personnel will have access to computerized personnel information and appropriate safeguards will be established to guarantee the privacy of all personnel information.

Policy Adopted 2/7/77
Policy Revised 7-14-05

5530-INSURANCE MANAGEMENT (Risk Management)

1. It shall be the policy of the Grand Island Public Schools to assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position of this district.
2. Insurance will be purchased against all major exposures which might result in loss ~~in~~ through the purchase but not limited to the following types of policies.
 - a. Fire, extended coverage and vandalism coverage.
 - b. Difference in conditions insurance as broad as may be purchased.
 - c. General Liability Insurance.
 - d. Automobile Liability Insurance.
 - e. Fidelity and Crime Insurance.
 - f. Catastrophe Liability.
 - g. Workman's Compensation Insurance
 - h. Errors and Omissions.
3. Property insured will be insured to value on the basis of replacement costs.
4. Insurance will be purchased only through legally licensed agents or brokers of the State of Nebraska with a staff and technical competence to service adequately the account in Grand Island.
5. Insurance will be placed only through All Lines Interlocal Cooperative Aggregate Pool (ALICAP).

The administration of the risk and management policy will be under the central direction of the Director of Business. Responsibility will include placement of insurance coverage, maintenance of property appraisals and inventories, processing of claims, maintenance of loss records, and supervision of loss prevention activities.

Policy Adopted 2/7/77
Policy Revised 7-14-05

