

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:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public.
2. To provide a safe transportation system
3. To provide a nutritious food program for students.
4. To provide an efficient and effective system for financial management and accountability

Adopted: 3/10/86

Reviewed: 4/12/12

SAFETY PROGRAM

Accidents are unexpected happenings causing loss or injury which may result in bodily harm, loss of school time, property damage, legal action, and/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 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.

Adopted: 3/10/86

Reviewed: 4/12/12

BUILDINGS AND GROUNDS INSPECTIONS

The principal of each school, together with the Maintenance Supervisor, and/or the Building Custodian will be responsible for making periodic inspections of his or her building, and submitting reports to the Board through the Superintendent.

Among other items, the reports will identify unsafe conditions and suggest corrections.

Adopted: 03/10/86

Revised: 12/13/93

Revised: 01/12/98

Revised: 06/15/98

Reviewed: 04/12/12

NOTIFICATION OF PESTICIDE APPLICATION ON OR WITHIN SCHOOL BUILDINGS

Pursuant to W.S. §35-7-375, if Platte County School District #2 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 Platte County School District #2 primarily for the education of students, including any property used by the District for student activities or playground, Platte County School District #2 shall notify students, teachers and staff of the anticipated pesticide application. Platte County School District #2 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 Platte County School District #2 receives notification pursuant to Wyoming Statute during the summer vacation, the 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. Platte County School District #2 shall retain the notices distributed for two (2) years following the application of the pesticide.

Platte County School District #2 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 disinfects 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.

Adopted: 11/12/01
Revised: 12/15/03
Reviewed: 04/12/12

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.

Adoption Date: 04/12/12

HAZARD COMMUNICATION PROGRAM

GENERAL

The following written hazard communication program has been established for Platte County School District Number 2. This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available in the Maintenance Supervisor's office 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 Maintenance Supervisor 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 Maintenance Supervisor 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 Maintenance Supervisor 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 chemicals immediately, employees need not label that container.

LIST OF HAZARDOUS CHEMICALS

The Maintenance Supervisor 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 Maintenance Supervisor shall periodically review and update the list at least once every twelve (12) months.

MATERIAL SAFETY DATA SHEETS

It is the responsibility of the Maintenance Supervisor to obtain a material safety data sheet (MSDS) for each hazardous chemical used. The Maintenance Supervisor 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 in the Maintenance Supervisor's office 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 Maintenance Supervisor 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 chemical 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 Maintenance Supervisor 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.

Reviewed: 04/12/12

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.

EBB 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 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.

Adopted: 3/10/86

Reviewed: 04/12/12

PREVENTION OF DISEASE/INFECTION TRANSMISSION

The Board of Trustees is 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.

Adoption Date: 12/9/13

ACCIDENT REPORTS

All accidents will be reported.

A report of all serious accidents will be prepared and submitted to the principal. 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 of the injured person
3. Name of the teacher in attendance
4. Type of accident
5. Treatment given and disposition
6. Narrative description of the accident, including witnesses and/or other participants.

Adopted: 03/10/86

Revised: 04/11/94

Revised: 01/12/98

Revised: 04/12/12

**PERSONAL INJURY
ACCIDENT REPORT FORM**

Name of Student/Staff Member _____ Grade _____

Address _____

Date of Injury _____ Time of Injury _____ a.m.-p.m.

Injury Reported by _____

Nature of Injury _____

Supervising Teacher _____

Witnesses to Accident _____

Describe the aid/treatment given to injured student/staff member:

Nurse called: Yes No

Parent called: Yes No

Doctor called: Yes No

Student Sent Home: Yes No

Use back of this sheet for additional information.

Supervising teacher's signature _____

Nurse's signature _____

Principal's Signature _____

**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 OPERATING PLAN

Platte County School District #2, 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.

Adopted: 04/8/85
Revised: 11/08/99
Revised: 04/12/12

FIRE DRILLS

Fire drills will be scheduled and conducted by the Principal each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside the building.

Approved: 3/10/86

Revised: 04/12/12

FIRE DRILLS PROCEDURES

The following fire drill rules and procedures will apply in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the students should proceed upon leaving the building. The posted rules will be discussed with each class using the room, during the first day of the school year.
2. A distinct fire alarm signal will be used for fire drills only. Another signal will be established by the principal for return to class.
3. No persons, other than supervisory personnel, are to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways and streets.
5. Each student will move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows are closed.
 - b. Assuring that lights, electrical equipment, and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Assigning students to hold doors open, if the group is the first to evacuate through the doors. Instructing students holding the doors to rejoin the class after the last person has passed through the doors.
 - e. checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Principal.
7. Staff members will be assigned, at the beginning of each year, to check restrooms during fire drills to be sure they are clear of students.

Legal Reference: 35-9-505

Approved: 3/10/86

Reviewed: 04/12/12

BOMB THREATS

Procedures will be established in cooperation with the police department that will provide for the safety of students and staff when bomb threats or other threatening messages are received.

The safety of students will be the primary consideration in the development of procedures to manage any threats. School administrators in connection with local law enforcement personnel will initially make a determination as to whether or not the threat was such that evacuation of all classes is necessary.

The administration shall develop bomb threat procedures to handle evacuations in the event of a bomb threat.

Adopted: 3/10/86

Revised: 04/12/12

Time Caller Hung Up:

Remarks:

Name, address, telephone of recipient:

Approved: 03/10/86

Reviewed: 04/12/12

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 decisions to close school, the Superintendent or his designee will consider many factors, including the following major ones relating to the safety and health of the 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.

Adopted: 3/10/86

Reviewed: 04/12/12

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. Radio Stations KYCN - Wheatland, KGOS - Torrington, KMOR - Scottsbluff, KTWO Casper, KOAQ - Scottsbluff, will be utilized for the purpose of informing patrons of District #2 about decisions relating to school closing. These reports will be given as early as practical on days when school will not be held. The same stations will also be utilized to announce emergency closing that occurs during the school day.
2. Dispersal of students:
 - a. All pupils 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 will be contacted for blankets. Food will be supplied, if necessary, through the school lunch program.

Adopted: 3/10/86
Revised: 12/13/93
Reviewed: 04/12/12

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 Facility Director. It will be the Facility Director's responsibility to establish procedures and ensure the proper maintenance and safekeeping of school property. Superintendent will establish the duties of custodian and maintenance employees.

Adoption Date: 04/12/12

Revised: 06/26/17

SECURITY

The administration (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, the Director of Buildings and Grounds, and the business manager 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 principal will have a key to a public school facility duplicated.

Identification and the Right to Eject

School personnel may require identification of any person on school property. The principal, or his 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.

Adoption Date: 04/12/12

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.

Adopted: 3/10/86

Reviewed: 04/12/12

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.

Adopted: 3/10/86

Reviewed: 04/12/12

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.

Textbooks are furnished to all students. Students shall be responsible for the appearance and safekeeping of textbooks entrusted to their care. Pupils shall be fined for damage to books and shall pay for books lost.

Adopted: 04/12/12

School Transportation Services

Providing for the safe transportation of students to and from school and on field trips is an important function of the school board. The safety of our students is the most important duty of the Transportation Department. Expectations for safe behavior while riding on the district's buses and vehicles, supplying well trained drivers, providing buses and vehicles in good repair are a few of the needed services by this department.

School bus transportation for pupils shall be provided in accordance with a plan adopted by the Board of Education as set forth in Wyoming statute W.S. § 21-3-131 and W.S. § 31-5-118. Such a plan shall define the areas wherein pupils shall be eligible for transportation. The Transportation Director may make reasonable, temporary exceptions in established routes and transportation areas when necessary.

The Transportation Department will establish bus routes to transport Platte County School District #2 students to and from school, all after school activities, athletic events, and summer school (when needed). The Transportation Department will provide public information about all routes and stops.

Full implementation of this policy will be contingent upon equipment being available. The routes will be consistent with the following guidelines:

- All students will be picked up or dropped off on public roads.
- Buses will not cross unmarked railroad tracks unless visibility is adequate.
- Buses will not operate on any road that would be a hazard to the safety of the students riding.
- The Transportation Director will make the decision on road conditions and hazards.

-Ultimately, the Driver is to make the **decision** on whether a road is safe to travel while transporting students.

Adopted: 2/12/2018

Code: EEAB

BUS SAFETY PROGRAM AND SCHOOL BUS LAW COMPLIANCE

It is the intent of Platte County School District No.2 to place student safety as the highest priority when transporting students in relation to School District functions or related operations. The PCSD#2 Transportation Department will be in full compliance to Wyoming State Statues; 21-3-131 and 31-5-929.

Adopted: 2/12/2018

SCHOOL BUS SCHEDULING AND ROUTING

On September 1, 1983 the Board of Trustees of Platte County School District #2 declared their intention to limit bus routes to main roads. These roads were defined as: Roads currently paved of which may be paved in future years or major gravel roads traveled as part of a bus route on September 1, 1983. This remains an established objective of the Board so that the safest and most efficient bus routes will be maintained. Accordingly bus routes will be limited to roads which are paved, or otherwise determined to be safe and suitable for travel by buses loaded with school children. Route may be extended as reasonable and necessary at the discretion of the Superintendent provided that parents may appeal the Superintendent's decision to the board.

All unimproved roads currently traveled will continue to be a part of the bus route until such time as children of the families currently being served by the bus:

- a. graduate from school,
- b. move from the place served, or,
- c. no longer choose to utilize bus services.

A new family who moves onto a place which was served by a bus and which is on an unimproved road as herein defined, may not expect bus service to be continued.

Adopted: 3/10/86

SCHOOL 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. At least twice during each school year the driver of each school bus shall hold an emergency evacuation drill. Proper documentation for each drill shall be submitted and 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.
4. 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 reports shall be filed with the school district.
5. Buses will be replaced whenever continued operation would pose problems in providing safe transportation for students.
6. School bus operators shall perform a daily pre-trip inspection of their vehicles and report promptly any defect or deficiency discovered that may affect the safety of the vehicle's operation or result in its mechanical breakdown. Documentation of the inspections shall be submitted weekly and retained.
7. Operators of school buses equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.
8. Passengers in type A school buses equipped with lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.
9. School buses shall operate with lighted headlamps at all times the vehicle is in motion.
10. The service door of the school bus shall remain closed at all times the vehicle is in motion.
11. Any accident involving a school bus which is required to be reported under W.S. 31-5-1106, shall also be reported to the state department of education on forms approved by the department.

12. School bus operators shall not use a cell phone while the vehicle is in motion.

13. Maximum driving time for passenger-carrying vehicles:

- a. No driver shall be permitted, nor required, to drive a bus or passenger-carrying motor vehicle:
 - 1) Having driven more than 10 hours following 8 consecutive hours off duty; or
 - 2) Having been on duty 60 hours in any 7 consecutive days or 70 hours in 8 consecutive days; or
 - 3) Having been on duty for 15 hours, following 8 consecutive hours off duty.

Adopted: 3/10/86
Revised: 04/10/95
Revised: 8/13/07
Revised: 10/11/10
Revised:

SCHOOL BUS SAFETY PROGRAM

Transportation is provided for rural students and for activity and field trips. Such transportation is conditioned 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 the bus.
2. Know the student passengers and permit any 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.

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, arm 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. Never smoke on a school bus.
15. 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 personal contact or 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. He/she may:

1. Visit with the student about the actions and outline the process which may lead to 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 the student 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.

Cross Reference: JFCC-R and JFCC

Adopted: 3/10/86

BUS DRIVER SELECTION, TRAINING & SUPERVISION

Platte County School District #2 believes safe drivers are essential to school bus safety. They must know and obey the law. They must be healthy and alert and have good hearing and vision. They must also have an attitude which prevents them from abusing the vehicle and handling it recklessly.

In order to ensure the above is true of the PCSD #2 drivers, they must possess the required state drivers license to drive a school bus. They must also regularly attend PCSD #2 Board approved bus safety training.

The district shall establish and maintain minimum standards for persons involved in the operation of school buses, including:

- (a) Requiring each applicant for a position which duties involve the transporting of pupils to complete and submit an application form that includes a personal and occupation history;
- (b) Completing a check of the successful applicant including a check of the driving record;
- (c) Ensuring the successful applicant has and maintains on file with the district a copy of the medical examiner's certificate required by the United States department of transportation, federal motor carrier safety regulations, 34 C.F.R. Part 391.41;
- (d) Annual training consisting of not less than six (6) hours for persons whose duties involve the operation of school buses.

The transportation supervisor and the superintendent are responsible for supervision of persons whose duties involve the transportation of pupils.

Adopted: 7/18/90

Revised: 04/10/95

Transportation Drug Policy

I. OVERVIEW

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety sensitive employees in certain industries which require operators of commercial motor vehicles (CMV's) to hold commercial driver's licenses (CDL). U.S. Department of Transportation regulations require that school bus drivers and others who transport sixteen or more passengers, including the driver, also be required to submit to alcohol and controlled substance testing. For the most part, CDL employees are school bus drivers. However, teachers, coaches and other District employees who drive activity buses or transport sixteen or more passengers fall under these drug and alcohol testing rules. This applies to all employees required to have a CDL license for employment.

Platte County School District #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 safety and security of District employees and students will be maintained as a high priority, and the District is committed to providing an alcohol and drug-free work environment for the safety of its students and employees.

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 is also strictly prohibited.

The U.S. Department of Transportation regulations require testing for five (5) drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine. The drug testing requires a split urine collection for each CDL employee who is tested. The regulations also call for an alcohol test using an evidential breath test (EBT) device similar to the kind used by law enforcement agencies. The regulations also specify five (5) types of drug and alcohol testing for all school district employees who are required to have a CDL; these include pre-employment testing, random testing, post-accident testing, return to duty/follow-up testing, and reasonable suspicion testing.

II. REQUIRED TESTING

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

A. Pre-Employment/Job Applicant Testing

All successful applicants for positions with the District requiring a CDL and/or otherwise covered by this policy will be required to undergo drug and alcohol testing prior to their employment. All job applicants will be informed of the District's alcohol and drug testing policy, and a copy of the policy will be made available upon request. All applicants will be informed in writing prior to any drug and alcohol testing that these tests are required and that their employment is conditioned upon passing the test and conditioned upon any and all future tests administered pursuant to this policy. If the applicant's initial; drug and/or alcohol test is positive, an immediate confirmation test will be conducted by the laboratory with the existing sample. An additional confirmation test will be conducted if requested by the applicant at his/her expense. If an additional confirmation test is requested, no action on the applicant's employment will be taken until the result of the additional confirmation test is available. In the event an applicant's initial drug and/or alcohol test is confirmed positive for alcohol or illegal drugs, or if requested, an applicant's additional confirmation test is positive for alcohol and/or illegal drugs, the applicant will not be employed. Upon request, a copy of the confirmation test will be supplied to the applicant.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to verify that the tests were conducted and the results were negative.

Any individual who does not drive a bus for six months will be subject to this "Pre-employment" testing.

B. Random Employee Testing

To maintain the District's priority of assuring the safety, health, and well-being of students, employees, and the traveling public, the District retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Department of Transportation regulations require that annually the number of random tests equal fifty percent (50%) of the number of employees in the random testing pool for drugs and twenty-five (25%) for alcohol. Random testing shall be conducted on at least a quarterly basis, but may, at the option of the District, be conducted more frequently (i.e., monthly, bi-weekly, or weekly). Any subject employee selected for random testing shall be assured that his/her selection does not mean that the District suspects usage of alcohol and/or illegal drugs.

In the event an employee is unavailable for testing on the assigned date, she/he will be tested on the next drug testing date. If the employee's confirmation test is positive for abuse and/or untimely use of alcohol and/or controlled substances or drugs, she/he will be required to be evaluated by a substance abuse professional and subject to discipline which may include termination from the position of bus driver. Any refusal to submit to a random test shall be treated as a positive test resulting in a recommendation of termination of the subject employee in his/her position as bus driver.

Any employee who is not employed specifically as a bus driver, e.g., a coach who may drive a bus, who does not drive for six months will have his/her name removed from the pool. The person's name will be added back to the pool upon his/her resuming driving.

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. Reasonable suspicion may be based on and include, but is not limited to, an employee's observed behavior which is indicative of drug and/or alcohol use, the odor of alcohol on the breath, unexplained frequent absences, tardiness, mood swings, or the failure to follow directions.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.

When a supervisor reasonably suspects the abuse and/or untimely use of alcohol, drugs, or controlled substances by a subject employee, the supervisor shall proceed as follows (all conversations should, whenever possible, involve a witness, normally a Principal or Superintendent of Schools):

1. Solicit an explanation from the employee for any behavior which creates a reasonable suspicion of a violation of this policy.
2. If the employee cannot satisfactorily explain the behavior, the supervisor may request the employee to undergo a drug and/or alcohol test.
3. If the employee agrees to be tested, she/he will complete the District consent form and a specimen/test result will be obtained.
4. If the employee refused to undergo the test or complete the consent form, she/he will be advised that such refusal constitutes grounds for a recommendation for immediate termination from the position of bus driver. If the employee still refuses to cooperate, she/he will be directed to the Superintendent's office and terminated.
5. If the employee's drug test is confirmed positive and the employee requests an confirmed, the employee's job status will be restored and lost wages paid.
6. If the employee's confirmation test is positive for abuse and/or untimely use of alcohol, controlled substances, and/or drugs, she/he will be required to be evaluated by a

substance abuse professional and subject to disciplinary action, which will be termination from the position of bus driver.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Persons designated to determine whether reasonable suspicion exists must receive at least sixty (60) minutes of training that covers the physical, behavioral, speech, and performance indicators of alcohol misuse and an additional sixty (60) minutes of training that covers these indicators of controlled substance abuse.

D. Employee Post-Accident Testing

The District shall require an employee to undergo drug and alcohol testing after an accident in which the employee is operating a vehicle owned, leased, rented, or used by the District if (1) there is a fatality, or (2) one or more persons requires medical treatment either at or away from the accident scene, or (3) the District employee receives a citation arising from the accident. In such cases, the procedure set forth in the reasonable suspicion testing will be followed, except that the employee shall be advised that such tests are required as part of the untimely use of alcohol, controlled substances or drugs, she/he will be required to be evaluated by a substance abuse professional and may be disciplined, which may include termination from the position of bus driver. If the employee refused to undergo the requested test or complete the requisite consent form, she/he will be advised that such a refusal constitutes grounds for a recommendation for immediate termination from the position of bus driver.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight hours after the accident, or until after she/he undergoes a post-accident alcohol test, or until it is determined that his/her actions were not a contributing factor in the accident whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and results are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

If the driver's drug test is confirmed positive and the driver requests an additional confirmation test be conducted (at his/her expense), the driver will be placed on nonpaid leave-of-absence pending the results of the additional confirmation test. If a positive drug test is not confirmed, the driver's job status will be restored and lost wages paid.

Before any driver operates a bus or other vehicle which may carry sixteen passengers or more, the District shall provide him/her with post-accident procedures that will make it possible for him/her to comply with post-accident testing procedures.

E. Return to Duty/Follow-Up Testing

Any employee whose work agreement has not been terminated and who is allowed to return to duty either under this policy, or any other 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 use. In addition, the employee shall be required to submit to unannounced follow-up alcohol and/or controlled substance/drug testing at the direction of his/her substance abuse professional but shall be a minimum of six times in twelve months. Follow-up testing may be conducted when the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

III. ALCOHOL TESTING

The specific alcohol-related conduct which prohibits performance of the subject employee's functions include having a breath 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 functions within four (4) hours after using alcohol, and using alcohol with eight (8) hours after an accident or until tested.

Breath testing will be performed using an evidential breath testing device approved by the National Highway Traffic Safety Administration. Two (2) breath tests are required to determine if a person has prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02% alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02% or greater, a second confirmation test must be conducted no earlier than 15 minutes and no later than 20 minutes after the screening test. Drivers who engage in prohibited alcohol conduct (i.e., a breath alcohol concentration of 0.02% or more) must be immediately removed from their safety-sensitive functions and their work agreement will be terminated. Drivers who have an alcohol concentration of 0.02% to 0.039% when tested just before, during, or just after performing safety-sensitive functions will be removed from performing their duties for twenty-four (24) hours. These drivers must be tested prior to returning to work and have a test result of less than 0.02%

In the event a confirmation test registers 0.04% or greater, the employee will be given a list of names of substance abuse professionals. The driver shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse. The driver will bear the cost of the evaluation and rehabilitation program. Prior to return to work, the substance abuse professional must provide a written statement to the supervisor stating that the driver has successfully completed the rehabilitation program which was prescribed for him/her. Failure to be evaluated by a substance abuse professional or failure to successfully complete the rehabilitation program will result in a recommendation of termination from the position of bus driver. The driver must be tested prior to return to work and the result must be less than 0.02%. The driver shall be subject to unannounced follow-up testing. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, but shall consist of at least six tests in the first twelve months.

Any confirmation test with a positive result of 0.02% or greater will be documented. More than one confirmation positive test of greater than 0.02 and/or confirmed positive drug test will result in disciplinary action up to and including a recommendation of termination from the position of bus driver.

If a driver's behavior or appearance suggests alcohol misuse, a reasonable suspicion alcohol test must be conducted. If a breath test cannot be administered, the driver will be removed from performing safety-sensitive duties for at least twenty-four (24) hours.

All alcohol breath tests shall be conducted on an approved evidential breath testing device (EBT) by a trained breath alcohol technician (BAT). A BAT-qualified Supervisor of an employee may conduct the alcohol test for that employee only if another BAT is unavailable to perform the test in a timely manner. EBT's shall be able to distinguish alcohol from acetone at the 0.02% alcohol concentration level and shall be capable of testing an air blank prior to each collection of breath and performing an external calibration check. In order to be used in either screening or confirmation alcohol testing, an EBT shall have a quality assurance plan (QAP) developed by the manufacture.

Breath alcohol testing will be conducted at a location that affords visual and aural privacy to the employee being tested sufficient to prevent unauthorized persons from seeing or hearing the test results. All necessary equipment, personnel, and materials for breath testing shall be provided at the location where testing is conducted. In some unusual circumstances, such as when it is essential to conduct a test outdoors at the scene of accident, a test may be conducted at a location that provides visual and aural privacy to the greatest extent practicable.

When the employee to be tested enters the alcohol testing location, the BAT will require the employee to provide positive identification. The BAT shall explain the testing procedure to the employee. The procedure to be followed by the BAT for a screening test is as follows:

1. The BAT shall complete Step 1 on the breath alcohol testing form. The employee shall then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this Certification shall be regarded as a refusal to take the test.
2. An individually sealed mouth piece shall be opened in view of employee and BAT and attached to the EBT in accordance with the manufacturer's instructions.
3. The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained. If the EBT provides a printed result, but does not print the results directly onto the form, the BAT shall show the employee the result displayed on the EBT. The BAT shall then affix the test result printout to the breath test form in the designated space, using a method that will provide clear evidence of removal.
4. If the EBT prints the test results directly onto the form, the BAT shall show the employee the result displayed on the EBT.
5. In any case in which the result of the screening test is a breath alcohol concentration of less than 0.02%, then the BAT shall date the form and sign the certification in Step 3 of the form. The employee shall sign the certification and fill in the date in Step 4 of the form.
6. If the employee does not sign the certification in Step 4, the BAT shall note the employee's failure to sign or initial in the "Remarks" section of the form.
7. No further testing is authorized. The BAT shall transmit the result of less than .02% to the supervisor in a confidential manner, and the supervisor shall receive and store the information so as to ensure that confidentiality is maintained.
8. If the result of the screening test is an alcohol concentration of 0.02% or greater, a confirmation test shall be performed as provided herein.

Procedures for confirmation tests (i.e., the screening test results are 0.02% or greater) are as follows:

1. The confirmation test shall be conducted within twenty (20) minutes of the completion of the screening test. The BAT shall instruct the employee not to eat, drink, or put any object or substance in his/her mouth. This time period begins with the completion of the screening test and shall not be less than fifteen (15) minutes. The BAT shall explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee's benefit. The BAT shall also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the BAT becomes aware that the employee has not complied with the instruction, the BAT shall so note in the "Remarks" section of the form.

2. Before the confirmation test is administered for each employee, the BAT shall ensure that the EBT registers 0.000 on an air blank. If the reading is greater than 0.00, the BAT shall test one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed on another instrument.
3. In the event that the screening and confirmation tests results are not identical, the confirmation test result is deemed to be the final result upon which any action under this policy shall be based.
4. Following the completion of the test, the BAT and employee shall date and sign the certification form as described in the procedures for screening tests.
5. The BAT shall transmit all results to the supervisor in a confidential manner.

Refusal by an employee to complete and sign the breath alcohol testing form (Step 2), to provide breath, to provide an adequate amount of breath, or otherwise to cooperate with the testing process in a way that prevents the completion of the test, shall be noted by the BAT in the "Remarks" section of the form. The testing process shall be terminated and the BAT shall immediately notify the supervisor. (These actions constitute a "refusal" to be tested.)

In the event an employee is unable, or alleges that she/he is unable, to provide an amount of breath sufficient to permit a valid breath test because of a medical condition, the BAT shall again instruct the employee to attempt to provide an adequate amount of breath. If the employee refuses to make the attempt, the BAT shall immediately inform the supervisor. If the employee attempts and fails to provide an adequate amount of breath, the supervisor shall direct the employee to obtain as soon as practical after the attempted test an evaluation from a licensed physician who is acceptable to the employer concerning the employee's medical ability or inability to provide an adequate amount of breath. If the physician determines in his/her reasonable medical judgement that a medical condition has, or with a high degree of probability could have, precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall not be deemed as refusal to take a test. If a licensed physician is unable to make such a determination, the employee's failure to provide an adequate amount of breath shall be regarded as a refusal.

Any action by the employee deemed to be a "refusal" will result in the immediate recommendation for termination from the position of bus driver, and the driver will be suspended without pay from the position of bus driver.

IV DRUG TESTING

Drug testing is conducted by analyzing a driver's urine specimen for the following drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine. The testing is a two (2) state process requiring a split sample. First, a screening test is performed and, if it is positive for one or more of the drugs, then a confirmation test is performed for each identified drug. All drug tests results are reviewed and interpreted by a medical review

officer (MRO) before they are reported to the employer. Any unauthorized use of the drugs and controlled substances set forth here in are prohibited. The illicit use of drugs by safety-sensitive employees/drivers is prohibited on or off duty. As with an alcohol misuse violation, a subject employee will be removed from safety-sensitive duty if a positive drug test results. The removal will not take place until the MRO has interviewed the driver and determined that the positive drug test results are from the unauthorized use of a controlled substance and no other limited and/or legitimate medical use or explanation exists. The employee's work agreement will be terminated if unauthorized substance abuse is confirmed. The subject employee cannot be returned to his/her safety-sensitive duties until he/she has been evaluated by a substance abuse professional or MRO, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the subject employee's continued abstinence from drug use will be required.

To ensure that the appropriate chain of custody and specimen control are maintained, the collection of urine specimens will proceed as follows:

A. Upon the employee's arrival at the designated collection site, the collector will request the employee to provide positive identification. The employee will be required to complete a pretest information form which serves as an identification document for the specimen collected. On the employee's copy of the form, the employee will be allowed to list prescription and non-prescription drugs currently being used (as a "memory jogger").

B. The collector will be of the same sex as the employee when direct observation is required. The employee will be required to remove any unnecessary outer garments and to leave outside the collection area any purses, briefcases, or similar items. The employee will be required to wash (with water only) and dry his/her hands before the test is administered. The employee will then remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other material which could be used to adulterate the specimen. Any transfer of the specimen from the collection container to another specimen bottle will be observed by the donor.

C. The donor shall urinate into a collection container or a specimen bottle capable of holding at least 45 ml. If a collection container is used, the collection site person, in the presence of the donor, shall pour the urine into two specimen bottles. Thirty (30) ml shall be poured into a bottle to be used as the primary specimen, and at least fifteen (15) ml shall be poured into the other bottle to be used as the split specimen. Both bottles shall be shipped in a single shipping container together with copies one, two and split specimen copy of the chain of custody form for the laboratory.

D. If the test result of the primary specimen is positive, the employee may request that the medical review officer (MRO) direct that the split specimen be tested in a different Department of Health and Human Service (DHHS)-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within seventy-two (72) hours

of the employee's having been notified of a verified positive test result. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward to a different DHHS-approved laboratory the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain of custody form with appropriate chain of custody entries. The result of the test of the split specimen shall then be transmitted by the second laboratory to the MRO. The cost of the additional testing shall be borne by the employee.

E. Any action required by D.O.T agency regulations as a result of a positive drug test (i.e., removal from performing a safety-sensitive function) is not stayed pending the result of the test of the split specimen. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the D.O.T. the employer, and the employee.

F. Any employee required to submit a specimen pursuant to random employee testing, reasonable suspicion testing, and/or post-accident testing, will be required to submit a urine sample before being relieved of duty. Employees covered under these three sections who do not produce an adequate specimen will be in violation of this policy and subject to disciplinary action including, but not limited to, suspension without pay and/or termination from the position of bus driver.

G. The identification label(s) on the specimen bottle shall contain the date of collection and required identifying information. The employee providing the specimen shall initial the label on the specimen bottle, using initials corresponding with the name on the chain of custody form. The employee providing the specimen will be asked to read and sign a certification statement certifying that the urine in the specimen bottles came from his/her body at the time of collection. Refusal to sign this statement will be noted on the certification statement form by the collector. Refusal to sign this statement, without justification, may result in disciplinary action up to and including termination from the position of bus driver.

H. Upon notification by the drug program collector that an employee has failed to appear for his scheduled collection, the supervisor will discuss with the employee the reason(s) for failing to appear. If the employee provides a legitimate reason for failing to report, no disciplinary action will be taken. If the employee does not provide a legitimate reason for failing to report, disciplinary action including, but not limited to, suspension without pay and/or termination from the position of bus driver may be taken.

I. In the event an employee refuses to provide a specimen, the drug program collector and/or the employee's supervisor shall advise the employee that refusal to provide a specimen shall result in a recommendation of termination from the position of bus driver. In the event the employee still refuses to provide a specimen, the employee will be recommended for termination from the position of bus driver.

J. In the event an employee fails to provide a sufficient quantity of urine (i.e., at least 45 ml), the drug program collector and/or the employee's supervisor will meet with the employee to see if she/he has a legitimate reason for not providing a sufficient specimen. If the employee has a legitimate reason, she/he will be required to take the drug test within eight (8) hours. If the employee does not have a legitimate reason, the employee will be recommended for suspension or termination from the position of bus driver.

K. All applicants and employees have the right to refuse to undergo drug testing as provided herein. Applicants who refuse to undergo such testing will be denied employment. Employees who refuse undergo such testing will be recommended for termination from the position of bus driver.

Drivers shall notify the supervisor if at any time they are using medication which can adversely affect driving which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a bus.

All employees and job applicants for positions involving bus driving will be advised of Platte County School District #2's drug testing policy. Notice of the policy will be posted on employee bulletin boards and will be available for job applicants and employees to review. Each driver shall sign a statement certifying that she/he has read this policy. Any employee may appeal his 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.

Adopted: 12/11/95

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 judgement of school administrators, (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, (4) is in compliance with Board Policy and Administrative Regulation DFD.

1. Transportation for Field Trips and Activities.
 - a. Special transportation may be provided for school sponsored student trips approved by the building principal.
2. Transportation for School Affiliated Organizations
 - a. 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.
3. Use of School Buses by Community Groups.
 - a. It is the Board's general philosophy that transportation equipment purchased by the district is to be used primarily for school purposes and that taxpayers will not be expected to subsidize busing equipment or personnel expenses for non-school purposes.

However school transportation equipment will be made available for use by community groups in accordance with Board Policy and Administrative Regulation DFD.

Cross reference: DFD
DFD-R
DFD-E
KG

Adopted: 3/10/86

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 Lunch Program Coordinator 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. Students will also be permitted to bring their lunches from home and to purchase beverages to supplement home prepared lunches.

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. If facilities are used by groups, no supplies provided for the regular school lunch program or USDA commodities will be used.

Adopted: 3/10/86

WRITTEN STANDARDS OF CONDUCT FOR PROCUREMENT OF FEDERAL FUNDS

Platte County School District No. 2 will adhere to the following policy requirements for any selection, award, and administration of contracts pursuant to a federal grant or funding (including procurement related to food service):

General Procurement Standards of Conduct

These standards apply to any selection, award, or administration of any contract supported by a federal award:

No employee, officer or agent of Platte County School District No.2 shall participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his/her business partner or associate, or an organization which employs or is about to employ any of the persons referred to herein, has a financial or other interest in the firm selected for an award. The officers, employees and agents of the district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or organizations doing business with the district. An exception may be made for the receipt of an unsolicited item of nominal value if approved by the Superintendent or his/her designee.

All employees should behave with the utmost integrity, never be or appear to be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Any employee, officer, or agent of the district who violates the terms of this policy shall be subject to disciplinary action, up to and including termination from employment. Non-employee agents or representatives may also be sanctioned and removed from their position as agent or representative for the district for violation of this policy.

Contract Administration

Platte County School District No.2 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. Platte County School District No.2's 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 contract administration system will address avoiding the acquisition of unnecessary or duplicative items, giving considering to consolidation or breaking out procurements to obtain a more economical purchase, and, where appropriate, analyzing the most economical approach (such as leasing versus purchasing alternatives.) The system will detail the history

of procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Platte County School District No.2's contract administration system will address administrative contractual or legal remedies in instances when contractors violate or breach contract terms. In any instance in which a contract or purchase order has been breached or violated by the contractor, Platte County School District No.2 will reserve the right to collect any and all damages that may arise from the breach of contract either through mediation or through an appropriate court proceeding, all of which will be retained by the School District.

Platte County School District No.2 reserves the right to administer appropriate sanctions, including barring the contractor from bidding on future contracts. In appropriate cases, the contract may include liquidated damages for failure to timely and/or appropriately comply with the contract provisions. All contracts in excess of \$10,000.00 will address termination for cause and for convenience, and include the manner by which it will be affected and the basis for settlement. Contracts made under a federal award (such as with funding from 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.

Debarment and Suspension of a Vendor

Platte County School District No.2 shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Platte County School District No.2 will use the state-approved Debarment and Suspension Certification Form to be included as an attachment to all contracts and bid documents stated that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the contract by any Federal department or agency.

The following provisions apply to the procurement of all federal contracts:

Purchases:

- Purchases greater than \$25,000:

If the amount exceeds twenty-five thousand dollars (\$25,000), this is considered a formal purchase, and contract must be awarded through a formal procurement process and a call for bids or request for proposals shall be published at least once in a newspaper of general circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding this paragraph.

- Purchases greater than \$10,000 and less than \$25,000:

Platte County School District No.2 will obtain competitive bids (quotes) when any purchase will cost more than ten thousand dollars (\$10,000) and less than twenty-five thousand dollars (\$25,000).

- Purchases less than \$10,000:

Any purchase below three thousand five hundred dollars (\$3,500) or as currently defined by 2 CFR 200.67 is considered a micro-purchase. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, Platte County School District No.2 must distribute micro-purchases equitably among qualified suppliers. The micro-purchase threshold will periodically be adjusted for inflation. Platte County School No.2 shall follow the most current threshold as defined at 2 CFR 200.67.

Any purchase greater than the micro-purchase threshold but less than ten thousand dollars (\$10,000) is considered a small purchase and does not require a bid process, however, the small purchase shall be made on a competitive basis.

- Per 2 CFR 200.321:

The SFA will purchase from small, minority and women's business enterprises and labor surplus firms whenever possible.

Bid Specifications:

Platte County School District No.2 contracts cannot be awarded to potential vendors that wrote, any of the bid specifications, the solicitation documents, or the Contract language. Potential bidders may provide information for the specifications but cannot prepare documents.

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

Geographic Preference:

No geographic preferences (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, Platte County School District No.2 may choose to apply a geographic preference when procuring unprocessed locally-grown or locally-raised agricultural products. This can only be a preference and not a bid specification. Additionally, this is allowed but not required for Farm to School purchases.

Buy American:

Platte County School District No.2 will adhere to "Buy American" for the food service program. Therefore, Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. The "Buy America" requirement (7 CFR 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 agriculture commodities that are produced in the U.S.

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

If Platte County School District #2 is unable to purchase items, documentation must be kept justifying the exemption(s) and maintained for review by the SA.

However, exceptions are allowed when:

- Food preferences can only be met with foreign goods;
- Insufficient quantity and/or quality is available in the USA;
- Domestic cost is significantly higher.

Platte County School District No.2 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.

Discounts, Rebates, Credits:

Platte County School District No.2 will verify that all food program contracts and procurements are net of all applicable discounts, rebates and credit. All contractors will maintain records and source documents in support of all costs, discounts, rebates and credits. Records Retention: Platte County School District No.2 will retain all Food Service Program records for three years after final payments and/or three years after any pending matters have been closed and completed. Platte County School District No.2 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.

Bid Protest Procedure:

Any vendor who desires to protest the award of a bid pursuant to this policy shall, within fifteen (15) days after award of the bid, give notice of their protest. The notice shall state in detail the basis of the claimant’s bid protest and the resolution requested. The bid protest shall be provided to the Food Service Director or other person designated by the school district to handle bid protests pursuant to the food service procurement policy. The Food Service Director or other person so designated shall investigate the claim and issue a written decision within fifteen (15) days after receipt. If the claimant is not satisfied with the decision of the Food Service Director, the claimant may appeal the decision to the Board of Trustees of the school district. The notice of appeal shall be filed with the Board of Trustees at the office of the Superintendent of Schools within fifteen (15) days after issuance of the decision being appealed from. The appeal shall state the basis of the appeal and provide to the Board the original bid protest, together with a copy of the decision being appealed from. The specific grounds for the appeal shall be stated in the appeal and shall not include additional claims or information not provided with the original bid protest.

The Board of Trustees at the next regular Board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The Board may in its discretion render a decision based upon the information and records before the Board of Trustees or, in the Board’s

discretion, may request the claimant and a representative of the school district to each present information pertaining to the bid protest. In the event the Board chooses to hear from the bid protester and a representative of the school district, each will be entitled to present or have someone on their behalf present their position to the Board.

Thereafter, the Board shall render its decision either at that meeting or at the next regular Board meeting.

Adopted: 06/08/15

Revised: 12/11/17

FREE AND REDUCED PRICE FOOD SERVICES

Children will be provided with nutritionally acceptable meals at no cost or at reduced cost if they are unable to pay the regular price for the meal. Eligibility for the free or reduced priced meals will be as determined by federal requirements.

The criteria and procedures for determining a student's need and steps for securing lunch at no cost or reduced cost will be outlined and made known by the Lunch Program Coordinator. The criteria and procedures are those established at the state and federal level.

Students who participate in the reduced or free lunch program will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except to staff members who need to make special arrangements for them.

Adopted: 3/10/86

POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS

The Platte County School District #2, Guernsey-Sunrise Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The School Food Authority assures the Wyoming State Department of Education that the school system will uniformly implement the following policies to administer the program in schools under its jurisdiction. In fulfilling these responsibilities the School Food Authority agrees to the following provisions:

A. Free Meals: Serve meals to children from households whose income is at or below the free limit of the Income Eligibility guidelines represented on Attachment A; or to children from food stamp households that provide a case number.

B. Reduced Price Meals: Serve meals at a reduced price to children from households whose income is at or below the reduced price limit of the Income Eligibility Guidelines listed in Attachment A.

C. Limit Reduced Price Costs: Set reduced price charges for lunch at or below the maximum reduced price allowed by regulations and below the full price of the lunch.

D. Equal Treatment: Ensure no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced price means or free milk shall not be published posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets or any other means. Further assurance is given that children eligible for free or reduced price means or free milk shall not be required to:

1. Work for their meals or milk;
2. Use a separate lunchroom or milk service area;
3. Go through a separate serving line;
4. Enter the lunchroom through a separate entrance;
5. Eat meals or drink milk at a different time;
6. Eat a meal different from the one sold to children paying the full price or drink milk different from that sold to children paying the full price.

E. Non-discrimination: Operate the school nutrition program so that no child shall be discriminated against because of race, sex, color, national origin, age, or disability.

F. Verification: Verify eligibility of applicant households in accordance with program regulations and annually maintain records as follow: (1) A summary of the verification efforts; (2) The total number of applications on file by October 31; and (3) The

percentage or number of applications verified. Compliance with these requirements will be monitored by the State Agency as part of its supervisory assistance monitoring and verification efforts.

G. Appeal Process: Establish and use a fair hearing procedure under which: A household can appeal a decision made by the School Food Authority with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the child who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced price meals or free milk. Prior to initiating the hearing procedure, the school official, the parent(s) or guardian may request a conference to provide an opportunity for the parent(s)/guardian and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The designated hearing official is the Superintendent of Schools, Box 189, Guernsey, Wyoming 82214, who shall ensure that the hearing procedure provides the following for both the household and the School Food Authority:

1. A publicity announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to its time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(es).
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision.

10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written record must be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

H. Eligibility Officials: Designate the Food Services Coordinator, Box 189, Guernsey, Wyoming 82214 to review applications and make determinations of eligibility. Such official will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals.

Note: The hearing official must be someone not involved in the original eligibility determination. It is suggested that he/she hold a position at a higher administrative level than that of the determining official.

I. Press Release: Submit a public/press release containing both the free and reduced price eligibility guidelines and other information contained in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

J. Application Forms and Process: Develop and distribute to each child's parents or guardian a letter and an application form for free and reduced price meals or where appropriate, free milk. These forms shall be distributed at or about the beginning of each school year or whenever there is a change in eligibility criteria. The letter to parents with the meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. The letter to parents with the free milk application form shall list the income eligibility guideline for free milk.

Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of eligibility determinations made will be maintained for a period of three years following the end of the school year to which they pertain.

Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, his/her eligibility for free or reduced price meals, or if offered, free milk, will be transferred to and honored by the receiving school.

All children from an eligible household will receive the same benefits. Parents or guardians will be promptly notified of the acceptance or denial of their applications (s). Children will be served meals or milk immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for such meals or milk for these children, the household will be instructed to contact the school.

When an application is denied, parents or guardians will be provided written notification which shall include: (1) The reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; (2) Notification of the right to appeal; (3) Instructions on how to appeal; and (4) A statement reminding parents that they may reapply for free and reduced price benefits or free milk at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the School Food Authority level.

K. Collection and Accountability: Establish a procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced price and full price meals served or the number of half-pints of free and full price milk served. The procedure described in Attachment E will be used so that no child in the school will be aware of such procedure or the identity of the children receiving free or reduced price meals or free milk.

I. Revisions to Policies: Submit to the Wyoming State Department of Education, Cheyenne, Wyoming any revisions to the administrative procedures outlined above before implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

The following are considered addenda to this policy:

- Income Eligibility Guidelines for Free and Reduced Price Meals or Free Milk
- Letter to parents and Application Form for Free and Reduce Price Meals or Free Milk
- Notification letter to Parents applying for either Free and Reduced Price Meals or Free Milk
- Public/Press Release
- Collection Procedures

Adopted: 03/10/86

Revised: 11/14/94

Revised: 01/12/98

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 will be charged only if they exceed \$25.00 (“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