

Book	Policy Manual
Section	600 Finances
Title	District Audit
Number	619
Status	First Reading
Legal	<a href="#">1. 24 P.S. 408</a> <a href="#">2. 24 P.S. 2401</a> <a href="#">3. 65 P.S. 67.701</a> 4. Pol. 801 <a href="#">5. 24 P.S. 437</a> <a href="#">6. 24 P.S. 2408</a> <a href="#">7. 24 P.S. 2441</a> <a href="#">8. 24 P.S. 218</a> <a href="#">24 P.S. 504</a> <a href="#">24 P.S. 511</a> <a href="#">24 P.S. 1337</a> <a href="#">24 P.S. 2432</a> <a href="#">65 P.S. 67.101 et seq</a>
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office. [\[1\]\[2\]\[3\]\[4\]](#)

### **Authority**

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval. [\[5\]\[2\]\[6\]\[7\]](#)

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

The Board believes that the two (2) available audits provide adequate safeguards for the public interest. Therefore, special audits by special interest groups shall not be permitted.

Public records shall be in accordance with applicable law Board policy. [\[4\]](#)

### **Delegation of Responsibility**

The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report no later than December 31. [\[8\]](#)

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	600 Finances
Title	Local Taxpayer Bill of Rights
Number	621
Status	First Reading
Legal	<a href="#">1. 53 Pa. C.S.A. 8401 et seq</a> <a href="#">2. 53 P.S. 6924.101 et seq</a> <a href="#">3. 53 Pa. C.S.A. 8422</a> <a href="#">4. 53 Pa. C.S.A. 8423</a> <a href="#">5. 53 Pa. C.S.A. 8437</a> <a href="#">6. 53 Pa. C.S.A. 8430</a>
Last Reviewed	January 9, 2017

### **Purpose**

As a local taxing authority, the Board recognizes the school district's responsibility to comply with the requirements of **applicable law**.<sup>[1]</sup>

### **Definition**

**Eligible taxes** shall be defined as all non-real estate taxes, ~~including per capita, occupation, occupation assessment and occupation privilege, income and net profits, business gross receipts, privilege, amusements or admissions, and any other tax~~ authorized by the Local Tax Enabling Law.<sup>[2][3]</sup>

### **Authority**

The Board **shall adopt** a Local Taxpayer Bill of Rights that includes the following components in **simple and nontechnical terms**:<sup>[4]</sup>

1. Taxpayer rights and the district's obligation during an audit or administrative review of the taxpayer's books or records.
2. Administrative and judicial procedures for a taxpayer to appeal or seek review of **any adverse** tax decision.
3. Procedures for filing and processing refund claims and taxpayer complaints.
4. Enforcement procedures.

The Board shall ensure that taxpayers are notified about the district's Local Taxpayer Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.<sup>[4]</sup>

### **Delegation of Responsibility**

It shall be the responsibility of the Superintendent, Business Manager, and/or other designated school district employee to develop **administrative regulations** to implement this policy which shall include:

1. Preparation and dissemination of the required notice of availability of the Local Taxpayer Bill of Rights.
2. Preparation of a Local Taxpayer Bill of Rights.
3. Preparation of a procedure for the district to request information from a taxpayer.
4. Establishment of an administrative appeals process.
5. Development of the form, content, process and deadlines for taxpayers to file a tax appeal petition.
6. Formulation of rules of practice and procedure for hearings.

The district shall respond to taxpayer requests for the Local Taxpayer Bill of Rights by making copies available at the district offices or mailing at district expense.<sup>[4]</sup>

### **Guidelines**

Information obtained by the school district as a result of an audit, return, report, investigation, hearing or verification shall be confidential. If a violation of confidentiality is committed by an officer or employee of the Board, s/he shall be subject to fines and dismissal from office or discharge from employment.<sup>[5]</sup>

### **Appeals Process**

The district establishes the following **as choices for an** administrative process to receive and make determinations on petitions from taxpayers relating to assessment, determination or refund of an eligible tax:<sup>[6]</sup>

1. Review or hearing and decision by a local tax appeals board appointed by the Board, consisting of three (3) to seven (7) members, including joint local tax appeal boards with other political subdivisions.
2. Review and decision by the Board in executive session.
3. Hearing and decision by a hearing officer appointed by the Board, which shall determine the qualifications and compensation of the appointee.
4. Administrative review or appeal process currently in effect in the district that meets the requirements of applicable law.

Book	Policy Manual
Section	600 Finances
Title	GASB Statement 34
Number	622
Status	First Reading
Legal	<u>1. 24 P.S. 218</u> <u>2. 24 P.S. 613</u> Governmental Accounting Standards Board, Statement No. 34
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

The primary objectives of implementing the **Governmental Accounting Standards Board (GASB) Statement 34** are to assure compliance with state requirements, and properly account for both the financial and economic resources of the district.

### **Authority**

Participation of the school district in any such activity shall be in accordance with Board policy.**[1][2]**

### **Delegation of Responsibility**

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Manager.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Board.

The Business Manager shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Prior to submission of the MD&A for Board approval, the district's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information".

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	600 Finances
Title	Taxable Fringe Benefits
Number	624 - NEW
Status	First Reading
Legal	<u>26 U.S.C. 1 et seq</u> Pol. 331 Pol. 717 Pol. 813 Pol. 815
Last Reviewed	January 9, 2017

### **Authority**

It shall be the policy of the Board to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.

### **Definitions**

**Taxable fringe benefit** - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.

**Convenience of the district** - where the personal use was in the best interest of the district.

**De minimis** - an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible to ensure that employees verify the use of district equipment for business purposes and report any use or fringe benefits that may be taxable as compensation.

The employee verification process shall occur monthly prior to payment of bills.

The Business Manager shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.

The Business Manager shall annually review the determinations of convenience of the district and de minimis amount to ensure compliance with federal regulations. The review may include discussions with the district auditor.

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	700 Property
Title	Facilities Planning
Number	701
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1351</a> <a href="#">2. 24 P.S. 701</a> 3. Pol. 103 4. Pol. 103.1 5. Pol. 104 <a href="#">24 P.S. 501</a> <a href="#">24 P.S. 502</a> <a href="#">24 P.S. 503</a> <a href="#">24 P.S. 504</a> <a href="#">24 P.S. 701.1</a> <a href="#">24 P.S. 702</a> <a href="#">24 P.S. 703</a> <a href="#">24 P.S. 703.1</a> <a href="#">24 P.S. 704</a> <a href="#">24 P.S. 706</a> <a href="#">24 P.S. 731</a> <a href="#">24 P.S. 731.1</a> <a href="#">24 P.S. 733</a> <a href="#">24 P.S. 736-741</a> <a href="#">24 P.S. 1601-C et seq</a> <a href="#">22 PA Code 21.1 et seq</a> <a href="#">22 PA Code 349.1 et seq</a> <a href="#">25 PA Code 171.1 et seq</a> Pol. 100 Pol. 122 Pol. 123
Last Reviewed	January 9, 2017

#### Authority

The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district's educational programs and operations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process.

~~The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district. The Board shall employ as many enumerators or attendance officers as necessary.~~<sup>[1]</sup>

#### Delegation of Responsibility

In order to inform the Board of the district's future needs, the Superintendent or designee shall:

1. Prepare a written description of existing physical facilities.
2. Annually report to the Board on enrollment projections.
3. Report to the Board on the enrollment by grades during the school year.
4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.
5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

#### Guidelines

~~Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is enrolled or belongs; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may legally request to assist in the efficient and equitable operation of the district.~~<sup>[1]</sup>

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.<sup>[2]</sup>

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.<sup>[3][4][5]</sup>

#### Selling or Disposing of School District Property

The Board authorizes the Superintendent to establish administrative regulations to dispose of district property through a public process as deemed efficient

and accountable.

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	700 Property
Title	Gifts, Grants, Donations
Number	702
Status	First Reading
Legal	<a href="#">1. 24 P.S. 216</a> <a href="#">2. 24 P.S. 703</a> 3. Pol. 706
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools.

### **Authority**

The Board has the authority to accept gifts and donations made to the school district or to any district school.<sup>[1]</sup>

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.<sup>[1]</sup>

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.<sup>[1][2]</sup>

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.<sup>[1][3]</sup>

**The Superintendent shall publicly report to the Board all gifts and donations to the district accepted on behalf of the Board, which shall be approved by the Board at a public meeting and duly recorded in the Board meeting minutes.**

### **Delegation of Responsibility**

The Superintendent or designee shall:

1. Encourage individuals and organizations considering a **donation** to consult with the principal or Superintendent before appropriating funds.
2. Report to the Board all gifts accepted on behalf of the Board.
3. Acknowledge the receipt and value of any gift accepted by the school district.

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	700 Property
Title	Athletic Facilities Advertising
Number	702.1
Status	First Reading
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes that the sale of advertising at its athletic facilities can serve as an important source of revenue enhancement. It is the objective of this policy to establish parameters for advertisement at district athletic facilities.

### **Definition**

For purposes of this policy, the term **athletic facilities** means the interior and exterior of the Golden Rams Stadium/Community Center, any outdoor athletic fields, including backstops, dugouts, and bleachers located on school district property; gymnasiums within school district buildings, high school swimming pool, and any athletic scoreboards upon or within such facilities.

### **Authority**

Any and all signs and/or the content thereof are subject to the approval of the Athletic Director, with the consent of the Board. All signs and advertising must be within the boundaries of good taste within the Highlands community standards and may not be inconsistent with the district's educational mission. Advertising of any product that is unlawful will be prohibited, including products that are unlawful only for school-aged children, such as alcohol and tobacco. Advertising will also not be permitted if it is obscene, lewd, vulgar, and libelous, invades the privacy of another person, constitutes fighting words, or, which materially and substantially interferes with or may be disruptive to the educational process or the requirements of appropriate discipline in the operation of the school.

### **Guidelines**

Any signs posted at outdoor **athletic** facilities must be installed only at locations approved by the district. All signs must conform to specifications established by the school district, including, but not limited to, the material composition, size, and appearance.

Advertising signs shall include a statement that advertising on school property should not be construed as an endorsement by the district of the product or service being advertised.

Signs shall be authorized for specified durations subject to approval of the Board.

The district may limit the period of time during the year when advertising signs may be posted. If the signs are not removed in a timely manner by the advertiser, the district will remove the signs at the advertiser's expense.

The district may limit the total number of signs that may be erected at any one time, so as to minimize distractions for athletes and spectators who use the facility for athletic events, for aesthetics, or for any other reason at the discretion of the district.

The advertiser shall be fully and exclusively responsible for all costs and expenses associated with the procurement, erection, maintenance, and removal of the sign(s). Any maintenance, repair or removal of an approved sign shall be subject to the direction and supervision of the school district maintenance staff. All signs must be maintained in good condition meeting district standards as established/determined by the district.

If any sign becomes damaged or requires repair for any reason, it is the sole and exclusive responsibility of the advertiser who erected the sign to repair or remove it. In the event the district becomes aware of a sign requiring repair or removal, the district shall notify the responsible advertiser. The advertiser must repair or remove the sign within seventy-two (72) hours of notification. If the advertiser does not repair or remove the sign as required, the district will remove the sign and invoice the advertiser for all labor and material costs incurred.

The advertiser shall indemnify and hold the district harmless from any claims, including, but not limited to those for bodily injury and intellectual property right infringement, arising out of the erection, presence, maintenance, and removal of the advertiser's sign on district property.

Advertising fees shall be subject to the approval of the Board. All proceeds for the sale of advertising at district athletic facilities shall insure to the benefit of the district. All advertisements shall be paid in advance, or monthly at the discretion of the Athletic Director with consent of the Board. All advertisers shall be required to execute a contract, in a form approved by the Board and school district solicitor, in advance of the placement of any sign.

### **Delegation of Responsibility**

It is the responsibility of the administration to:

1. Establish specifications for signs authorized by this policy, including those regulating the material, size, and composition of such signs.
2. Establish guidelines for the number and location of signs that may be posted at the district's athletic facilities.
3. Evaluate and approve or disapprove all requests for athletic field advertisement consistent with this policy and inform the Board of any such requests whether approved or disapproved.
4. Negotiate with prospective advertisers concerning proposals for fees for advertising, and the size, location, and content of advertisements, and seek Board approval of the proposed contract resulting from those negotiations.
5. Refer to the Board all situations which require Board approval under this policy, **and consult with the school district solicitor regarding advertising contracts, as directed.**



Book	Policy Manual
Section	700 Property
Title	Sanitary Management
Number	703
Status	First Reading
Legal	<a href="#">1. 24 P.S. 701</a> <a href="#">25 PA Code 171.1 et seq</a>
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes that safeguarding the health and physical well-being of district students **and staff** depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.

### **Authority**

The Board directs that a program of sanitary management shall be maintained in all district buildings **and facilities** and explained periodically to staff members.<sup>[\[1\]](#)</sup>

The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.

### **Delegation of Responsibility**

All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.

The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings **and facilities**, school grounds and school equipment pursuant to law, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the Supervisor of Building and Grounds.

Teachers shall be responsible for the condition of their classrooms, **subject to reasonable requirements provided by Building Principals and the Supervisor of Buildings and Grounds.**

Principals and the Supervisor of Building and Grounds shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.

Last Modified by Michele Bloch on January 11, 2017

Book	Policy Manual
Section	700 Property
Title	Maintenance
Number	704
Status	First Reading
Legal	<a href="#">1. 24 P.S. 701</a> <a href="#">2. 24 P.S. 722</a> <a href="#">25 PA Code 171.1 et seq</a>
Last Reviewed	January 9, 2017

### **Purpose**

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

### **Authority**

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. ~~(1)~~(2)

### **Delegation of Responsibility**

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of **maintenance, repair and improvement of buildings and facilities.**
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

The Superintendent or designee shall develop **a maintenance check list applicable to all district buildings.**

Each building principal, in conjunction with the building maintenance **employee**, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent shall report annually to the Board **or designee** regarding the current maintenance and improvement program **and projected maintenance needs that include cost analysis.**

Last Modified by Michele Bloch on January 26, 2017

Book	Policy Manual
Section	700 Property
Title	Asbestos Abatement
Number	704.1
Status	First Reading
Last Reviewed	January 9, 2017

### **Purpose**

It is the policy of the Highlands School District to maintain asbestos-containing materials in a state to prevent any risk to building occupants.

### **Authority**

The Highlands School District will closely monitor, by a certified employee of the school district, conditions of surface asbestos-containing material and miscellaneous asbestos-containing materials. The district will follow state, federal and local laws, and have building re-inspections every three (3) years by a qualified asbestos contractor. Records will be kept by the school district.

### **Guidelines**

Damage to friable surfacing material and/or damage causing friable miscellaneous asbestos material will be repaired or removed immediately and the area decontaminated.

The district will refrain from the purchase or installation of any new asbestos-containing materials for the district's buildings.

The district shall commit the necessary funds to maintain all of the above and any other necessary measures for future asbestos abatement and containment.

The district shall indemnify the members of the Board and all district employees, and hold them harmless from any and all loss, cost, expense claim, action, suit or proceeding, of whatever nature or kind, arising out of or relating to any good faith action taken in conjunction with any asbestos programs and procedures of the Highlands School District.

All asbestos records shall be kept on file indefinitely in the Business Office of the Administration Building.

Highlands School District is responsible for adequate training every year for its custodial/maintenance staff, as per state and federal laws.

Highlands School District is responsible for the certification of at least one (1) employee for supervisor and one (1) employee for worker, as per federal laws, for the responsibility of the asbestos-containing material in the district.

Building rental property is the responsibility of the district. Asbestos inspections must be done prior to any employee being assigned to the building or any use of the building by groups/organizations. The district will follow the same guidelines as if the building was were the property of the district, including three (3) year re-inspections.

Last Modified by Michele Bloch on January 26, 2017

Book	Policy Manual
Section	700 Property
Title	Safety
Number	705
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1518</a> <a href="#">2. 24 P.S. 1517</a> 3. Pol. 805 <a href="#">4. 24 P.S. 223</a> <a href="#">5. 34 PA Code 129.1001 et seq</a> <a href="#">6. 72 P.S. 1722-J</a> <a href="#">7. 77 P.S. 1038.2</a> <a href="#">24 P.S. 510</a>
Last Reviewed	January 9, 2017

### **Purpose**

The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

### **Authority**

The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.

### **Delegation of Responsibility**

The Superintendent or designee shall **develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.**

The Superintendent or designee shall:

1. Ensure curriculum to instruct students in safety and fire prevention.[\[1\]](#)
2. Provide required drills and instruct students in safety procedures.[\[2\]](#)[\[1\]](#)[\[3\]](#)
3. Review and evaluate annually district safety rules and plans.

An effective safety program must provide the staff with an awareness and commitment to promote a safe and healthy environment. The staff must strictly adhere to all aspects of the safety program. Inservice activities must be provided to all staff to develop a consistent and viable program.

Administrators shall inform all staff and students of safety rules at the beginning of the school year.

The Superintendent or designee shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.

### **Guidelines**

#### **Certified Workplace Safety Committee**

A workplace safety committee shall be established to promote the district's goals concerning safe schools.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

**The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.**

**If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.**

The Board directs the establishment of a Safety Committee to provide leadership in accomplishing the following objectives:

1. Prevention of human and economic losses from personal injury and property damage.
2. Prevention of losses from fire and theft.
3. Ensuring the safety, protection, and well-being of students and staff.
4. Study and develop safe work methods and inform students and employees of these methods.
5. Identify insurance liability exposure to the district and make loss control recommendations to Administration and Board of Directors.
6. Review Workers' Compensation exposure and claims, and make loss control recommendations to the Administration and Board of Directors.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. **Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.**

3. **Make recommendations to correct hazards.**

4. Review, **in a timely manner**, incident and accident report and investigation forms.

5. **Conduct follow-up** evaluations **on the effectiveness of** new health and safety equipment or safety procedures.

**A quorum of the workplace safety committee members shall meet at least once a month.**

The workplace safety committee shall **develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.**

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that **a qualified trainer provides** all committee members with adequate, annual training in **safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.**

**The Superintendent or designee shall maintain written records of workplace safety committee training.**

Last Modified by Michele Bloch on January 11, 2017

## Operation of Police Vehicle 705.1

### Purpose:

The Board recognizes that the School Police Officer in its employ may benefit from the use of a designated school police vehicle to perform his or her official duties.

### Authority:

The District may maintain and operate a vehicle for the use of the School Police Officer in the performance of his or her official school duties.

### Guidelines:

The school police vehicle shall be plainly marked for the use of Highlands School Police. The vehicle shall be used by the School Police Officer only in the course of his or her official duties. The school police vehicle shall not be used by the School Police Officer for non-school or personal duties.

The School Police Officer shall be responsible for obeying all local, state and federal laws while operating the school police vehicle.

The District shall be responsible for maintaining proper insurance, regular maintenance and inspection for the school police vehicle.

The School Police Officer shall comply with the District gasoline purchase procedures and complete the vehicle gasoline log as is in effect for other District owned vehicles.

If needed, the School Police Officer may purchase gasoline for the school police vehicle and shall submit expenses for reimbursement under Policy 331.

The School Police Officer shall notify the Superintendent of any traffic citation, traffic accident or damage to the vehicle received while operating the school police vehicle by the next working day. Failure to provide required notice may result in disciplinary action, up to and including termination.

- i. If the driver of the vehicle is found guilty of a traffic violation, the driver is responsible for payment of any fine resulting from said violation.

# VEHICLE GAS LOG

Vehicle Make	Model	Year
License Number	Starting Mileage	

[illegible]

**\* Submit to B&G Supervisor every 3 months.**

Submitted on: \_\_\_\_\_ date: \_\_\_\_\_  
Submitted by: \_\_\_\_\_

Received by: \_\_\_\_\_  
To Business office: \_\_\_\_\_ date: \_\_\_\_\_