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7.1—FISCAL YEAR

The District's fiscal year shall begin July 1 and end on the following June 30.

Legal Reference: A.C.A. § 6-20-410

Date Adopted: August 16, 2007

Last Revised:

7.2—ANNUAL OPERATING BUDGET

The Superintendent shall be responsible for the preparation of the annual operating budget for the District. The Superintendent shall present the budget to the Board for its review, modification, and approval.

The budget shall be prepared in the electronic format as prescribed by the State Board of Education and filed with the Arkansas Department of Education no later than September 30 of each year.

The approved budget shall provide for expenditures that are within anticipated revenues and reserves. The District Treasurer shall present monthly reconciliation reports and a statement on the general financial condition of the District monthly to the Board.

Any changes made to the budget shall be in accordance with District policy and state law.

Legal References: A.C.A. § 6-17-914
 A.C.A. § 6-13-701(e)(3)
 A.C.A. § 6-20-2202

Date Adopted: August 16, 2007

Last Revised: May 4, 2015

7.3—MILLAGE RATE

The Board shall publish, one time in some newspaper published in the county in which the district lies, at least sixty (60) days in advance of the school election at which the annual ad valorem property tax for the district is decided by the electors, the District's proposed budget, together with a millage rate sufficient to provide the funds necessary for the District's operation.

Legal References: A.C.A. § 6-13-622
 Arkansas Constitution: Article 14 Section 3 (c) as amended by Amendment 74

Date Adopted: August 16, 2007

Last Revised:

7.4—GRANTS AND SPECIAL FUNDING

The Superintendent or his/her designee may apply for grants or special funding for the District. Any grants or special funding that require matching District resources shall receive Board approval prior to the filing of the grant's or special resource's application.

Date Adopted: August 16, 2007

Last Revised:

7.5—PURCHASES AND PROCUREMENT

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the District and are the result of fair and open competition between qualified bidders and suppliers. No bids shall be taken for professional services.

DEFINITIONS

“Commodities” are all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased on behalf of the District.

“Micro-purchases” are purchases with a value of less than three thousand five hundred dollars (\$3,500) when purchased with Federal funds.

“Professional services” are legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

“Specifications” means a technical description or other description of the physical and/or functional characteristics of a commodity.

Commodities

The superintendent shall develop procedures for the procurement of micro-purchases that provide for the distribution of purchases between eligible vendors to the extent possible.

Purchases of commodities with a purchase price of more than \$5,000 require prior Board approval; however, if an emergency exists, the Superintendent may waive this requirement.

Items that have a purchase price of \$2500 but less than \$10,000 must be bought from not less than 3 quotation (verbal) bids if such are available within reason.

The district shall notify in writing all actual or prospective bidders, offerors, or contractors who make a written request to the district for notification of opportunities to bid. The notification shall be made in sufficient time to allow actual or prospective bidders, offerors, or contractors to submit a bid or other appropriate response. The board shall accept bids submitted electronically by email or fax for any and all district purchases, unless specified to be submitted by other means or methods, and except those bids which have been specified to have a designated date upon which the bids shall be opened. The superintendent shall be responsible for ensuring submitted bids, whether written, faxed, or emailed, are retained in accordance with policy 7.15—RECORD RETENTION AND DESTRUCTION.

The district will not solicit bids or otherwise contract for a sum greater than twenty-five thousand dollars (\$25,000) with vendors that are on the “excluded parties list” if the contract is to be paid from federal grant funds.

All purchases for a Federal program with an estimated purchase price between three thousand five hundred dollars (\$3,500) and ten thousand dollars (\$10,000) and all purchases of commodities with an

estimated purchase price that equals or exceeds ten thousand dollars (\$10,000) shall be procured by soliciting bids. Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The bid specifications shall not include the name or identity of any specific vendor. The Board reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

Bids shall be awarded after careful examination of the details of the bid to determine the best overall value to the District. In instances where the low bid was not accepted a statement of the reasons shall be attached to the bid. Bidders submitting written bids shall be notified in writing of the bid award.

The following commodities may be purchased without soliciting bids provided that the purchasing official determines in writing that it is not practicable to use other than the required or designated commodity or service, and a copy of the written determination is attached to the purchase order:

1. Commodities in instances of an unforeseen and unavoidable emergency;
2. Commodities available only from the federal government;
3. Utility services;
4. Used equipment and machinery; and
5. Commodities available only from a single source.

Prospective bidders, offerors, or contractors may appeal to the district's superintendent if they believe the district failed follow district bidding and purchasing policy or state law.

Any award of a contract shall be subject to revocation for ten (10) working days from:

- The initial awarding of the contract; or
- If an appeal is received, resolution of the appeal.

The intent is to provide prospective bidders, offerors, or contractors the opportunity to appeal the bid award if they believe the facts warrant an appeal. Any appeal shall be **in writing by certified mail** and received by the district office, "attention to the superintendent" within seven (7) calendar days following the initial and revocable award of the contract.

If the district receives an appeal of a bid award, they shall notify, in writing, those prospective bidders, offerors, or contractors who have made a written request to the district for notification of opportunities to bid that an appeal has been submitted. The notification shall state:

- that the contract award has been halted pending resolution of the appeal and could be revoked;
- the reasons for the appeal;
- that the recipient of the letter may respond to the protested issues identified in the appeal;
- the date the decision on the appeal will be made and notification sent;
- that if the appeal is upheld, the bidding process will start all over again;
- that if the bidding is re-opened, changes will be made to the request for bids as necessary to satisfy the reasons for upholding the appeal.

The sole authority to resolve any appeal made relating to this policy shall rest with the superintendent. The superintendent's decision shall be final and conclusive. In the event the district upholds an appeal, the sole responsibility of the district to the aggrieved bidder(s) shall be the re-opening of the bidding process.

Names of vendors on the excluded parties list can be found at <http://www.epls.gov>.

The District reserves the right to extend or renew a contract that was previously awarded under the process governed by this policy and law, provided the extension or renewal meet the following criteria.

1. The equipment and services provided under the extended or renewed contract meets or exceeds the specifications of the original bid.
2. The extended or renewed contract agreement complies with the state of Arkansas's documentation requirements.
3. The cost of the extended or renewed contract is the same or less than the original contract.
4. The extension or renewal is approved by the local school board.

Professional Services

The District does not use a bidding process when procuring professional services. Instead, when the District needs to procure professional services, the District shall:

1. Select three (3) qualified firms;
2. Determine the most qualified firm by considering, at a minimum, the:
 - Specialized experience and technical competence of the firm with respect to the type of professional services required;
 - Capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
 - Past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
 - Firm's proximity to and familiarity with the area in which the project is located;
3. Negotiate a contract for the project with the most qualified firm.

When negotiating a contract, the District and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services. If the District is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated and the District shall negotiate a contract with the next most qualified firm. In the event the District is unable to negotiate a contract with any of the original selected firms, the District shall reevaluate the necessary professional services, including the scope and reasonable fee requirements, and return to step one.

The District encourages firms who provide professional services to submit annual statements of qualifications and performance data to the District. The District shall request any additional information as needed for a particular public project.

Legal References: A.C.A. § 6-21-301, 303, 304, 305, 306
 A.C.A. § 6-24-101 et seq.
 A.C.A. § 19-11-801 et seq.
 2 C.F.R. § 200.319
 2 C.F.R. § 200.320

2 C.F.R. § 200.324

Date Adopted: August 16, 2007

Last Revised: June 6, 2016

7.5M(a)---PURCHASING PRECEDURES

- A. The following shall apply to all expenditures made from the district and activity account funds
- B. Purchases shall be made in accordance with accepted principles and sound procurement practices which provide for maximum competition based on fair and equal opportunity for all qualified bidders.
- C. Purchases shall be made at the lowest possible cost to the District or activity account with appropriate consideration given to quality, delivery time, maintenance costs, and length of performance.
- D. All purchases from District funds must be accompanied by a properly approved purchase order. For items on which bids were secured, a bid tabulation form must be attached indicating all bid prices, vendor selected, and any written statements required by the bidding process.

7.5M(b)—COMMODITIES BIDDER AFFIDAVIT

MAYFLOWER PUBLIC SCHOOL DISTRICT
FAULKNER COUNTY

I, _____, hereby state:

- (1) I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement. I certify the facts as detailed below pertaining to the non-existence of collusion among and between bidders and state officials, as well as to the facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
- (2) I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
- (3) Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - (A) To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - (B) To any collusion with any state official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of the prospective contract; or
 - (C) In any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
- (4) I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

Signature

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public”

Date Adopted: August 16, 2007

Last Revised: June 4, 2012

7.6—ACTIVITY ACCOUNT

The District shall maintain an account of activity funds. The funds for the account are those revenues derived from the sale of tickets to athletic contests or other school sponsored activities; the sale of food other than that sold in the cafeteria; the sale of soft drinks, school supplies, and books; and fees charged by clubs and organizations.

Activity funds are considered “school funds” and as such may only be spent for school related purposes.

The Superintendent shall be the custodian of all activity funds and shall be responsible and accountable for the funds. The Superintendent may appoint a co-custodian for each school in the District who shall also be responsible for the activity funds he/she maintains.

Purchases that exceed \$500.00 require checks to be signed by the Superintendent.

All purchasing shall follow the guidelines established in Section 7.5.

Policy Reference: 7.22(a)

Legal Reference: A.C.A. § 6-13-701 (g)

Date Adopted: August 16, 2007

Last Revised: May 4, 2015

7.7—CASH IN CLASSROOMS

No cash or checks are to be left in any classroom, school or offices overnight. Staff, other than the District bookkeeper, who collect funds in the course of their employment should deposit the funds daily with the bookkeeper or bank. Bookkeepers should deposit daily, unless otherwise directed by the superintendent or business manager. Contact the administration office for a key to the bank's night deposit box if necessary.

Small amounts of cash may be kept secured in buildings overnight when special circumstances apply or as approved by the Superintendent in writing. Examples of a special circumstance would include change required for events or activities that occur before banks open the next day. All other moneys should be deposited daily.

Date Adopted: August 16, 2007

Last Revised: May 4, 2015

7.8—PERSONAL PROPERTY

To avoid confusion and the potential for misunderstandings, District staff who bring personal property to school to use in the performance of their jobs should label the items with their names. Any such items should be removed from the school at the close of school each year. The District assumes no responsibility for damage to, or the loss of, personal property brought to District facilities by District staff.

Date Adopted: August 16, 2007

Last Revised:

7.9—PROPERTY INSURANCE

The Superintendent shall be responsible, with approval of the Board, for maintaining adequate insurance coverage for all District properties. At a minimum, the District will purchase insurance coverage sufficient to meet the requirements by the Arkansas Commission for Public School Academic Facilities and Transportation.

Legal References: A.C.A. § 6-21-114(d)
Arkansas Commission for Public School Academic Facilities and
Transportation Rules Governing Property Insurance Requirements

Date Adopted: August 16, 2007

Last Revised: June 4, 2012

7.10—PUBLIC USE OF SCHOOL BUILDINGS

It is the policy of the Board that District school buildings may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work and proper protection is afforded the district against the potential costs of such use. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.

The District shall establish a fee schedule for the use of school facilities. Charges made for the use of school facilities shall reflect the actual costs (e.g. labor, utility, and materials) incurred by the District.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms or other weapons as defined by ACA 5-73-120, of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law. School policies and Directions of school administrators or their delegates are to be followed.

Mayflower Alumni events/organizations may request through the superintendent to use facilities at no expense.

Mayflower student based community organizations as determined by the Superintendent may use school facilities at no charge. For example organizations such as Pee Wee football, Pee Wee basketball, Community Softball/Baseball, Community Cheer Leaders, Scouts and Boys and Girls Club.

Community based organizations who are allowed to use facilities at no charge are responsible for the care and maintenance of the facilities they are using at the time. The facilities must be left in as good condition or better than they were found. Organizations are responsible for any costs that their use could incur such as damage and cleaning. Failure to take care of facilities could result in denial of the use of the facilities as determined by the Superintendent. Bookings for the use of the facilities by these organizations are to be done in advance at the District office. Regular school activities will take precedence over community organization use.

Reference Policies: 7.10M(a), 7.10M(b), 7.10M(c),

Legal Reference: A.C.A. § 6-21-101
 A.C.A. § 5-73-120
 Arkansas Constitution Article 14, § 2

Date Adopted: August 16, 2007
Last Revised: September 12, 2016

7.10M(a)---GYM RENTAL & USE

Use of a School Gymnasium for purposes other than school related activities must follow the guidelines listed.

1. The gym must be rented through the Superintendent's office at a rate of \$20.00 per hour or part thereof (maximum of \$100.00 per day) which includes setup time i.e. total time of use of the facility.
2. Notification of potential participants and use must be submitted at the initial request for gym use.
3. Only persons residing in the Mayflower School District or employees of the Mayflower School District are eligible to rent the gym.
4. The organization/person renting the gym assumes all responsibility for the conduct of the participants and also is financially responsible for any damages incurred during the time of occupancy. Any damages or incidents are to be reported to the Superintendent's office. Any problems may result in refusal to use the facilities in the future.
5. A cleaning and key deposit of \$100.00 will be required prior to rental. Keys must not be copied.
6. Any and all fees are due at the time of application. The key is to be obtained from the Superintendent's Office and signed for. The person renting the gym will be held responsible for this fee.
7. The key must be obtained at the Superintendent's office by 3:30 p. m. the day of rental and returned by 10:00 a. m. the following business day or as determined by the Superintendent.
8. All minors must be accompanied and supervised by an adult.
9. Any person outside the Mayflower School District wanting to rent the gym must petition the Board for approval.
10. The Mayflower Youth Basketball program will be given usage of the gyms when not being used by the schools. The gyms have to be maintained and left clean and secure. Usage is to benefit the youth of the Mayflower community. The keys are to be signed for and returned at the end of the season. A key deposit of \$100.00 is to be paid per key. Keys must not be copied.

Date Adopted: August 16, 2007

Last Revised: September 12, 2016

7.10M(b)---CAFETORIUM AND CAFETERIA RENTAL & USE

Use of the facilities for purposes other than school related activities must follow the guidelines listed.

1. The cafetorium must be rented through the Superintendent's office at a rate of \$20.00 per hour or part thereof (maximum of \$100.00 per day) which includes setup time i.e. total time of use of the facility.
2. Only persons residing in the Mayflower School District or employees of the Mayflower School District are eligible to rent the cafetorium.
3. The organization/person renting the facility assumes all responsibility for the conduct of the participants and also is financially responsible for any damages incurred during the time of occupancy. Any damages or incidents are to be reported to the Superintendent's office. Any problems may result in refusal to use the facilities in the future.
5. Walls may not be decorated, no stick pins to be used or anything that may damage paint, walls, floors or facilities in general.
4. A cleaning and key deposit of \$100.00 plus rental will be required.
5. Any and all fees are due at the time of application. The person renting the facility will be held responsible for this fee.
6. The key must be obtained at the Superintendent's office by 3:30 p. m. the day of rental and returned by 10:00 a. m. the following business day or as determined by the Superintendent. Keys are not to be copied.
7. All minors must be accompanied and supervised by an adult.
8. Any person outside the Mayflower School District wanting to rent the facilities must petition the Board for approval.

Date Adopted: August 16, 2007

Last Revised: September 12, 2016

7.10M(c)---HIGH SCHOOL BASEBALL, SOFTBALL AND FOOTBALL FIELDS

1. The Mayflower High School fields are the property of the Mayflower Public Schools and all school activities take priority over any community usage. Any person or organization who wishes to use a field must do so by scheduling times through the Superintendent's office and by paying a usage fee of \$20.00 per hour or part thereof (maximum of \$100.00 per day). A fee for the cost of running lights, if used, is to be \$15.00 per hour.
2. A cleaning and key deposit of \$100.00 will be required prior to rental. Keys must not be copied.
3. The organization/person renting the facility assumes all responsibility for the conduct of the participants and also is financially responsible for any damages incurred during the time of occupancy. Any damages or incidents are to be reported to the Superintendent's office. Any problems may result in refusal to use the facilities in the future.
4. The Mayflower community youth baseball/softball programs will be given usage of the fields. The community youth programs will be responsible for field, restroom, and concession stand maintenance and cleanup. Usage is to benefit the youth of the Mayflower Community. The keys are to be signed for and returned at the end of the season. A key deposit of \$100.00 is to be paid per key.
6. Summer programs must participate on age appropriate fields.
7. Adult usage will require approval through the Superintendent's office.
8. Failure to maintain the facilities or to follow "standard rules of conduct" could result in the loss of field usage.

Date Adopted: August 16, 2007

Last Revised: September 12, 2016

7.11—USE OF SCHOOL FUNDS FOR NON-SCHOOL RELATED PURPOSES

School funds shall not be used for political, charitable, or humanitarian purposes.

No employee of the District shall use school time, school property, school personnel, or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue or ballot issue whether partisan or non-partisan. School employees may participate as part of a community organization that is renting a school facility for a political purpose so long as the event is not during school time or the employee takes personal or vacation leave, with prior approval of his/her supervisor, for the time the employee is attending the event.

Any school employee found guilty or who pleads guilty, or nolo contendere to the use of District funds to support any ballot measure shall be immediately suspended, and recommended for termination by the superintendent.

The Board of Directors is not prohibited from expressing an opinion on a ballot measure through the passage of resolution or proclamation. School employees are allowed to verbally express their views on a ballot measure other than in an attempt to persuade a student to the employee's point of view.

District employees and members of the Board of Directors may incur incidental expenditure of District funds for travel costs when speaking at an event in which a ballot measure is discussed if the subject matter of the speaking engagement is within the scope of the person's official duties and responsibilities.

District funds may be used to disseminate public information at a public speaking engagement. The incidental use of District resources may be used to prepare an analysis of the public information if such information is within the scope of the person's official duties and responsibilities.

Legal References: Arkansas Constitution Article 14 § 2
 A.C.A. § 7-1-103
 A.C.A. § 7-1-111
 A.C.A. § 21-8-402

Legal Reference: Arkansas Constitution Article 14 § 2

Date Adopted: August 16, 2007
Last Revised: May 4, 2015

7.12—EXPENSE REIMBURSEMENT

Reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district shall be done according to the following guidelines. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance. No cash advances shall be made for travel. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel.¹ Reimbursement for travel shall be for the lesser of the cost between travel by air or by car with some consideration allowed for length of time of the method of travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

The district will not reimburse expenses of any non-school board member or non-employee who accompanies the school board member or employee during his/her school related travel.

Reimbursable Expenses

Mileage that is driven for a district sanctioned purpose in an employee's personal vehicle shall be reimbursed provided appropriate documentation (in advance) is submitted establishing the date and time, place, and purpose of the travel. Mileage shall be reimbursed at the current rate authorized by the state/IRS and shall be based on the shortest, most reasonable, route available.

Meals may be reimbursed for travel which necessitates an overnight stay when submitted according to the dictates of this policy. Reimbursement shall be prorated based on the percent of a day the employee is away on travel. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures. Meals shall be reimbursed for the actual expense at the rate of up to \$20.00 per meal. Except as otherwise specified by this policy, meals are only reimbursable in conjunction with travel requiring an overnight stay.

Tips paid by a school employee for meals associated with travel as defined in this policy are reimbursable for up to 15% of the cost of the meal provided the employee submits a receipt for the meal as part of an "accountable plan" for reimbursement. Tips are not allowed if an employee is reimbursed using a "per diem" plan.

Meal expenses incurred by the superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorated, per person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

Travel necessitating overnight lodging shall be reimbursed to the extent that it is not lavish and is reasonable based on circumstances of the expenditure. Proper documentation establishing the date and time, place, and purpose of the travel must be submitted along with a receipt for the overnight accommodations. To the extent practicable, employees shall receive assistance from administrators or their designee in arranging travel plans to help keep expenses to a minimum.

Expenses not covered

The district shall not reimburse the following items/categories of expenses.

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events or pay per view or game expenses at motels;
- Replacement due to loss or theft;
- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel;
- Optional or supplementary insurance obtained by the employee for the period covered during the travel; and

Credit Cards

Generally, the School District will not use credit cards. Only those employees specifically issued credit cards (Superintendent authorization required) to be used in the performance of their jobs to purchase goods, services, or supplies on behalf of the district shall be allowed to use such cards. The card will be issued in the employee's name and the employee will be responsible for all transactions and activity of the card. Employees who incur reimbursable expenses as defined in this policy are expected to pay for them initially by any means they choose and then submit their request for reimbursement. The district assumes no responsibility for the payment of any personal credit card charges incurred by a district employee.

Airport Associated Expenses

Receipts for airport associated expenses are required for reimbursement. All airline flights shall be by coach/economy class. Receipts are necessary to be reimbursed for airport parking. Upon arrival, the employee is expected to take the less expensive option between a taxi and an airport shuttle service to his hotel or meeting site. Receipts are necessary to be reimbursed. When circumstances dictate that a rental car is necessary and/or the most economical approach to the travel requirements, the least expensive car that will accomplish the job should be rented. A receipt is necessary to be reimbursed. The district shall not reimburse for any kind of rental car supplemental insurance.

Date Adopted: August 16, 2007

Last Revised: May 4, 2015

7.12M(a)—CELL PHONE REIMBURSEMENT

The Mayflower School District will reimburse \$100.00 for cell phone per month per administrator.

Date Adopted: September 13, 2010

Date Revised:

7.13—MANAGEMENT AND DISPOSAL OF DISTRICT PROPERTY

Definitions

For the purposes of this policy, the following definitions apply:

“Commodities” are all supplies, goods, material, computers, software, machinery and other equipment purchased on behalf of the district having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

“Surplus commodities” are those commodities that are no longer needed, obsolete, irreparable, or worn out.

“Real property” is land and whatever is erected or affixed to land, such as structures or buildings.

“Surplus real property” is real property that is not presently needed or foreseen to be needed by the District, and that has been authorized for sale as surplus real property by vote of the School Board.

"Trash" are those items that would otherwise belong to another category of goods or property defined in this policy, but which, due to the property's age or an act of God, have less value than it would cost to repair the item. Examples could include, but are not limited to, fire damage, vehicle accidents, extreme age and/or decline in value of the item.

The District’s purchases of commodities shall be in accordance with Policy 7.5—PURCHASES AND PROCUREMENT and, to the extent applicable, the procurement requirements of any granting source of funding used to purchase the commodity. The Superintendent shall develop procedures governing the use, management, and dispersal of commodities. At a minimum, the procedures will cover the following topics.

- labeling of commodities;
- establishing adequate controls to account for their location, custody, and security;
- annually auditing the inventory of commodities and updating a listing of such commodities to reconcile the audit with the district’s inventory records. The audit will be documented and account for any transfer and/or disposal of a commodity.
- Disposing of surplus commodities and surplus real property, whether purchased in whole or in part with federal grant funds or with local funds.

Disposal of Surplus Commodities

The Board of Directors recognizes that commodities sometimes become of no use to the District and thus meet this policy's definition of surplus commodities.

The Superintendent or designee(s) will determine the objective fair market value of surplus commodities. The District will strive to dispose of surplus commodities at or near their fair market value.

The Superintendent may declare surplus any commodity with a fair market value of less than \$1000. Surplus commodities with a fair market value of less than \$1000 will be periodically sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value.

The Superintendent may submit a list of surplus commodities deemed to have a fair market value of \$1,000 or greater to the Board of Directors for authorization to sell such surplus commodities. Once the Board of Directors has authorized the sale of such surplus commodities, the Superintendent or designee(s) may sell that surplus commodity as the need arises. Items with a fair market value of \$1,000 or greater will be sold by the most efficient, cost effective means that is likely to result in sales at or near fair market value. If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near the fair market value without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation in which case the provisions of A.C.A. §§ 6-24-101-107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold commodities may then, at the discretion of the Superintendent, be disposed of as scrap or junk or be donated to appropriate charitable or education related entities. Computer or technology equipment will be cleansed of data prior to disposal.

Disposal of Surplus Real Property

The Board of Directors recognizes that real property it owns sometimes becomes no longer of use to the District and thus meets this policy's definition of surplus real property.

The Superintendent may submit a request to the Board of Directors for authorization to sell surplus real property. Once the Board of Directors has authorized the sale of such surplus real property, the Superintendent or designated individual(s) may sell that surplus real property as the need arises. The Superintendent or designee(s) shall be responsible for getting a determination of the objective fair market value of surplus real property³. The district will strive to dispose of surplus items at or near their fair market value. The real property may be listed for sale with a real estate broker, and the Superintendent or designated individual may

contract on behalf of the district to pay the usual and customary sales commission for such transactions, upon sale of the property.

Except when the District receives and accepts an offer to lease or purchase surplus real property from a purchaser for an amount that exceeds the fair market value through a bid process, an open-enrollment public charter school that draws its students from the District shall have a right of first refusal to purchase or lease for fair market value any of the District's surplus real property.

If the Superintendent chooses to dispose of the surplus items by bid, the Superintendent or designee(s) may set a minimum or reserve price on any item, and may reject all bids. The Superintendent or designee is authorized to accept the high bid provided the high bid is at or near the fair market value without further Board action unless the high bid comes under the jurisdiction of Arkansas ethics legislation in which case the provisions of A.C.A. §§ 6-24-101–107 would apply.

If attempts at public sales fail to produce any interested buyers or bidders, such remaining unsold real property may then, if agreed to by the Superintendent and Board of Directors, be donated to appropriate education related entities, not-for-profit organizations, the county, city, or incorporated town in accordance with the provisions of state law.

Items obtained with federal funds shall be handled in accordance with applicable federal regulations, if any.

The disposal of school property must be for the benefit of the school district and consistent with good business principles.

Trash, as defined in this policy, may be disposed of in the most cost efficient or effective method available to the district.

Disposal of Surplus Real Property After Consolidation

Real property of a consolidated school district that is no longer being used for educational purposes and has not been sold, preserved, leased, or donated two (2) years after the effective date of consolidation shall be made available for use by a publicly supported institution of higher education, a technical institute, a community college, a not-for-profit organization, a county, a city, or incorporated town by the Board of Directors for the following purposes:

- Having the real property preserved, improved, upgraded, rehabilitated, or enlarged by the donee;
- Holding of classes by statutorily authorized education related entities; or
- Providing community programs and beneficial educational services, social enrichment programs, or after-school programs.
- Legal References: A.C.A. § 6-13-111
 A.C.A. § 6-13-620
 A.C.A. § 6-21-108
 A.C.A. § 6-21-110

A.C.A. § 6-23-501
A.C.A. § 6-24-101-107
34 CFR § 80.3 – 80.52
34 CFR § 80.31
34 CFR § 80.32(d)(e)

Date Adopted: June 4, 2012
Last Revised: May 4, 2015

7.13M(a)—BUS ROUTE EXTENSION POLICY

Overview

School bus transportation is not required by the School District. The School District agrees to run cost efficient bus routes when safe to do so. Express bus routes are preferred as they lower the cost of transportation for the School District and reduces the time on the bus for each student. The School District does not attempt to make door to door delivery for School District students.

Plan

1. Bus routes are set at the start of each school year. They cannot be lengthened after this time. They may be shortened if students for some reason do not ride the bus.
2. Requests for bus route extensions need to be made to the Director of Transportation.
3. Bus drivers are not to change a bus route without approval of the Director of Transportation.
4. For an extension to occur the following requirements should be met.
 - a. Buses where possible should not retrace the route. Loop extensions are preferred.
 - b. At least 6 students should be collected.
 - c. Roads have to be safe and suitable for bus travel.
 - d. Extensions should be more than 2 miles.
 - e. Routes will only be conducted on public roads.

Designated bus stops will be made on established bus routes as determined by the Transportation Director and Superintendent.

Date Adopted: November 2, 2009

Last Revised:

7.14—USE OF DISTRICT CELL PHONES and COMPUTERS

Board members, staff, and students shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use a school issued cell phone and/or computers for non-school purposes, except as permitted by District policy, shall be subject to discipline, up to and including termination. School employees may be issued District cell phones if their position requires the employee be available at all times for work related emergencies or the employee be available to speak with others on school related business when the employee is away from the office. Employees issued cell phones for such purposes may use the phone for personal use on an “as needed” basis.

Students who use school-issued cell phones and/or computers for non-school purposes, except as permitted by the District’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

All employees are forbidden from using school-issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Legal References: IRC § 132(d)
 IRC § 274(d)
 IRC § 280F(d)(4)

Date Adopted: June 4, 2012

Last Revised:

7.14M(a)—PURCHASE ORDER PROCEDURE

The Mayflower School District will use a Purchase Order System. Purchase Orders will be used for all purchases with the following exceptions.

1. Utility Invoices.
2. Routine invoices sent on a regular basis that are preapproved by bids, Board action or established contracts.
3. Other routine bills as determined by the Superintendent.

Date Adopted: March 7, 2011

Last Revised: June 4, 2012

7.15—RECORD RETENTION AND DESTRUCTION

It is necessary to maintain district records in a manner that provides for efficient document storage and retrieval and is conducive to eliminating unnecessary record retention. Due to the variety of records that may need to be retained and accessed, the superintendent shall ensure that all staff receive appropriate training to understand this policy. Staff shall also understand the possible ramifications to the district and/or themselves for failure to properly maintain records and follow the requirements contained in this policy.

Definitions

"Directly or directly interested" (hereinafter "directly") means receiving compensation or other benefits personally or to an individual's household from the person, business, or entity contracting with the District.

"Indirectly or indirectly interested" (hereinafter "indirectly") means that a family member, business, or other entity in which the individual or a family member has a financial interest will receive compensation or benefits.

"Record" is defined for the purposes of this policy, as an item or items, whether electronic or material, that are created by, at the request of, or received by and purposefully retained by a board member, administrator, or employee in the ordinary course of District business.

Examples include, but are not limited to:

- Any kind of correspondence;
- Calendars;
- Computer files and documents (which may include drafts);
- Telephone logs;
- Expense records;
- Audio or video recordings that are created for the purpose of monitoring the security of District property or the safety of District students;
- Documentation related to transactions or contracts for:¹
 - Services with Board members, administrators, employees, or members of their families covered under the statutorily defined ethical restrictions associated with a contract for services provided for the District involving a Board member, administrator, or employee who "directly or indirectly" benefits from the contract;
 - An exemption granted by the Arkansas Department of Education (ADE) from the statutorily defined ethical restrictions associated with a contract for employment or for services provided for the District that involves a District administrator, board member, or employee.

The superintendent shall be responsible for establishing a schedule for the routine destruction of district records that accommodates the needs of the district. The schedule shall specify the length of retention for any records not specifically delineated by this policy and be distributed to staff on a need-to-know basis according to their respective employment duties and responsibilities. The schedule should accommodate the need for records to be stored as a blend of printed, bound and electronically recorded (e.g., audio tape, video tape, micro-fiche,

computer disk) material. The superintendent or designee shall ensure the effective and efficient securing, cataloging, storing, and appropriate scheduled destruction of all records.

The following records categories shall be retained for the time specified.

- a. Board of Education Minutes – forever
- b. Personnel files – forever
- c. Student files – until the student receives a high school diploma or its equivalent, or is beyond the age of compulsory school attendance
- d. Student records of attendance/graduation – forever
- e. Financial Records – five (5) years
- f. Documentation, including letters of approval, related to transactions or contracts for services covered by this policy and Arkansas statutes for Board members or members of their families or for waivers granted to District employees - thirteen years
- g. Documentation relating to payments or reimbursements made by a vendor on behalf of a board member, administrator, or employee for travel, lodging, food, registration, entertainment, or other expenses – Three (3) years
- h. Employment applications, including applicant lists, applicant interview evaluations, documentation in response to requests for reasons for a failure to be interviewed and/or hired, and hiring determinations - five (5) years
- i. Expenditures made with federal grant monies – governed by the terms of each grant
- j. Video Surveillance Recordings – the timeline established in Policy 4.48—VIDEO SURVEILLANCE
- k. Emails – to be treated like regular mail and can be discarded depending on its importance and the need to the District.
- l. Documents filed with the IRS, including those required in Policy 7.23-Health Care Coverage and the Affordable Care Act – four (4) years

The superintendent or designee shall be responsible for determining when there is a need to interrupt the routine destruction of records. When the superintendent or designee makes the decision to cease the routine disposal of records, staff affected by the decision shall be promptly informed of the decision and of the nature of records that are to be retained. Such records shall be retained until the superintendent or designee has authorized their destruction. Employee training on the district's records retention schedule shall specifically include information on the records that may need to be retained due to pending disciplinary or legal actions which otherwise are subject to routine disposal. If an employee has doubt about the need to retain any record otherwise scheduled for destruction, he/she shall consult with the superintendent or designee prior to destroying such records.

The records' storage system devised by the superintendent and designee(s) shall be organized in a manner that enables the efficient retrieval of data and documents. The district shall have adequate backup of critical data which is stored electronically. The system shall be communicated to employees in a manner that enables them to understand and follow the system's requirements.

In retaining and destroying records, no employee shall:

- Destroy, alter, mutilate, conceal, cover up, falsify, or make a false entry in any record that may be connected to a disciplinary matter or lawsuit or to a matter within the jurisdiction of a federal or state agency, in violation of federal or state law or regulations.
- Alter, destroy or conceal a document, or attempt to do so, with the intent to impair the document's availability for use in a disciplinary matter, lawsuit or an official proceeding or otherwise obstruct, influence or impede any lawsuit or official proceeding, in violation of federal or state law or regulations.
- Retaliate or discriminate against an employee who refuses to violate this policy or to coerce or threaten an employee to violate this policy.

Failure to follow the requirements set forth in this policy may result in disciplinary action against the employee(s), up to and including termination. The district's board of directors prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who, in good faith, has attempted to comply with this policy.

Legal References: A.C.A. § 5-1-109(c)(2), (g)

A.C.A. § 6-13-619

A.C.A. § 6-17-104

A.C.A. § 6-17-2301

A.C.A. § 6-18-901

A.C.A. § 6-24-102(8)(15)

A.C.A. § 6-24-105(d)

A.C.A. § 6-24-106(c)(6)

A.C.A. § 6-24-107(c)

A.C.A. § 6-24-115

A.C.A. § 21-3-302, 303

ADE Rules Governing Ethical Guidelines and Prohibitions for Educational Administrators, Employees, Board Members, and Other Parties

26 C.F.R. § 31.6001-1

34 C.F.R. § 99.2

Federal Rules of Civil Procedure Numbers 16, 26, 33, 34, 37, and 45

Date Adopted: June 4, 2012

Last Revised: May 4, 2015

7.15M(a)---SCHOOL STUDENT SUPPORT ORGANIZATIONS

This policy applies to any organization that operates or plans to operate in the Mayflower School District (hereafter referred to as District) to support academic and athletic programs provided by the District. An example of such an organization would be the Athletic Booster Club. The purpose of this policy is to have the school board oversee these organizations to ensure that they are supportive of the school students, conform to school policy and state laws and ensure that legally correct management of finances is being followed. The finances of these organizations are subject to being audited by the school auditor from the Department of Finance and Administration.

Any organization as described above requires Board pre-approval before they begin operations. This approval will be subject to review of the constitution/ by-laws for the proposed organization. Each new and existing organization to keep on file with the superintendent:

1. Copies of meeting minutes
2. Copies of monthly financial statements or bank statements
3. Updated copy of the constitution/by-laws.

Date Adopted: September 13, 2010

Date Revised:

7.15M(b)---COMMUNITY ORGANIZATIONS SUPPORTING STUDENTS

This policy applies to any community organization that actively involves school students through athletic or academic activities. This policy also applies to any community organization if they require the use of school facilities. An example of such an organization would be the Mayflower Pee Wee Basketball Association. The purpose of this policy is to ensure that the organizations follows school policy and state laws while on the school premises.

Any organization, of this type, is required to keep on file with the Superintendent:

1. Copies of meeting minutes.
2. Copies of monthly financial statements/bank statements
3. Updated copy of the constitution/by-laws.

Date Adopted: September 13, 2010

Date Revised:

7.17—FOOD SERVICE PREPAYMENT

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Staff, students, or parents choosing to do so may pay weekly or monthly in advance for meals.

Date Adopted: June 4, 2012

Last Revised:

7.17M(a)---I.T. SECURITY POLICY AND DATA RECOVERY

SECURITY MANAGEMENT

1A. Policy Statement

Mayflower School District management and IT staff will plan, deploy and monitor IT security mechanisms, policies, procedures, and technologies necessary to prevent disclosure, modification or denial of sensitive information.

1B. Standards

1B1 SECURITY RESPONSIBILITY

MAYFLOWER SCHOOL DISTRICT shall appoint, the head computer technician, supervised by the Superintendent, as the IT Security Officer (ISO) responsible for overseeing Mayflower School District-wide IT security, to include development of Mayflower School District policies and adhere to the State-wide (ADE) standards defined in this document.

MAYFLOWER SCHOOL DISTRICT, supervised by the Superintendent, shall ensure that the job description and annual performance evaluation for the appointed ISO identifies IT security responsibilities.

1B2 DATA SENSITIVITY

MAYFLOWER SCHOOL DISTRICT shall recognize that “sensitive data” identified within this Standard is considered any and all student and employee data which is considered personally identifiable information (PII) or any non PII information which assembled together would allow a reasonable person to identify an individual. Sensitive data includes, but is not limited to:

- a. Student personally identifiable information, except as allowed by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).
- b. Employee personally identifiable information, except as required by Ark. Code Ann. § 6-11-129.

1B3 TRAINING

MAYFLOWER SCHOOL DISTRICT, led by the Information Security Officer (ISO), shall ensure that all Mayflower School District employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information.

IT SECURITY POLICY

PHYSICAL SECURITY

2A. Policy Statement

Physical access to computer facilities, data rooms, systems, networks and data will be limited to those authorized personnel who require access to perform assigned duties.

2B. Standards

2B1 WORKSTATION SECURITY

MAYFLOWER SCHOOL DISTRICT shall ensure that user workstations must not be left unattended when logged into sensitive systems or data including student or employee information. Automatic log off and password screen savers must be deployed to enforce this requirement.

MAYFLOWER SCHOOL DISTRICT shall ensure that all equipment that contains sensitive information will be secured to deter theft. No sensitive data shall be retained on laptop and/or remote devices (home computer, thumb drives, personal digital assistants, cell phones, CDs, etc.) unless encrypted in accordance with the Arkansas State Security Office's Best Practices.

2B2 COMPUTER ROOM SECURITY

MAYFLOWER SCHOOL DISTRICT shall ensure that server rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school or Mayflower School District office areas. Server room access control should be enforced using keys, electronic card readers, or similar method with only those IT or management staff having access necessary to perform their job functions allowed unescorted access.

NETWORK SECURITY

3A. Policy Statement

Network perimeter controls will be implemented to regulate traffic moving between trusted internal (Mayflower School District) resources and external, untrusted (internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.

3B. Standards

3B1 PERIMETER SECURITY

MAYFLOWER SCHOOL DISTRICT shall maintain a network configuration management program which includes as a minimum: a network diagram identifying all connections, addresses, and purpose of each connection including management approval of all high risk internet facing ports such as mail (SMTP/25), file transport protocol (FTP/20-21), etc.

If the MAYFLOWER SCHOOL DISTRICT does use non-State supplied internet connections it shall ensure that all public facing (internet) servers and workstations must be segmented on a demilitarized zone (DMZ) separate from the internal Mayflower School District network. Segmentation may be achieved via firewall, router, virtual local area network (VLAN), or similar network access control device which does not allow internet traffic to access any internal system without first passing through a DMZ or network device rule set.

3B2 WIRELESS NETWORKS

MAYFLOWER SCHOOL DISTRICT shall ensure all wireless access shall require authentication and Service Set Identifiers (SSID) shall not contain information relative to the Mayflower School District, location, mission, or name. Wireless networks will deploy

network authentication and encryption in compliance with the Arkansas State Security Office's Best Practices.

MAYFLOWER SCHOOL DISTRICT shall scan for (and disable) rogue wireless devices at a minimum quarterly.

3B3 REMOTE ACCESS

MAYFLOWER SCHOOL DISTRICT shall ensure that any remote access with connectivity to the Mayflower School District internal network is achieved using encryption (e.g., SSH, RDP/High, VPN).

3B4 WARNING BANNERS

MAYFLOWER SCHOOL DISTRICT shall ensure that appropriate WARNING BANNERS have been implemented for all access points to the Mayflower School District internal network.

ACCESS CONTROL

4A. Policy Statement

System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.

4B. Standards

4B1 SYSTEM ACCESS CONTROLS – AUTHENTICATION

MAYFLOWER SCHOOL DISTRICT shall enforce strong password management for employees and contractors as specified in Arkansas State Security Office Password Management Standard.

MAYFLOWER SCHOOL DISTRICT shall enforce strong password management for students as specified in Arkansas State Security Office K-12 Student Password Management Best Practice.

4B2 SYSTEM ACCESS CONTROLS – AUTHORIZATION

MAYFLOWER SCHOOL DISTRICT shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

MAYFLOWER SCHOOL DISTRICT shall ensure that user access should be granted and terminated upon timely receipt, and management's approval, of a documented access request/termination. Ongoing access shall be reviewed for all users as a minimum annually.

4B3 SYSTEM ACCESS CONTROLS – ACCOUNTING

MAYFLOWER SCHOOL DISTRICT shall ensure that audit and log files are generated and maintained for at least ninety days for all critical security-relevant events such as: invalid logon attempts, changes to the security policy/configuration, and failed attempts to access objects by unauthorized users, etc.

4B4 ADMINISTRATIVE ACCESS CONTROLS

MAYFLOWER SCHOOL DISTRICT shall limit IT administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.

APPLICATION DEVELOPMENT & MAINTENANCE

5A. Policy Statement

Application development and maintenance for in-house developed student or financial applications will adhere to industry processes for segregating programs and deploying software only after appropriate testing and management approvals.

5B. Standards

5B1 SYSTEMS DEVELOPMENT

MAYFLOWER SCHOOL DISTRICT shall ensure that any custom-built student or financial applications or supporting applications which interface, integrate with, or provide queries and reporting to/from student or financial systems are developed using a system development life cycle approach which incorporates as a minimum:

- Planning, requirements, and design.
- User acceptance testing (UAT).
- Code reviews.
- Controlled migration to production.

5B2 SYSTEMS MAINTENANCE AND CHANGE CONTROL

MAYFLOWER SCHOOL DISTRICT shall ensure that any changes to core or supporting applications which provide student or financial processing or reporting are implemented in a controlled manner which includes as a minimum:

- Mechanisms which serve to document each change, both infrastructure and/or application.
- Management approval of all changes.
- Controlled migration to production, including testing as appropriate.

INCIDENT MANAGEMENT

6A. Policy Statement

Monitoring and responding to IT related incidents will be designed to provide early notification of events and rapid response and recovery from internal or external network or system attacks.

APPLICATIONS IN USE – Critical and Non-Critical

The school district uses many applications in its daily use. Several of the applications are considered critical and require an order for their immediate recovery. Other applications that are used regularly need to be restored at the earliest convenience.

Critical Applications in order of Priority

1. APSCN
2. Lunch Room Software and Data – Meal Tracker
3. Security Login System (Windows Server and Data)
4. Security software including antivirus (AVG)
5. GradeQuick/Edline
6. Email
7. Library Software and Data

Other Non Critical Applications

1. Renaissance Learning applications and data
2. Microsoft Office
3. Individual Specialized Applications for staff
4. Individual Specialized Applications for students

6B. Standards

6B1 INCIDENT RESPONSE PLAN

MAYFLOWER SCHOOL DISTRICT has developed and will maintain the following incident response plan to be used in the event of system compromise which should include:

Emergency contacts

DIS: 1-800-435-7989

ADE/APSCN: 1-800-435-7989

Law Enforcement: 501-470-1000

Superintendent: 501-470-0506

ISO: 501-470-0388

High School: 501-470-0388

Middle School: 501-470-2111

Elementary School: 501-470-0387

Administration Building: 501-470-0506

Arch Ford Educational Co-operative: 501-354-2269

Incident containment procedures.

The ISO with the assistance of the Superintendent will immediately monitor and take actions to contain equipment, network, LAN and or WAN. This will be carried out by various methods depending on the issue. These would include shutting down equipment, isolating equipment, monitoring the network and providing the required maintenance and repair. DIS, APSCN and backbone providers assistance and advice can be obtained as appropriate.

Priority will be given to confidential data and security of the system. The second priority will be given to network operation and maintenance.

Backups of all critical data will be carried out to ensure redundancy. DIS and APSCN through their network disaster recovery plan will be utilized. Off site information controlled by businesses will be backed up through cooperative agreements with the business.

Incident response and escalation procedures.

The procedures above will be followed. The network plan and system monitoring will be utilized to identify areas of concern. The ISO with local technicians and educational staff will work towards system stability and security. Outside resources such as DIS, APSCN, business support will be utilized. Backups and equipment repair and rebuilds will be utilized

to obtain system stability. The goal is to provide scalable, robust and reliable academic systems infrastructure.

BUSINESS CONTINUITY

7A. Policy Statement

To ensure continuous critical IT services, the following is a business continuity/disaster recovery plan appropriate for the size and complexity of Mayflower School District IT operations.

7B. Standards

7B1 BUSINESS CONTINUITY PLANNING

The MAYFLOWER SCHOOL DISTRICT, District-wide business continuity plan includes:

IT Security Plan Backup: A copy of this plan will be stored off-site in three locations. 1.

Arch Ford Educational Cooperative, Technology Department

2. The Superintendent's home

3. ISO's home

Backup Data: Backup of critical and secure data is set up to occur automatically where possible. This should be at least weekly in some cases based on need, can be daily. In the event that automatic back up is not possible the ISO will ensure at least weekly manual backup of data. This can be carried out by other technical staff and school staff as appropriate. Backup media will be located in a secured location other than the server room or adjacent facilities.

Data collected at the Elementary campus will be kept in the High School in a secure fire proof safe in the Principal's office.

Data collected at the High School campus will be kept in the Elementary School in a secure fire proof safe located in the safe room near the Principal's office.

Data collected at the Middle School campus will be kept in the Elementary School in a secure fire proof safe located in the safe room near the Principal's office.

Data collected at the Administration Office will be kept in the Elementary School in a secure fire proof safe located in the safe room.

Secondary Location: Backup information can also be kept in a secure location at the Arch Ford Educational Co-operative under the supervision of the technology coordinator (currently Christy Trantina) Phone 501-354-2269. Business locations the District uses will also be used to backup and secure data when appropriate.

Critical Applications Back Up Information

1. APSCN – Responsibility of D.I.S.
2. Lunch Room Software and Data – Daily Back Ups on High School Server. Weekly backups of server stored in Elementary School Safe Room. Monthly backups will be stored at Arch Ford Education Cooperative.
3. Security Login System (Windows Server and Data) – Continuous Backups done by Secondary Domain Controller located in the Middle School Library. Weekly backup copies will be stored at the Elementary School Safe Room. Monthly backups will be stored at Arch Ford Education Cooperative.

4. Security software including antivirus (AVG). Backup copies of these applications and license information are kept in the ISO office, high school and elementary fire proof safes as well as copies at the Arch Ford Education Service Cooperative. This will be updated regularly as new version of the software are released and license agreements are updated.
5. GradeQuick/Edline – Software and data is stored and backed up daily online through both companies. Monthly backups will be stored at Archford Education Cooperative.
6. Email – Email is stored and backed up daily, weekly, and monthly through our website/email service provider ITS Team, Inc.
7. Library Software and Data – Software and Data are stored and backed up daily and monthly through Atrium Book Systems. Monthly backups will be stored at Archford Education Cooperative.

Other Non Critical Applications Back Up Information

1. Renaissance Learning Software and Data – Elementary & Middle School software and data are stored and backed up daily through online services.
For the High School, backup copies of these applications and license information are kept in the ISO office, high school and elementary fire proof safes, as well as, copies at the Arch Ford Education Service Cooperative. This will be updated regularly as new versions of the software are released and license agreements are updated.
2. Microsoft Office - Backup copies of these applications and license information are kept in the ISO office, high school and elementary fire proof safes, as well as, copies at the Arch Ford Education Service Cooperative. This will be updated regularly as new versions of the software are released and license agreements are updated.
3. Individual Specialized Applications for staff - Backup copies of these applications and license information are kept in the ISO office, high school and elementary fire proof safes, as well as, copies at the Arch Ford Education Service Cooperative. This will be updated regularly as new versions of the software are released and license agreements are updated.
4. Individual Specialized Applications for students - Backup copies of these applications and license information are kept in the ISO office, high school and elementary fire proof safes as well as copies at the Arch Ford Education Service Cooperative. This will be updated regularly as new versions of the software are released and license agreements are updated.

Acquisition and Replacement of Hardware

On side the school district only has a few windows servers and the rest of individual personal computers using windows 2000 or latter. The school district has made an effort to outsource as many applications and data storage to professional companies who specialize in these services. This has been done in an effort to increase reliability, lower costs and focus school technical personnel to the needs of students, teachers and administration.

The windows servers use Windows 2003 Server or later and this operation system is available on State Contract through SHI, phone 1-888-764-8888. The State minimum Server requirements as provided by Department of Information Services will be followed. This is being done as hardware requirements continually change. These servers will be purchased using State Contract information (<http://www.dfa.arkansas.gov/offices/procurement/contracts/>). Currently we have been using Dell (<http://www.dell.com>), Howard Technologies (<http://www.howardcomputers.com>), and Tech Depot (<http://www.techdepot.com>).

The Personal Computers requirements will also be as suggested by the State's minimum requirements as listed on the D.I.S. website (<http://dis.arkansas.gov>). These personal computers will be purchased using State Contract information (<http://www.dfa.arkansas.gov/offices/procurement/contracts/>). Currently we have been using Dell (<http://www.dell.com>), Howard Technologies (<http://www.howardcomputers.com>), and Tech Depot (<http://www.techdepot.com>).

Critical Applications in order of Priority

1. APSCN
2. Lunch Room Software and Data – Meal Tracker
3. Security Login System (Windows Server and Data)
4. Security software including antivirus (AVG)
5. GradeQuick/Edline
6. Email
7. Library Software and Data

Other Non Critical Applications

1. Renaissance Learning applications and data
2. Microsoft Office
3. Individual Specialized Applications for staff
4. Individual Specialized Applications for students

In the event that access to school computers cannot be conducted at any of the schools or the district administration office, the facilities at the Arch Ford Educational Service Cooperative will be used.

Emergency Procedures: Emergency contacts as outlined in 6B1 will be used to obtain:

1. recovery of backup data,
2. restoration of processing at the secondary location, and
3. generation of student and employee listings for ensuring a full head count of all.

Arch Ford Educational Contact information:

Director: Dr. Phillip Young, pyoung@afsc.k12.ar.us,

Ph 501-354-2269 Fax 501-354-0167

101 Bulldog Drive, Plumerville, AR 72127

Technology Coordinator: Christy Trantina

Ph 501-354-2269 Fax 501-354-0167
Emergency Contact Number (a/hours): 501-940-1538

Agreement for use of Archford Educational Coopertive facilities: Appendix A

Identification of Alternative Procedures

In the event that a computer application is unavailable the following manual procedures can be undertaken.

Critical Applications

1. APSCN – Financial Side: District receipts are currently receipted using receipt books. This information is then entered into the APSCN system. These receipt books would be held until the computer became available. The backup site is less than 30 minutes by vehicle from the School District. Payables would be handwritten and entered as manual checks when the system becomes available. Payroll would have to be done at the alternative site. If this was not possible then payroll could be calculated manually using IRS guidelines and hand written checks issued. Student Side: A registration book is kept at each school that contains each student’s information including enrolment, address and contact information. The school nurse keeps a printed record of all medical information and contact information. Each teacher keeps a grade book that contains class lists, attendance and grade information.
2. Lunch Room Software and Data – A manual system will be used by the cafeteria staff. Participation sheets will be completed that lists names of students participating. Printed copies of APSCN reports are kept on hand to assist with what each student is required to pay and their amounts left in their accounts. Students will not be refused a meal and amounts owed to the school can be collected at a later time.
3. Security Login System- There is not manual alternative for the authentication server.
4. Security software including antivirus (AVG)- Not required until the system is available. There is not manual alternative
5. GradeQuick/Edline – Teachers keep their grade books and the office keeps the registration book (see above).
6. Email – Postal System will be used as back up for outside communications. Student assistants and the school intercom will be used for internal communications. The school two way radio system will be used when appropriate.
7. Library Software and Data – The librarians and assistances will keep manual copies of library transactions including loans, returns and inventory. These will be manually entered into the system on it recovery.

MALICIOUS SOFTWARE

8A. Policy Statement

Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

8B. Standards

8B1 MALICIOUS SOFTWARE

MAYFLOWER SCHOOL DISTRICT shall install, distribute, and maintain spyware and virus protection software on all production platforms, including: file/print servers, workstations, email servers, web servers, application, and database servers.

MAYFLOWER SCHOOL DISTRICT shall ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.

MAYFLOWER SCHOOL DISTRICT will implement enterprise servers for required updates to conserve network resources as budgeting allows.

MAYFLOWER SCHOOL DISTRICT shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.

PLAN TEST AND ANNUAL REVIEW

This plan will be tested at least annually by the ISO. The test will normally be conducted during the summer or the start of each school year. This will allow for the testing outcomes to be used to update and improve this plan. Examples of suitable testing would include and not limited to, restoring systems from backup media or using one of the manual procedures identified in this plan.

After testing, this plan will be reviewed and changed according to the identified needs. The test results will be documented and dated. This information will be recorded in Appendix B. The annual review of the plan will be done by the School District administration team and the Technology Department. These groups will be lead by the ISO and Superintendent.

APPENDIX A

Alternative Processing Site Agreement

The Mayflower School District, in formulating its State requirement Security and Data recovery plan, hereby makes this agreement with the Archford Educational Cooperative.

In the event that the Mayflower School District has a technology crisis of some kind and requires an alternative processing site, it is agreed that the technology facilities at the Arch Ford Educational Cooperative will be made available. This technology will enable the Mayflower School District to access critical applications and data for the smooth operations of the School District.

The Superintendent of the Mayflower School District will work with the Archford Educational Cooperative's Technology Coordinator on what personnel will be sent by the School District and what facilities will be made available by the Archford Educational Cooperative. This will be done with the goal of meeting the School District's needs, as well as, considering the available resources that can be provided by the Educational Cooperative.

John Gray
Superintendent
Mayflower School District
15 Old Sandy Road
Mayflower, AR 72106
jgray@mayflowerschools.info

Dr. Philip Young
Director
Archford Educational Cooperative
101 Bulldog Drive
Plumerville, AR 72127
pyoung@afsc.k12.ar.us

Date 1/4/20010

APPENDIX B

PLAN TESTING DATA

Date	Application Tested	Participants	Outcome
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Date Adopted: 4th May, 2009
Last Revised: 4th January, 2010

7.18 – DISPOSAL OF NON-NEGOTIATED CHECKS OR UNCLAIMED PROPERTY

State law specifies how the district is to dispose of retained funds in the form of issued but non-negotiated checks that have been not been presented for payment within one calendar year. The district shall dispose of these retained funds in accordance with the law and remit the amount of all non-negotiated checks to the Unclaimed Property Division of the Arkansas Auditor's Office.

The district shall make a good faith effort to return physical items that have been left on district property to their rightful owners. When contact information is known for the owner of an item of a non-perishable nature left at the district, the district shall use the information to attempt to contact the owner to inform him/her of the location of the item. Owners of such items shall be given at least three weeks to pick up the item he/she left at the district. If the owner fails to pick up the item within the time allotted, the district may dispose of the item in a manner of its choosing.

The district is under no obligation to retain an abandoned, perishable item left on district property.

Legal References: A.C.A. § 18-28-201
 A.C.A. § 18-28-202(11), (c), (d)
 A.C.A. § 18-28-204
 A.C.A. § 18-28-206
 A.C.A. § 18-28-207
 A.C.A. § 18-28-208(a)
 A.C.A. § 18-28-210(b)(c)
 A.C.A. § 18-28-217
 A.C.A. § 18-28-221(a)
 A.C.A. § 18-28-224

Date Adopted: June 4, 2012

Last Revised:

7.19—SERVICE ANIMALS IN DISTRICT FACILITIES

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses (hereinafter referred to as *service animals*) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do **not** constitute work or tasks for the purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

A service animal shall be groomed to prevent shedding and dander and shall be kept clean of fleas and ticks.

District staff may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or
- (2) The animal is not housebroken. or
- (3) Making reasonable accommodations for the service animal's presence would fundamentally alter the nature of the service, program, or activity.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Prior to working in the school, any person responsible for providing care and supervision of the animal must go through the same process for background checks as required of all employees of the school system.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

Legal References: 28 CFR § 35.104
28 CFR § 35.136
28 C.F.R. § 36.302
A.C.A. § 20-14-304
A.C.A. § 20-14-308

Date Adopted: June 4, 2012
Last Revised: May 4, 2015

7.20 – ELECTRONIC FUND TRANSFERS

District funds shall only be disbursed by the district treasurer upon the receipt of checks or warrants signed by the District Board of Directors' Disbursing Officer or alternative disbursing officers, and the Superintendent or through the electronic transfer of funds. Any electronic transfer of funds must be initiated by the District and authorized in writing by both the Disbursing Officer or alternative disbursing officers, of the school district Board of Directors and the Superintendent.

For the purposes of this policy, "initiated by the District" means the District controls both the timing and the amount of the funds transfer.

The district treasurer shall maintain evidence of authority for the disbursement in the form of invoices, payrolls that conform with written contracts on file in his/her office, or other appropriate documentation indicating an authority to disburse District funds.

"Other appropriate documentation" includes one-time, signed authorization for recurring transactions. The Board of Directors Disbursing Officer must pre-authorize the electronic transfer of funds for non-recurring transactions which can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.

Cross Reference: 1.16 —DUTIES OF BOARD DISBURSING OFFICER

Legal References: A.C.A. § 6-13-701(e)
Commissioner's Memo Com-12-036

Date Adopted: June 4, 2012

Last Revised: _____

7.21—NAMING SCHOOL FACILITIES

Except as otherwise permitted in this policy or Arkansas law, the District shall not name any building, structure, or facility, paid for in whole or in part with District funds, for an individual living at the time of its completion who, in the ten (10) years preceding its construction, was elected, or held, a federal, state, county, or municipal office and received a salary for his/her service.

Exceptions to the preceding paragraph may be made when a building, structure, or facility is a constructed through the use of at least 50% private funds or, the name refers to:

1. an individual(s) living at the time of its completion and who has historical significance;
2. an individual who is or has been a prisoner of war; or
3. A living individual who is at least 75 years of age and is retired.

Note: This policy was triggered by Act 1225 of 2013. Prior to the act there were no statutory naming restrictions applicable to school districts. The key language in the new restrictions is the person must be either elected **or** held office **and** received a salary for the office. This would **exempt**, for example, school employees and also school board members, but would **include** the Commissioner of Education, the governor, or a federally appointed judge.

Legal Reference: A.C.A. § 25-1-121

Date Adopted: May 4, 2015

Last Revised:

7.21(a)—HEALTH SERVICES POLICY AND PLAN

It shall be the policy of the Mayflower Public School District Health Care Services Plan to help provide the health and emergency services that are needed for its students in an efficient and timely manner.

Each school will endeavor to provide for its pupils healthful living conditions, appropriate health and safety instruction, adequate services for health protection and improvement and special educational opportunities for all children, including children with disabilities.

To promote understanding and cooperation in the community, the following representatives will be invited to be involved in the planning and implementation of this policy and the yearly evaluation of its procedures:

1. Administrators
2. PTSO representative
3. Health Teacher
4. School Nurse
5. Health Services Representative
6. Student

The Health Services Plan will attempt to follow the recommendations of the standards and Health Services Guidelines as outlined in the Arkansas School First Aid Guidelines by the Arkansas Department of Education (1986). Procedures for emergencies will be administered as outlined in the book on Red Cross First Aid.

All procedures established should be to protect the health and safety of all students. Educational, Operational, Maintenance and Transportational programs should be scheduled and maintained to keep the school clean, sanitary and as hazard free as possible.

Supplies for emergencies, as well as for routine first aid, should be maintained in recommended areas and quantities as needed. In-service training to staff will be conducted annually in CPR, First Aid and safety training to ensure prompt and appropriate responses are available for any situation.

The Superintendent is directed to provide the staff with the necessary direction and support to provide that these policies are implemented.

Date Adopted: June 4, 2012

Last Revised:

7.22—PRIVATE SPONSORSHIP OF EXTRACURRICULAR EVENTS

The Superintendent, or designee, may negotiate for the private sponsorship of an event to take place during the time allotted for a half-time break of any of the District’s interscholastic activities. The amount of time for a half-time break shall not be extended for the event.

The school district shall not discriminate against potential sponsors based on political affiliation, religion, or perceived message. The superintendent, or designee, may decline sponsorship for any of the following reasons:

- The sponsored event would conflict with school or school group presentations;
- The proposed event would be logistically impracticable due to the estimated time, required materials for the event, or for other reasons associated with the implementation of the event;
- The proposed event would make continuation of the interscholastic activity impracticable due to residual mess/trash resulting from the activity; or
- The proposed event would present an unacceptable safety risk to students or viewing audience.

The superintendent’s, or designee’s, decision to accept or decline the proposed sponsored event shall be final.

Any potential sponsor shall be required to demonstrate proof of an in force, minimum face value one million dollar (\$1,000,000) general liability insurance policy that would cover the event. The sponsor must also agree to indemnify the school against any damages to school property, school employees, students, or bystanders that arise as a result of the sponsored event as well as from any law suits that are filed in response to such damages.

There shall be no live or recorded speech, music, or other media provided by the sponsor used during the sponsored event.² A member of the school’s administration shall announce the name of the sponsor of the event and shall be present to assist in conducting the event. The school administrator shall be a neutral participant and shall only make content neutral statements during the event. To meet this standard, the administrator shall not promote or act in a manner that creates the appearance, or that could give the impression, that the District sponsors, endorses or otherwise agrees with the product, person/group, or event being promoted by the sponsor. No school employee may act as the representative of a sponsor or wear attire/apparel that is provided by the sponsor or that could be interpreted as promoting the sponsor’s interests. Employees or representatives of/affiliated with the sponsor may be present at the event and stand with the member of school administration who is announcing and conducting the event; such employees/representatives of the sponsor may wear clothing identifying them as sponsors of the event.

The superintendent, or designee, shall have the authority to regulate the time, place, and manner of the distribution of promotional materials by the event sponsor. “Promotional materials” includes, but is not limited to, pamphlets, pens/pencils, sports equipment (whether

miniature or full sized), or clothing. The event sponsor shall provide the superintendent, or designee, with a complete list of the types of promotional materials the event sponsor intends to distribute at the event so that the superintendent, or designee, may make an informed decision on the time, place, and manner of distribution that would result in the least amount of disturbance with the interscholastic activity.

The superintendent, or designee, should take the following into account when determining the best time, place, and manner of distribution of promotional materials:

- Whether the promotional materials could be a distraction to participants in the interscholastic activity due to the promotional material emitting light or noise;
- Whether the promotional materials have a high possibility of being able to be used against participants of the interscholastic activity to attempt to alter the outcome of the activity;
- The possibility that the promotional materials would be left by recipients to become litter; and
- The possibility that the promotional materials would divert the attention of the audience from the interscholastic activity.

The superintendent, or designee, shall limit the distribution of promotional materials to audience members when they are entering the school building/arena, during the sponsored half-time event, and/or when they are leaving the school building/arena. The superintendent's, or designee's, restrictions on the time, place, and manner of promotional materials shall be final.

Any funds received through private sponsorship shall be placed in the District's Activity Account. The superintendent, or designee, should follow the policy for receiving public gifts or donations when negotiating the sponsorship amount, as set forth in policy 6.3—Public Gifts and Donations to the Schools.

Cross Reference: Policy 6.3 —Public Gifts and Donations to the Schools

Legal Reference: ADE Rules Governing Athletic Revenues and Expenditures for Public School Districts

Date Created: May 4, 2015

Last Modified:

7.22F—EVENT SPONSOR AGREEMENT

The Mayflower School District (hereafter “District”) and _____ (hereafter “Sponsor”) agree that Sponsor shall be permitted to sponsor an event to take place during the half-time break of the interscholastic activity that is scheduled on _____.

Sponsor promises to pay to District the amount of _____ for the privilege of being announced as the sponsor of the above event.

Sponsor agrees to abide by District’s time, place, and manner restrictions on the distribution of all promotional materials related to the above sponsored event.

Sponsor has provided District proof of an in force, minimum face value one million dollar (\$1,000,000) general liability insurance policy that will cover the above event.

I, _____, acting as a lawful an authorized representative of Sponsor, certify that I have the authority to enter into this agreement, and authorize payment to District. I understand that the half-time event will not be scheduled until this agreement is fully executed and full payment under this agreement has been received by District.

Indemnification Agreement

Sponsor promises to indemnify, hold harmless, and defend District, its agents and employees from any lawsuits, causes of action, claims, liabilities, and damages of any kind or nature, including, but not limited to: attorney’s fees and costs arising from this contract, whether such attorney’s fees and costs are attributable in whole or in part to any act, omission, or negligence of District, it’s agents or employees, and including, but not limited to, any and all lawsuits, causes of action, claims, liabilities and damages, as provided above which District, its agents or employees may sustain by reason of any failure by Sponsor to indemnify as provided herein, or any failure by Sponsor to otherwise perform its obligations pursuant to this Contract, or by reason of the injury to or death of any person or persons or the damage to, loss of use of or destruction of any property resulting from this agreement.

I, _____, acting as a lawful an authorized representative of Sponsor, certify that I have read, understood, and accept the above indemnification agreement.

Sponsor Representative’s Signature

Date

I, _____, acting as a lawful and authorized representative of District certify that Sponsor has tendered the promised amount and has met all the requirements to be a sponsor as set forth in District Policy 7.22—PRIVATE SPONSORSHIP OF EXTRACURRICULAR EVENTS.

District Representative’s Signature

Date

7.22(a)—BUILDING ACTIVITY ACCOUNT DIRECTIONS

1. Principals are responsible to supervise and operate activity accounts. The purpose of activity accounts is to support student learning.
2. The District purchase order (P.O.) system is to be used on school based activity accounts.
3. Two admin signatures are required on each check. The Principal should sign all checks. The Superintendent, Assistant Superintendent or a Board Member can sign for the Principal in their absence.
4. Checks made payable to an administrator are to have the superintendent or assistant superintendent as second signature.
5. Check registers are to be provided to the superintendent monthly for Superintendent Board review. They are to be made available the Tuesday before each regular monthly Board Meeting.
6. All athletic accounts are to be held at the District Office.
7. Activity accounts can be held at each school. (Superintendent approval is required for opening an account). The Superintendent will decide what accounts can be held at the Building level and what accounts are to be held at the District level.
8. Activity account funds are to be treated as State Government Funds and are to be spent accordingly.
9. Government Funds **cannot** be used for gifts, rewards, awards or any giveaways. (See item 10 for exceptions)
10. Funds are to be spent according to the purpose in which they were raised. Funds can be raised for gifts, charity and needs of students, staff and community members. Those receiving a gift, charity etc must sign a receipt and it be added to the Purchase Order.
11. Check signatories include: *Building Admin, District Admin and Board Dispersing Officers*. Rubber stamps cannot be used.
12. Food, drinks and candy **can** be provided at staff professional development meetings for those that attend the training and if the training is three hours or more/day. Sign-in sheets and meeting agendas are to be attached to the Purchase Order.
13. Checks over \$500 need a superintendent or assistant superintendent signature. (or Primary Dispersing Officer)
14. Activity accounts should not be in or have a negative balance without superintendent approval.
15. Purchases over \$500 require superintendent or assistant superintendent approval on P.O.
16. It is recommended that all purchases obtain competitive pricing when possible. All expenses over \$2500 require competitive pricing. Expenses over \$5,000 require Board Approval. Expenses more than \$10,000 require bids as per State Law.
17. No gift cards are to be purchased unless approved by the Superintendent.

Date Adopted: 3/4/2013

Last Revised:

7.23—HEALTH CARE COVERAGE AND THE AFFORDABLE CARE ACT

Definitions

“Dependant”, for purposes of this policy, means an employee’s child(ren) and/or spouse who are enrolled by the employee in health care coverage through the District’s health care plans.

“Full-time employee”, for purposes of this policy, means an employee in a position requiring on average thirty (30) hours of actual performance per week during the annual school year.

“Responsible individual” means a primary insured employee who, as a parent or spouse, enrolls one or more individual(s) in health care coverage through the District’s health care plans.

"Variable hour employee", for the purposes of this policy, means an individual who has no base minimum number of hours of performance required per week.

Health Insurance Enrollment

All full time District employees are eligible to enroll themselves; their spouse, so long as the spouse is not otherwise eligible for insurance through his/her employer's sponsored plan; and their child(ren) in one of the insurance plans through the Public School Employee Life and Health Insurance Program (PSELHIP). Variable hour employees are not eligible to enroll in a PSELHIP plan. If a variable hour employee’s measurement period finds that the employee averaged thirty (30) or more hours per week, then the employee is treated as a full time employee rather than a variable hour employee and is eligible for health insurance. New full time employees have sixty (60) days following the start date of the employee’s contract to elect to enroll in a PSELHIP plan; all new employees shall be informed in writing of the start date of the employee’s contract and that the employee has sixty (60) days from that date to elect PSELHIP coverage. Coverage for new employees who choose to enroll in a PSELHIP plan shall take effect on the first of the month following the date on the enrollment application. Coverage shall be in effect until the end of the calendar year. Employees who experience a Qualifying Status Change Event have sixty (60) days from the date of the Qualifying Status Change Event to file an application to change coverage information. All employees who continue to be eligible may elect to continue coverage and make changes to their PSELHIP plan for the following plan year during the yearly open enrollment period.

The District shall ensure all employees are provided education annually on the advantages and disadvantages of a consumer-driven health plan option and effective strategies of using a Health Savings Account (HSA).

District Contribution to Premiums

At a minimum, the District shall distribute the statutorily required contribution rate to all employees who are enrolled in one of the PSELHIP plans, which shall include any mandatory increases to the contribution rate due to increases to the salary schedule. In accordance with the State Health Insurance Portability Rules (SHIP), the District shall continue to pay the premium contribution for an employee who transfers to another Arkansas school district that also participates in the SHIP through August 31 of the calendar year the employee leaves the district so long as the employee:

- 1) Completes his/her contract with the District;
- 2) Provides the District with notice that the employee is transferring to another district by no later than June 10;

- 3) Provides the District with proof of employment at another Arkansas district; and
- 4) Has the employee portion of the premium removed from his/her end-of-year checks or pays the District business office the employee portion of the premium by the 15th¹⁰ of both July and August.

Measurement Method of Employee Hours

The District uses the monthly measurement method for determining if an employee qualifies as a full-time employee.

W-2

For all full-time employees who are enrolled in a PSELHIP plan, the District shall indicate in box twelve (12) of the employee's Form W-2 the cost of the employee's health care coverage by using code "DD".

IRS Returns

The District will electronically file with the IRS by March 31 of each year the forms required by the IRS on the health insurance coverage of each full-time employee for the previous calendar year, whether or not the full-time employee participates in a health insurance plan through the PSELHIP.

Statement of Return

The District shall send to each full-time employee a Statement of Return (Statement) regarding the IRS Return filed on the employee. The Statement shall contain: The District's name, address, and Employer Identification Number (EIN) as well as a copy of the IRS Return filed on the employee. The District shall send a copy of the Statement to the employee on or before January 31 of the calendar year following the calendar year the information in the Statement covers. The District shall send only one Statement to the household of an employee who meets the definition of a responsible individual that will include all requisite information for both the responsible individual and the responsible individual's dependant'(s). The Statement will be mailed to the employee's address on record.

Record Retention

The District shall maintain copies of the Statements sent to employees in accordance with the requirements for documents transmitted to the IRS in Policy 7.15—RECORD RETENTION AND DESTRUCTION.

Cross Reference: 7.15—RECORD RETENTION AND DESTRUCTION

Legal References: A.C.A. § 6-17-1117
A.C.A. § 21-5-401 et seq.
26 C.F.R. § 54.4980h-0 et seq.
26 C.F.R. § 31.6001-1

Date Adopted: May 4, 2015

Last Revised: June 1, 2015

7.23F—LICENSED PERSONNEL ELECTRONIC RECEIPT OF STATEMENTS CONSENT FORM

To receive an electronic copy of the statement concerning the tax information for your health insurance coverage, please complete the following information:

Name: _____

E-mail address: _____

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

(The phone number and mailing address shall only be used for the purpose of acquiring a replacement e-mail address to send a copy of the Statement of Return (Statement) in the event the District receives an “unable to deliver” notification when the District sends an electronic copy of the Statement to the provided e-mail address.)

Disclosures

An individual who consents to receive an electronic copy of the Statement shall be deemed to be aware of, and agree to, the following disclosures:

1. I shall receive a paper copy of the Statement unless I consent to receive an electronic copy;
2. My consent to receive an electronic copy of the Statement shall be effective for all future Statements unless I withdraw my consent or it is terminated in accordance with this agreement;
3. The District shall terminate the sending of electronic Statements upon the occurrence of any of the following:
 - Thirty (30) days after the District receives a written request to withdraw consent;
 - There is a change in hardware or software that has a material impact on my ability to receive the electronic version of the Statement;
 - February 1 of the year following any of the following:
 - Termination of my employment;
 - My retirement from employment;
 - My death;
4. I may request a paper copy of the Statement even though I have consented to receive an electronic copy of the Statement. The request for a paper copy must be in writing, either electronically or on paper, and shall be delivered to the Human Resource Director. A request to receive a paper copy shall not constitute a withdrawal of consent to receive an electronic copy of the Statement unless I affirmatively state that the request constitutes a withdrawal.
5. I shall receive from the District through either mail or e-mail a confirmation of my withdrawal of consent and the date the withdrawal shall become effective;

6. A withdrawal of consent shall not apply to an electronic copy of the Statement that is sent prior to the effective date of the withdrawal;
7. I am responsible for making sure that the District has my current contact information. I may update any changes to my contact information by sending an amended copy of the Electronic Receipt of Statements Consent Form to the Human Resource Director,
8. The District shall contact me with any changes in the District's contact information;
9. The District shall furnish electronic copies of the Statement in the Portable Document Format (PDF);⁵
10. Arkansas or Federal law could require the printing of a copy of the Statement to attach to a Federal, State, or local tax return;
11. The e-mail containing the electronic copy of the Statement shall have the subject line of "Important Tax Return Document Available" in all capital letters.

I certify that I have read the disclosures and that I wish to affirmatively consent to receive my copy of the Statement in an electronic format.

Signature: _____

Date: _____

7.24—ADVERTISING ON SCHOOL BUSES

Under the authority granted by A.C.A. § 6-19-129 and the Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing Advertising on School Buses:

The District has chosen to use the legally provided space on District school buses for purchased advertising space and to place any items created by the District's information office.

The Superintendent shall develop procedures for soliciting proposals for advertising, as well as guidelines for the review and acceptance of advertisements.

The Board, or designee, shall approve each advertisement before it is displayed on a District bus. The Board reserves the right to reject any advertisement that it deems inappropriate for the school setting. If the District contracts with a third party for the solicitation of potential advertisers and the development of advertising programs, the District retains the final authority to accept or reject potential advertisers and proposed advertisements.

Advertising shall be accepted solely for the purpose of generating revenue for the District transportation program and not for the purpose of establishing a forum for communication. All revenue the District receives from advertisements shall only be used to reduce District transportation costs.

Regardless of the viewpoint expressed in the advertisements, advertisements shall not be approved that are:

1. For a political candidate, political party, the adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election as required by A.C.A. § 7-1-111;
2. Of an obscene or pornographic nature;
3. Promoting drugs, alcohol, tobacco, firearms, or similar products; or
4. Otherwise deemed to be inappropriate for minors.

The District shall also reserve the right to reject advertising that is inconsistent with:

- a. Federal or State laws and regulations;
- b. Commissioner's memos;
- c. The First Amendment;
- d. Board policy;
- e. The District's mission, goals, standards, and curriculum; or
- f. Any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.

Acceptance of an advertisement on District school buses shall not constitute approval or endorsement of any product; service; issue; organization; activity; or position referenced in the advertisement, nor shall acceptance of advertising from a vendor determine whether the

District will purchase goods or services from the vendor through the District’s procurement process in Policy 7.5—PURCHASES AND PROCUREMENT.

The Board has the authority to terminate advertisements on school buses at any time. The Board may, at its sole discretion, cease to allow the display of any previously approved advertisement if it finds the advertisement to have become inappropriate due to changing circumstances.

Approved advertisements may be placed:

- On the rear quarter-panels of the exterior of the bus,;
- At least three inches (3”) behind the rear wheel and not closer than four inches (4”) from the lower edge of the window line;
- At least three inches (3”) from any required letter, lamp, wheel well, reflector, or emergency exit; and
- Within a block no larger than thirty inches (30”) in height and sixty inches (60”) in length.

Any reflective tape between the floor line and beltline of the bus that is covered by an advertisement will be replaced by placing reflective tape either above or below the advertisement. No brackets or hardware shall be applied to the bus to hold advertisements.

Advertisements must be of a durable printed material. In order to not create a handhold or present a danger to pedestrians, the advertisement shall not:⁴

- Intentionally extend from the body; or
- Extend from the body due to damage.

All advertisements shall contain the phrase “Paid advertisement” in a place, font, color, and size that it may be easily read from a distance of at least ten feet (10’).⁵

Cross References: 6.9—MEDIA RELATIONS AND NEWS RELEASES
7.5—PURCHASES AND PROCUREMENT

Legal References: A.C.A. § 6-19-129
A.C.A. § 7-1-111
Commission for Arkansas Public School Academic Facilities and
Transportation Rules Governing Advertising on School Buses

Date Adopted:

Last Revised: