

**SECTION 4000**

**ADMINISTRATIVE DIRECTIVES**

**ASBESTOS MATERIALS**

**REVISED 2002**

**JIM FEUERBORN**

Issued 5/91

Helen Merrigan

Asbestos Hazard Emergency Response Act (AHERA)

All asbestos-containing building materials shall be identified and such information shall be in the Management Plan located in each school building office. The Management Plan is to be kept current with additional information relating to abatement, air clearances, etc. These plans shall be made available on request to employees and patrons.

AHERA regulations and activities are coordinated through the district Project Manager. ALL EPISODES OF REPAIR, VANDALISM, ETC. WHICH INVOLVE EITHER A SUSPECT OR ACTUAL DISTURBANCE OF ASBESTOS MATERIALS SHOULD BE REPORTED TO THE PROJECT MANAGER IMMEDIATELY.

BUILDING REGULATIONS AND CONTROL

**REVIEWED 2002**  
**JIM FEUERBORN**

Designation of Areas for Use

The building administrator, teacher, cafeteria employee, or other designee will establish areas to be used by the group or organization and will expect cooperation of the adult in charge of the group.

Payment for Use of Facilities

The day following facility use, the principal shall submit a summarized statement of the amount due to the budget director who shall bill the organization, group, or person for the amount shown. Payment must be made by check payable to the Hickman Mills C-1 School District and adequate identification of the group or organization authorized to use the building. Failure to pay within 30 days of billing forfeits future use.

Waiver of Kitchen Charge

There will be no charge to PTA and parents' clubs for use of kitchen equipment for serving beverages at regular meetings.

Priority for Use of Facilities

All permits issued for the use of school facilities are subject to cancellation whenever conflicts arise with the use of facilities for school purposes. When it is necessary for the school district to cancel a permit for the use of school facilities, written prior notice will be given.

Charge for Recreational Use of Exterior Facilities

Use of playgrounds and athletic fields for recreation purposes will generally not carry a charge; however, use of lights and use of grounds for parking purposes may require a charge at the discretion of the Board of Education.

District Stadium

Use of the district stadium facilities shall require prior Board of Education approval.

COMBUSTIBLE DECORATIONS  
and  
LIGHTS ON CHRISTMAS TREES/DECORATIONS

**REVISED 2002**

**JIM FEUERBORN**

Combined January 1999

Issued 9/8/75

City of Kansas City, MO

Combustible Decorations

All combustible decorative and acoustical material including curtains, drapes, etc., located in corridors, passageways or stairway enclosures and in lobbies or the rooms or spaces designated for use by occupants or visitors shall be rendered and maintained flame resistant.

Fresh cut flowers and decorative greens as well as living vegetation may be used for decoration except those containing pitch or resin including Christmas Trees.

NO ONE shall use or cause to be used any type of open flame such as, but not restricted to, table arrangements, candles, candelabra, nor any other device requiring the use of open flame. This restriction shall apply to all school district activities and any persons or groups using the facilities of the Hickman Mills C-1 School District.

NO ONE shall use or cause to be used any type of decorative lighting, regardless of the type of power source.

FAILURE to comply with these codes becomes the sole responsibility of the Building Administrator.

FACILITIES RENTAL CHARGES

**REVIEWED 2002**

**JIM FEUERBORN**

Revised November 1999

Gymnasium - Large	\$150 per hour/2 hour minimum charge
Gymnasium - Small/Elementary/Multi	\$100 per hour/2 hour minimum charge
Little Theatre	\$80 per hour/2 hour minimum charge
Auditorium	\$175 per hour/2 hour minimum charge
Media Center	\$40 per hour/2 hour minimum charge
Cafeteria/Secondary Schools	\$80 per hour/2 hour minimum charge
Locker Room	\$50 per hour/2 hour minimum charge
Track	\$100 per hour/2 hour minimum charge
Kitchen	\$60 per hour/2 hour minimum charge
Field Lights	\$6 per hour/2 hour minimum charge
Stage Lights	\$15 per hour/2 hour minimum charge

District personnel are required to be present per existing Board of Education policy and will be paid by the groups/individuals wishing to use district facilities at the same rate as necessary for the district to pay these persons, including benefits.

Should the Board of Education grant permission for use by any group which has had reported difficulty in the past, the group will be required to pay a \$500 deposit prior to use being granted.

INSURANCE AND RECORD-KEEPING ON AV AND COMPUTER EQUIPMENT

**REVISED 2002**

**JIM FEUERBORN**

Revised 4/8/91

Helen Merrigan

All audiovisual and computer equipment purchased with district funds (including activity, donations, etc.) should be delivered to instructional technology at Baptiste Educational Center for insurance inventory records and district identification markings.

## INVENTORY INSTRUCTIONS

**REVISED 2002**

**JIM FEUERBORN**

Issued May 1991

District building contents are to be updated annually. The purchasing agent has the responsibility for making all inventory changes and shall request information on updating the inventory once each year. It is the responsibility of the administrator in charge of each site, to keep the purchasing agent informed of all building content changes in location, deletions, additions, etc.

PROCEDURE TO APPLY FOR USE OF BUILDINGS AND GROUNDS

**JIM FEUERBORN**

**Issued 2002**

With the exception of those groups pre-approved by the Board of Education, requests for the use of buildings and grounds must be in writing on the form provided, and submitted to the Associate Superintendent/Business in sufficient time to arrange the use of the building and for administration to review and recommend acceptance or rejection of the request to the Board of Education.

PRE-APPROVED GROUPS

**REVIEWED 2002**

**JIM FEUERBORN**

Revised December 1998

Hickman Mills C-1 School District PTA/PTO Units and Parents' Clubs, Educational and Youth Groups:

- Band Parents Clubs
- Camp Fire Boys and Girls
- Boy Scouts, Cub Scouts, Girl Scouts, Brownie Scouts
- City Community Council
- College Credit Extension Courses
- 4-H Clubs
- Good News Clubs
- Hickman Mills Community Scholarship Foundation
- Hickman Mills Foundation
- Jackson County Parks and Recreation
- Kansas City Parks and Recreation
- Longview Wrestling Club
- Ruskin Booster Club and Hickman Mills High School  
Booster Club
- South Suburban Junior Athletic Association
- South Suburban Junior Baseball Association
- South Suburban Junior Basketball Association
- YMCA, YWCA

Civic and Service Organizations:

- Citizens' Crusade Against Crime
- CSD Credit Union
- Duly organized homes associations within the school  
district
- Friends of School Libraries
- Harmony in Hickman Mills
- Hickman Mills American Legion Post and Auxiliary  
Impact
- Kansas City and Jackson County Boards of Election  
Commissioners
- Kiwanis Club of South Jackson County
- Lion's Club
- MODOT
- Rotary
- South Kansas City Chamber of Commerce
- Southern Communities Coalition
- Southern Jackson County Jaycees
- Women's Alliance of Hickman Mills

## SUPERVISORY PERSONNEL

**REVIEWED 2002**  
**JIM FEUERBORN**

### District Employee

No building may be used unless an administrator, custodian, or other school employee designated by the building principal is present. It will be decided at the time of application whether a custodian must be present. Groups renting building space are required to engage a certificated district employee to serve as event supervisor. This event supervisor is in addition to any custodial personnel that the building principal decides is needed.

### Responsible Adult Supervisor

Each group and/or organization must be accompanied by at least one adult who has been placed in charge and who is responsible for the actions of the group or organization. The adult supervisor will be required to arrive prior to the gathering of persons and will remain until all persons leave the building and the area has been policed to the extent required by the building principal. At the time the application is made for the use of the facilities, the person to be present and to be in charge must be named and will be expected to assume complete responsibility.

### Disciplinary Authority

Any school employee in attendance or in charge of the building is authorized to stop any inappropriate behavior and will expect the adult in charge to cooperate. The school personnel in charge will report any misbehavior or other problems with the group or organization to the building principal who shall immediately report it to the associate superintendent/business.

USE OF TOBACCO PRODUCTS PROHIBITED IN DISTRICT BUILDINGS

**REVISED 2002**

**JIM FEUERBORN**

Issued August 20, 1993

Board of Education Action August 29, 1994

The use of any tobacco product in any Hickman Mills C-1 School District facility or in any school bus is forbidden. This prohibition is applicable 24 hours a day. This prohibition applies to all district employees, individuals, or groups who are utilizing school facilities.

Building managers shall designate an out-of-doors area in which the use of tobacco products is permissible. The out-of-doors use of tobacco products shall be restricted to the area designated by the building manager. This area shall not be made available to students.

WELLNESS CENTER

**Issued 11/11/04**

**John Dean**

The Human Resources department shall issue photo ID badges for the immediate family members of district employees who register to use the Wellness Center. The ID badges shall clearly designate "Wellness Center" and shall only be used for access to the Wellness Center.

## **Part-Time and Substitute Professional Staff Employment**

**Issued April 2007**

**Pam Marsh**

### **Part-time Teachers**

Part-time teachers shall meet the qualifications required of full-time teachers in the district, as well as the requirements for the teachers under state law and /or state regulations. Part-time teachers must satisfactorily complete background checks and screenings required of full-time teachers by the district.

The contracts of all professional staff employed on a regular part-time basis must explicitly state the percentage of full-time employment (FTE) that the employee is contracted to work so that the district may accurately calculate the accumulation of tenure. Part-time employees are defined as working no more than 30 hours a week and will not qualify for any type of medical benefits.

### **Substitute Teachers**

Substitute teachers obtain and maintain a substitute teaching certificate. Substitute teachers must satisfactorily complete background checks and screenings required of full-time teachers by the district. Substitutes are employed on an as-needed basis and do not qualify for any type of medical benefits.

### **Job Sharing**

The District may regularly employ classroom teachers through a job-sharing arrangement. Classroom teachers in a job-sharing position shall receive paid legal holidays and paid leave applicable to all classroom teachers on a pro-rata basis.

A job-sharing position shall mean any position requiring employment of at least 17 and no more than 20 hours per week on a regular basis, requiring at least 70 percent of time spent in classroom instruction and that is shared with one (1) other employee. Retired, 550 employees may not be hired in a job-sharing role for the full school term unless the schedule is reviewed and approved by the Superintendent. Job sharing employees generally work less than 30 hours a week and will not qualify for any type of medical benefits.