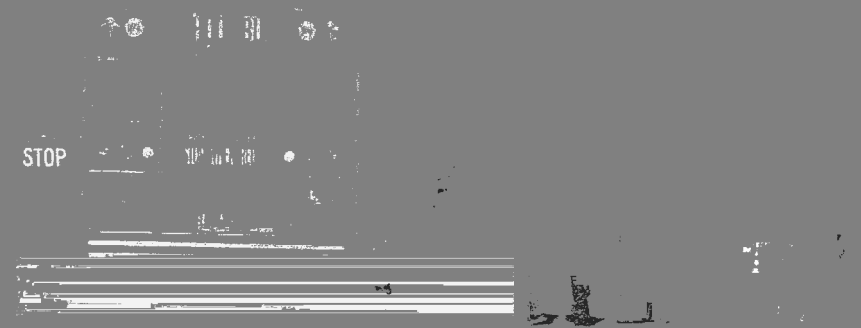


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**Kenosha Unified**  
**School District**  
maximizing the brilliance of children



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The records should be kept in a secure and accessible location, and should be updated regularly to reflect any changes in the data.

2. The second part of the document focuses on the role of the accounting department in the overall business operations. The accounting team is responsible for monitoring the company's financial performance, identifying areas of inefficiency, and providing recommendations for improvement. They also play a key role in budgeting and forecasting, which are essential for long-term strategic planning.

3. The third part of the document addresses the challenges faced by businesses in the current economic environment. With increased competition and fluctuating market conditions, companies must be able to adapt quickly to changes. This requires a strong focus on cost management and operational efficiency, as well as a commitment to innovation and customer service.

4. The final part of the document provides a summary of the key findings and recommendations. It emphasizes the need for a proactive approach to financial management and the importance of regular communication between the accounting department and other business units. By following these guidelines, companies can ensure their financial health and long-term success.

WHILE RIDING THE BUS

1. *Be seated as soon as possible to avoid traffic delay on the highway*



*articles which are black, silver, copper or white shall not be allowed aboard the*

## DURING EXTRACURRICULAR OR FIELD TRIPS

1. *Any of the applicable rules or regulations will apply to any trip under school sponsorship.*
2. *Pupils shall respect the wishes of competent chaperones appointed by the school officials to accompany the student bus riders.*
3. *Teachers, chaperones and the bus driver shall confer before and after the trip on matters concerning the violation of the rules and regulations. The teacher or chaperone should verbally explain to the students the disciplinary action which could result from misconduct. Any violations should be in written form to the principal, by the teacher, chaperone or driver.*

## DRIVER REQUIREMENTS

1. *The driver shall be responsible for maintenance of order for school bus riders without physical or verbal assault. Misconduct considered serious by the driver shall be in written form to the principal for disciplinary action. If immediate disciplinary action is needed, the driver shall use the two-way radio to dispatch needed assistance by other authorities.*
2. *Drivers and passengers are not allowed to smoke on the bus or on school grounds. The Clean Air Act of 1990, totally bans smoking in school buses with or without passengers. The School Board of the Kenosha Unified School District, bans smoking on all school property.*
3. *The driver shall not allow any articles to be transported within the bus body*