

## **SUPPORT SERVICES**

## **Regulation 5110**

### **Buildings and Grounds Management** **Buildings and Grounds Maintenance and Inspection**

Each building principal shall give attention to the condition of the buildings in his/her care as to cleanliness, heating, ventilation and general maintenance, in order to safeguard the health, safety and comfort of the students and employees. Principals shall report conditions needing attention to the appropriate administrator.

The principal of each school shall regularly inspect and identify any hazardous conditions in his/her area of supervision and promptly report them in writing to the Superintendent's designee. The reports will identify conditions and suggest corrections. The designee shall regularly report to the Superintendent regarding such conditions and plans to correct.

The Superintendent/designee is directed to maintain a proper preventive maintenance program and include adequate funds to sustain this program in the budget recommendation. Provisions of this program should include the following:

1. The Superintendent and building principals will periodically inspect the buildings and grounds and report findings to the Board.
2. Improvements and additions to the buildings and grounds will be made as established by capital outlay line items approved in the budget by the Board.
3. An adequate custodial services program for all buildings will be maintained.
4. School grounds and fields will be maintained and improved when necessary to ensure a safe, functional and attractive environment.
5. District buildings and equipment will be repaired, painted and replaced as needed.
6. Obsolete equipment will be identified.

## **SUPPORT SERVICES**

## **Regulation 5130**

### **Building and Grounds Management** **Energy Conservation Measures**

The conservation measures outlined below should be emphasized at the beginning of each heating season. School principals should advise students and faculty members to dress appropriately to offset lower building temperatures. Department heads should advise their personnel of conservation measures put into practice. The cooperation of all concerned will be necessary to make this conservation program successful. Continued emphasis on the need to conserve energy is an absolute requirement.

#### **During the Heating Season**

1. Thermostats should be set to obtain a building temperature of 68 degrees Fahrenheit during the day. Kindergarten, shower and locker room thermostats may be adjusted to maintain a 72 degree Fahrenheit room temperature.
2. The maintenance / custodial staff will coordinate with building principals in regards to thermostat settings for night time and week end temperature control.
3. Attention to door and window closures to reduce heat costs should be monitored at each building location.
4. Building principals will instruct teachers and staff to have thermostats adjusted instead of opening doors or windows to regulate temperatures in rooms or the buildings.
5. The maintenance staff will assess outside air intake systems and adjust where needed to reduce heat loss.

#### **During the Cooling Season**

1. Thermostats should be set to obtain a building temperature of 75 degrees Fahrenheit during the working day. After 4:00 p.m. settings should be made to regulate the building temperature at no lower than 78-80 degrees.
2. The maintenance / custodial staff will coordinate with building principals in regards to thermostat settings for night time and weekend temperature control. Special programs in school after normal hours should be considered to provide comfortable temperatures.
3. Attention to door and window closures to reduce cooling costs should be monitored at each building location.
4. The maintenance staff will monitor air cooling systems and adjust where needed to reduce energy loss.

## **Regulation 5130**

**Other Energy Measures**

1. Reduction in interior hall lighting needs to take place where feasible. Insure classroom lights are out when not needed. Ball field and gymnasium lights will be turned off when not in use. Night custodial staff will use minimum lighting necessary to accomplish tasks.
2. If a special hardship is sustained by an activity, an appeal may be made to the building principal or maintenance supervisor for special consideration to the policy.
3. Drivers of public school vehicles are reminded of the State Air Pollution Control Board regulation which prohibits the running of vehicle engines for more than three minutes when the vehicle is parked, except when the engine provides auxiliary service other than for heating or air conditioning. Fuel economy is enhanced by eliminating unnecessary engine idling when idle time exceeds one minute.

**SUPPORT SERVICES**

**Regulation 5210**

**Safety, Security and Communications**

**Hazardous Materials**

The District will follow procedures outlined below in order to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA):

1. Contract with accredited/certified agencies to conduct inspections of school buildings for asbestos-containing materials.
2. Follow recommended procedures to control the release of asbestos fibers upon completion of asbestos inspections.
3. Develop a management plan which lists corrective steps and long-range maintenance of asbestos control procedures. This report shall be made available to the public and filed with appropriate state agencies.
4. Post warnings on all areas containing asbestos and notify students, parents, and employees regarding the afflicted areas.

## **SUPPORT SERVICES**

## **Regulation 5230**

### **Safety, Security and Communications** **Accident Reporting**

The following guidelines are to be used to determine whether or not a report is to be completed. A report shall always be completed when:

1. The accident requires that emergency medical attention, a doctor, or ambulance be called.
2. The accident or injury results in a student or employee leaving school.
3. The accident results in a permanent injury; i.e., a chipped tooth.
4. Patron, parent, or employee reports an on the premises accident.
5. When a student or employee is injured on school premises an accident report form should be completed by the supervisor.
6. When in doubt about whether or not a report is needed, complete one.

### **Accident Report Procedure**

1. The building administrator, designee, or nurse initiates the report.
2. The person in charge at the time of the accident completes the Accident Report form.
3. The Accident Report form should be completed and sent to the building office or principal within 24 hours of the accident.
4. The principal reviews the report and makes a recommendation for corrective action to be taken or notes action taken.
5. The principal forwards the original copy to the Superintendent/designee. A copy remains on file at the building level office.
6. The Superintendent/designee is responsible for evaluation of the report. It is to serve as a basis for a safety and accident prevention program.

## **SUPPORT SERVICES**

## **Regulation 5240**

### **Safety, Security and Communications** **Weather and Fire Emergencies**

The Board recognizes the necessity for a planned safety program to ensure to the extent possible a safe environment for students, staff and visitors. The responsibility for ensuring safe conditions throughout the District is shared by the Board, Superintendent and staff. The Superintendent, at the Board's direction will be responsible for the development and implementation of a safety program to include, but not be limited to, weather, fire and civil defense emergencies.

The Superintendent/designee is authorized to dismiss schools, at his/her discretion, because of hazardous road conditions or other conditions which would make the operation of schools impractical or hazardous to students and staff.

At the direction of the Superintendent/designee, building principals will determine areas in each building which, in the principal's opinion, are best suited for the protection of students and staff during civil defense emergencies. School will not be dismissed in the case of civil defense alerts or tornado warnings.

The Superintendent/designee will provide for fire inspections on an announced and unannounced basis for each building. The Superintendent/designee will also be responsible for remedying unsafe conditions in school buildings which have been reported by local fire marshals acting in their official capacity. Building principals are responsible for preparing a fire drill and emergency exit plan for their buildings. Exit plans will be posted in each classroom and reviewed with the students on a regular basis. Fire drills will be conducted during the first full week of school and on a quarterly basis thereafter to ensure safe and efficient exit in the event of an emergency.

## **SUPPORT SERVICES**

## **Regulation 5280**

### **Safety, Security and Communications** **Vandalism and Theft**

Incident reports are to be sent to the Superintendent/designee and the Custodial/Maintenance Manager by the building administrator no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

## **SUPPORT SERVICES**

## **Regulation 5540**

### **Food Service Program**

#### **Food Safety**

In order to implement the District's Food Safety Program, standard operating procedures should be developed in the following area:

##### General Safety Considerations

- Prohibit bare hand contact with ready to eat foods
- Store chemicals away from food and food related supplies

##### Personnel

- Require hand washing after restroom use, sneezing, coughing, or after performing any cleaning activity.
- Develop a policy for restricting or excluding ill employees from food production or preparation areas.

##### Product Procurement

- Follow recommendations for selecting vendors such as those found in State distributing agency vendor certification procedures.
- Develop buyer product specifications.

##### Receiving

- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- Put perishable foods into the refrigerator or freezer immediately.

##### Storing

- Store all food and paper supplies 6 to 8 inches off the floor.
- Label all food with name of the school and delivery date.

##### Transporting

- Preheat transfer cart prior to use.
- Limit transport travel time to a maximum of 2 hours.

##### Holding

- Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).

##### Preparation

- Do not keep food in the "danger zone" (between 41 °F and 135 °F) for more than 4 hours.
- Handle food with utensils, clean, gloved hands, or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods should be prohibited.)

Cleaning / Sanitizing

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning.

Cooking and Documenting Temperatures

- Record all temperatures when they are taken.
- Use only a clean and sanitized thermometer when taking internal temperatures of food.

Cooling

- Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.

Reheating

- Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

**Transportation**  
**Student Transportation Services**

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the Superintendent, building principal or designee. Students with disabilities who are suspended from bus transportation will be afforded the procedural safeguards, if necessary, as required by the IDEA or Section 504. Such bus suspensions will not constitute a "removal" under the IDEA or Section 504 unless transportation is included as a necessary related service in the student's IEP or Section 504 Plan. Uniform rules of conduct and disciplinary measures will be enforced.

The transportation service will be subject to continual supervision and regular evaluation on the basis of the following Board policies:

1. The Board of Education shall adopt policies governing pupil transportation upon the recommendation of the Superintendent, and shall include adequate funds in the budget to cover the cost of the transportation contract, secure proper authorization for the provision of transportation, and secure approval of bus routes from the Missouri State Board of Education when necessary.
2. The Superintendent shall assign administrative and operational duties regarding the transportation program, and shall keep the Board of Education informed as to the operation and needs of the student transportation program. The Superintendent shall recommend policies, budget and bus routes to the Board of Education for approval.
3. School administrators may be asked to ride certain bus routes and report their findings to the Superintendent. All violations of state and local requirements will be reported.
4. The Superintendent/designee will make spot checks of buses throughout the year to review compliance with requirements.
5. The Superintendent/designee will meet at least once a year with all the bus drivers.



Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. Other vehicles owned by the District or operated under contract with the School District shall transport no more children than the manufacturer suggests as appropriate for such vehicle.

### **Responsibilities of the Administration of Transportation**

The following administrative tasks shall be taken by the Transportation Administrator or designee:

1. Determine the pupil transportation needs for the local district.
2. Secure proper authorization in accordance with the law in providing pupil transportation.
3. Plan routes and schedules to render reasonable service and secure approval of all bus routes from the local Board of Education. Prepare and distribute bus schedules to drivers and transported pupils.
4. Provide and maintain safe buses which meet approved standards.
5. Require all paper work on each driver be completed and on file at the Central Office. Included are physical examination certificates, copies of contracts, performance bonds where necessary, CDL numbers, drug testing records.
6. Prepare and adopt rules and regulations for the safety of pupils being transported.
7. Require necessary records and reports from drivers including record of pupils being transported according to the ridership recordkeeping procedures. (Policy 5650)
8. Assure that proper liability, property, collision insurance coverage is provided relative to pupil transportation.
9. Prepare and submit pupil transportation reports as may be requested by the local Board of Education. To provide all reports and record keeping as required by DESA relative to pupil transportation.

### **Responsibilities of the Driver**

The following are expectations and authority delegated to the bus driver:

1. The driver shall assume control of all pupils while they are being transported and should require from them respectable and orderly behavior. Particular attention should be given to the care and safety of the smaller children being transported. Any continued disorderly conduct should be reported to the proper school administration. Failure to take appropriate action may result in disciplinary action for the driver. Failure to comply with the reporting requirements under the Safe Schools Act may result in charges of a Class A misdemeanor.

2. A student may be assigned a specific seat on the bus in cases where in the judgment of the driver such action is needed for student misconduct and/or to assure safety for all riders. The bus driver at their discretion may have a seating chart for all students if deemed necessary.
3. The driver must observe all laws and regulations as established by Missouri law agencies, Department of Transportation and by the Department of Elementary and Secondary Education
4. Drivers are to drive bus routes as determined and assigned by the transportation administrator or supervisor. The driver will make an effort to run the bus on the route and on the time schedule established by the administration.
5. The drivers are to enforce disallowable items on the bus. There will be no animals, weapons, glass bottles or jars, or hazardous chemicals permitted on the buses. The bus driver may request students not to bring other items, which in their judgement, create a safety hazard or items that consume additional space and are not school instructional or school climate related.
6. In case of an accident or bus breakdown, while the bus is loaded with pupils, the driver shall not leave the bus and student riders to summon help. The driver should send two responsible student riders if deemed necessary to go notify for help.
7. The driver shall, by the direction of the administration or bus supervisor, give instructions to riders concerning emergency exits, fire extinguisher, first aid kit, opening windows and doors relative to exiting the bus in case of a fire or accident.
8. The driver will only pickup and unload students at their designated pickup and unloading points. Only by written permission or appearance by parent/guardian will students be unloaded at another location after they have boarded the bus for their approved destination.

### **Responsibilities of the Pupils and Parents**

It is imperative that certain rules for safety, efficiency, and good discipline apply for bus passengers. The following regulations have been established for students being transported:

1. The driver is in charge of the pupils and the bus. Pupils must obey the instructions of the driver respectfully and promptly.
2. Pupils should obey and respect the orders of bus supervisors, monitors, or patrols on duty.
3. Pupils must be on time at the designated bus stops; the bus cannot wait beyond its regular schedule for pupils who are tardy.

4. Pupils should never stand in the roadway while waiting for the bus. Pupils should not move toward the bus in close proximity until the bus has come to a complete stop.
5. Classroom conduct is to be observed by the pupils while riding the bus, except ordinary conversation is permitted. Unnecessary conversation with the bus driver is prohibited.
6. Pupils must not at any time extend arms or head out of the bus windows.
7. Pupils must not get on or off the bus, or move about within the bus, while the bus is in motion. Wait until the bus stops before moving to enter it. Wait until the bus stops before leaving your seat to exit it.
8. The rear door and exit windows are for emergency use only. A student should never open them except in an emergency.
9. Student expectations while on the bus:
  - A. No eating or drinking on the bus
  - B. The aisle of the bus must be clear at all times
  - C. Any damage to the bus should be reported at once to the driver
  - D. No animals, glass, weapons, or hazardous chemicals are permitted on the bus (the driver may restrict other unnecessary items from being brought on the bus)
  - E. Do not be rude or abusive to other students while loading or unloading
10. **Bus Misconduct** - Any offense committed by a student on a district-owned or contracted bus shall be punishable the same as if the offense had been committed on school grounds or buildings. In addition, bus riding privileges may be restricted, suspended or revoked.
11. Students who are not attending class are not to ride the bus. In other words, you do not ride the bus while under suspension or if you choose not to come to school. Students who do ride the bus to school shall not leave the school grounds without administrative approval once they have arrived on the school premises.
12. Students or parents should notify the driver ahead of time when the student will not be riding the bus. If you do not know until that morning, please call the bus barn at 935-2295.

**Transportation**

**Field Trips**

**Definitions**

*Field trip* – A planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied.

*Local field trip* – A field trip that usually falls within a twenty-five (25) mile radius of the school, takes place within the regular school day and uses contracted or District transportation.

*Out-of-area field trip* – A field trip that fulfills any one of the following conditions: covers more than a twenty-five (25) mile radius, requires more than one day, uses contracted or District transportation, includes additional transportation fees, or involves other unusual circumstances.

*Private transportation* – The use of private vehicles for transporting students for field trips, school events and other school activities. Refer to Policy and Regulation 5661 – Field Trip Transportation in Private Vehicles/Common Carriers.

**Financing Field Trips**

The use of bus transportation services for field trips may be authorized from Board of Education appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Field trip transportation may be funded from sources other than Board of Education funds. This may include PTO contributions, authorized fees, government funds, and income generated by school activities.

**Requests for Field Trips**

All requests for use of school buses for field trips shall be made on the appropriate District form and shall be submitted to the principal for approval.

Requests for all out-of-area field trips shall be submitted through the principal for approval by the Superintendent/designee. When District bus transportation is used, a copy of the appropriate District form should be attached.

Field trip requests should be submitted early enough to permit a timely review by the principal.

## **Student Permission Form**

All students shall be required to have a parent/guardian signed permission form to participate in a field trip. In cases where there is a series of field trips for a class, only one permission form is necessary.

## **Study/Travel/Tour Programs**

There are numerous study/travel/tour programs promoted and operated by commercial organizations, not only during summer vacations and holidays, but also at times during the school year.

### **1. Official Programs**

On occasion, it may be appropriate for the schools to make use of the facilities of commercial organizations to offer study, travel or tour programs. The Superintendent/designee shall have approved all aspects of such programs, and notification of the programs, together with implementing procedures, shall be sent to the schools. These should be designed for the summer vacation, holidays or for other times that do not entail long absences of either teachers or students from the regular school session.

In the event that any teacher would like to propose such a program, he/she should submit a written request through the school principal for approval by the Superintendent/designee. Requests should be submitted early enough to permit adequate review at all levels; otherwise requests shall be denied.

The program should be undertaken to achieve valid educational objectives to warrant support by the school and the District. Care should be exercised to avoid excluding students from participating in the program because of their economic circumstances.

### **2. Non-Official Programs**

Nonofficial study/travel/tour programs are ones that are not approved by the school and/or the District.

Any private group involving school personnel, students and parents that is formed for the purpose of studying, traveling or touring shall abide by the following guidelines:

- a. The planning of any such activity and the activity itself shall be scheduled outside of the regular school day.
- b. The activity shall not be sanctioned, recommended or advertised by a school and/or school personnel in an official capacity.

- c. Solicitation of participation by students shall not be conducted in any school during the school day.
- d. The activity shall not receive any school or District funds, supplies or duty time of employees.

School personnel participating in nonofficial programs should:

- a. Be aware that administrative leave will not be granted for participation in such programs.
- b. Be careful not to imply in any way that a nonofficial program is receiving official sanction or recognition by the school or District.
- c. Be familiar with current policies and regulations regarding conflict of interest and be particularly careful not to accept or receive any gift, loan, gratuity, favor or service of economic value that might reasonably be expected to influence one in his/her position in the discharge of his/her duties, from any person.

## **SUPPORT SERVICES**

## **Regulation 5661**

### **Transportation**

#### **Field Trip Transportation in Private Vehicles/Common Carriers**

The following requirements will be enforced when transporting students by common carrier:

1. Terms of the transportation services provided by the common carrier will be recited in a written contract.
2. Common carriers will provide evidence of liability insurance in an amount equal to at least five (5) million dollars per accident.
3. Common carriers will provide evidence of safety inspection and compliance approved by the Federal Motor Carrier Safety Regulations.
4. Drivers of commercial carriers must possess a valid Missouri commercial driver's license and must comply with all provisions of the Federal motor Carrier Safety Regulations.

The following requirements will be enforced when transporting no more than four (4) students in vehicles other than district buses or common carriers:

1. Vehicles must be properly licensed and display a current safety inspection sticker.
2. Vehicle driver must have a current Missouri operator's license.
3. Vehicles must be equipped with operable safety restraints.
4. Vehicles must be insured by current liability insurance.