

## **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 Director of Buildings and Grounds.

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 Director of Buildings and Grounds and building principals will periodically inspect the buildings and grounds and report findings to the Superintendent.
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.

**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 necessary.

**During the Heating Season**

1. Lower thermostats to obtain a building temperature of 72 degrees Fahrenheit during the day. Kindergarten, shower, and locker room thermostats may be adjusted to maintain a 74 degree Fahrenheit room temperature.
2. Adjust heating setback switches to obtain nighttime building temperatures of 60°. All schools are to activate setback switches at the close of school. Where possible, school building thermostats will be set at 55 degrees Fahrenheit to further conserve fuel resources.
3. Pay particular attention to door and window closures to reduce heat costs.
4. The Maintenance Division staff will coordinate with school principals on efficient mechanical use to insure minimum mechanical operations.
5. The Maintenance Division staff will assess outside air intake systems and adjust where needed to reduce heat loss.

**During the Cooling Season**

1. Hold cooling levels for air-conditioned areas at not lower than 74 degrees Fahrenheit during working hours. Activate setback switches at 4:00 p.m. unless the physical plant is specifically exempt to provide comfortable temperatures for special programs in a school.

**Other**

1. Insure that classroom lights are out 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 school principal, and Supervisor of Buildings and Grounds, in turn, for an exception to 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 should be completed when:

1. The accident requires that a doctor be called.
2. The accident results in absence of student for one-half day or more.
3. The accident results in a serious injury.
4. 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 complete the Accident Report form.
3. The Accident Report form is returned in one day to the building office and is forwarded to the principal.
4. The principal reviews the report and makes a recommendation for correction action to be taken or notes action taken.
5. The principal forwards the original copy to the Superintendent/designee. A copy remains in the school.
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.

Reports will include:

1. Date, time and place of accident.
2. Name and address of injured person(s).

3. Name of staff member(s) in attendance.
4. Type of accident.
5. Personal injuries incurred.
6. Treatment given.
7. Description of the accident.
8. Property damage incurred.
9. Name and address of any parties with first-hand information regarding the accident.
10. Name of staff member making the report.
11. Date and time of parent/guardian notification.

All reports shall be sent to the Superintendent. The Superintendent shall report to the Board in writing all serious accidents and shall also submit to the Board periodic statistical reports on the number and types of accidents occurring in the School District.

**Safety, Security and Communications****Weather, Earthquake 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 month of school and on a quarterly basis thereafter to ensure safe and efficient exit in the event of an emergency.

**Earthquake Emergency Procedure System**

At the direction of the Board, the District has established and implemented an earthquake emergency procedure system for each school. In developing and implementing its earthquake emergency procedure, the District has obtained assistance from the Missouri Emergency Management Agency.

The earthquake emergency procedure will include, but not be limited to, the following components:

1. Building disaster plans to monitor the safety and care of students and staff.
2. At least two earthquake emergency preparedness drills in each school per school year.

3. Specific procedures and protective measures to be taken before, during and following an earthquake.
4. Awareness and training for students and staff concerning the District's earthquake emergency procedure system.

The District's earthquake emergency procedure system is available for inspection in the District's administrative offices during normal business hours.

At the beginning of each school year, the District staff will distribute to students the earthquake awareness and safety information prepared by the Federal and Missouri Emergency Management Agencies.



## **SUPPORT SERVICES**

## **Regulation 5410**

### **Inventory Management**

### **Inventory Requirements**

#### **Federal Program Equipment and Supplies**

##### **Definitions**

*Equipment* - Tangible, nonexpendable personal property having a useful life of more than a year and an acquisition cost of \$1,000.00 or more per unit.

*Supplies* - All tangible personal property other than equipment. Computing devices are supplies if cost is less than \$1,000.00.

##### **Additional Tracking Requirements**

The District will maintain effective control over and accountability for all funds, property, and other assets. Regardless of cost, the District will maintain effective control and will safeguard all assets and will ensure that they are used solely for authorized programs.

##### **Equipment Disposition**

The District will use equipment used in the Federal program for which it was acquired as long as needed whether or not the program continues to be supported by the Federal award.

When equipment acquired under a Federal award is no longer needed for the original program, the District will dispose of the equipment as follows:

1. Items with a current per unit fair market value of \$5,000.00 or less may be retained, sold, or otherwise disposed of with no further obligation.
2. Items with a current per unit market value in excess of \$5,000.00 may be retained by the District or sold.
3. Sales procedures will comply with Policy 3390.

**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 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.

Exceptions to the eligibility requirements may be made for siblings of disabled students who ride transitional buses. Transitional buses are defined as general education buses that have a capacity of 65 or more students that transport regular education students as a normal route but that also have supports installed to provide service for disabled students. Where a disabled sibling is in the same grade level grouping as a non-disabled sibling (Kindergarten - 5<sup>th</sup> grade, 6<sup>th</sup> Grade at Bridger, 6<sup>th</sup>-8<sup>th</sup> grade at Nowlin Middle School, 7<sup>th</sup> - 8<sup>th</sup> grade at Bingham Middle School and Pioneer Ridge Middle School, and 9<sup>th</sup> – 12<sup>th</sup> grade), parents may make a sibling ridership request. A sibling ridership request is a request for a non-disabled sibling to ride a transitional bus with a disabled sibling to the school attended by the disabled sibling. Such requests must be made through the building administrator for the school attended by the disabled sibling and will only be granted if the following conditions are met:

- The non-disabled sibling must be in the same grade level grouping as the disabled sibling.
- There must be sufficient capacity on the transitional bus for the non-disabled sibling to ride as determined by the Director of Transportation in his sole discretion. Additional buses will not be added in order to allow a non-disabled sibling to ride with a disabled sibling.
- There must be sufficient capacity at the school attended by the disabled sibling for the non-disabled sibling to attend.

Sibling ridership requests will be granted on a first-come first-serve basis. Approval of ridership requests is contingent on the district's Director of Transportation verifying that there is capacity available on the transitional bus. Approval of sibling ridership requests will be effective for the school year in which they are made. Parents must submit a new sibling ridership request to the building administrator each school year.

Before a sibling ridership request is approved, the parent must sign an Acknowledgement of this Regulation and of the following limitations on sibling ridership:

- Transitional buses may be reassigned to different schools each year and may not be available to provide transportation service for non-disabled siblings in future school years.

- If a family moves, sibling ridership may be immediately discontinued based on the buses assigned to the new residence location.
- If a disabled student is placed at a different school mid-year, sibling ridership may be discontinued based on whether a transitional bus continues to be used to transport the disabled sibling, space available on the transitional bus used to transport the disabled sibling, and space available at the school where the disabled student is placed.
- Non-disabled sibling must obey all safety rules and bus expectations. If non-disabled sibling interferes with the riding experience of any students, sibling ridership may be immediately discontinued.
- Once a disabled sibling is no longer in the same grade level grouping as a non-disabled sibling, the non-disabled sibling will be transported to his/her attendance area school.

Sibling ridership is not permitted on specialized buses. Specialized buses are defined as buses with a rated capacity of 64 or less that are specifically designed and equipped to transport disabled students. Due to the unique needs of students assigned to specialized buses, sibling ridership is not permitted.

## **SUPPORT SERVICES**

**Regulation 5660**  
**(Form 5660)**

### **Transportation**

#### **Field Trips**

### **PROCEDURAL GUIDELINES FOR FIELD TRIPS**

#### **Definitions**

- (1.) *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.
- (2.) *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 (means of) or District transportation.
- (3.) *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 (noncontracted means of) contracted or District transportation, includes additional transportation fees, or involves other unusual circumstances.

#### **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 would include PTA contributions, authorized fees, government funds, and income generated by school activities, as long as the purpose of such income is not violated.

#### **Requests and Permission Forms**

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 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.

A permission slip for private car transportation, signed by the parents, shall be obtained from each student for each field trip. In cases where there is a series of trips for a class only one permission slip is necessary.

Private car transportation refers to families using their own cars to transport children and for private car transportation provided by teachers, coaches or parents to transport other students.

In an athletic program which requires transportation, written permission for transportation will be included in the permission form for student participation in the program.

### **Transportation Provided by Families**

When small groups of high school students are participating in school events away from school, parents may make arrangements for their children to be transported.

## **OTHER TYPES OF FIELD TRIPS**

### **Family Field Trips**

As an alternative to trips scheduled on school time, the School District encourages families to visit historical sites and attend concerts, plays and films which may relate to the school program. Principals and teachers may be able to assist families by providing information for family trips. It is assumed that family trips will take place at times other than during the regular school day.)

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

#### **1. Unusual Field Trip**

Request and information for Unusual Field Trip form shall be completed and attached to the written request for approval. 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 (sufficiently) valid educational objectives to warrant full or partial support by the school (or school system by specific groups, classes or school organizations which have been formed primarily for purposes other than making the trip. Care should be exercised to avoid excluding students from participating in the program by reason economic consideration.

2. Non-Official Programs

Study-travel-tour programs that do not carry the specific approval of the District are not officially either with the school system as a whole or with a local school.

Sometimes private groups involving school personnel, students and parents are formed for the purpose of studying, traveling or touring. Such activity should:

- a. Be scheduled outside of the regular school day in the same manner as any community-type activity
- b. Not be sanctioned, recommended or advertised by a school and/or school personnel in an official capacity.
- c. Not involve solicitation of participation by students during the school day.
- d. Not receive school support in money, supplies or duty time of employees.

School personnel participating in nonofficial programs should:

- a. Be familiar with Guidelines for Appraisal of Study-Travel-Tour Programs.
- b. Be aware that administrative leave will not be granted for participation in such programs.
- c. Be careful not to imply in any way that a nonofficial program is receiving official sanction or recognition by the (local) school or school system.
- d. 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 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.