

## **SUPPORT SERVICES**

**Policy 5110  
(Regulation 5110)**

### **Buildings and Grounds Management**

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

The Board recognizes the tremendous investment in the District's facilities, buildings, grounds and equipment. It is acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair and replacement costs held within reasonable limits. Therefore, the Board believes that a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

## **SUPPORT SERVICES**

**Policy 5120**

### **Building and Grounds Management**

#### **Maintenance of Facilities**

A maintenance department shall be provided to perform general building maintenance tasks and a custodial department shall be provided to perform routine cleaning tasks. The maintenance and custodial personnel shall be under the supervision of a maintenance/custodial supervisor; however, supervision shall also be provided by the building principal.

Capital outlay work for new and existing buildings shall normally be done through a general contractor. District employees may be used when the use of a general contractor is not feasible.

**SUPPORT SERVICES**

**Policy 5130**  
**(Regulation 5130)**

**Building and Grounds Management**

**Energy Conservation Measures**

In the interest of sound control of District financial resources and in general ecological management, the Board of Education directs that the Administration develop procedures for utilities use that will best meet the need of conservative utilization of these resources.

## **SUPPORT SERVICES**

**Policy 5140**

### **Building and Grounds Management**

#### **Capital Outlay and Minor Improvements**

Capital outlay work, including minor improvements to building and grounds, is the responsibility of the Maintenance Department. In-house maintenance crews should concentrate on the maintenance program rather than capital outlay work except in those instances where private contracts are not feasible.

**SUPPORT SERVICES**

**Policy 5210**  
**(Regulation 5210)**

**Safety, Security and Communications**

**Hazardous Materials**

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

**Safety, Security and Communications****Eye Protection**

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class.

1. Exposure to molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repair or servicing of any vehicle.
6. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the School District. These devices may be issued to the students or provided at work stations for individual activities. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

**Safety, Security and Communications**

**School Bus Safety**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 – Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

## **SUPPORT SERVICES**

**Policy 5230**  
**(Regulation 5230)**

### **Safety, Security and Communications**

#### **Accident Reporting**

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity. 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.

All reports shall be sent to the Superintendent/designee. The Superintendent/designee 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.

## **SUPPORT SERVICES**

**Policy 5240  
(Regulation 5240)**

### **Safety, Security and Communications**

#### **Weather, Earthquake and Fire Emergencies**

At the direction of the Superintendent of Schools, the principal will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent of Schools to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

The District may adopt emergency plans for the use of the District's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of the federal commodity foods, and the use of school buildings and buses.

**Safety, Security and Communications**

**Emergency School Closings**

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Superintendent, after school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board of Education.

**Safety, Security and Communications****Use of Tobacco Products**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard which can have serious consequences for the smoker and the nonsmoker alike. The Surgeon General of the United States has repeatedly warned against the hazards of second-hand smoke to nonsmokers and further states that tobacco is a gateway drug that may encourage subsequent illegal drug use by young people. Thus, the Board of Education sees the use of tobacco as a serious safety issue and believes it has the obligation to protect students, staff, employees, visitors and guests of the District from an environmental hazard which may be harmful to them.

Therefore, all buildings of the school District are to be smoke free. At outdoor events, the bleachers and areas that face congregate are to be smoke free. There will be designated areas for smoking.

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco items.

No student may possess tobacco on school property at any time. Non-students under the ages of 18 also may not possess tobacco as covered in State Statute 407.933 RSMo.

**Safety, Security and Communications**

The Board of Education directs the Superintendent to ensure that the administration and management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

## **SUPPORT SERVICES**

**Policy 5270**

### **Safety, Security and Communications**

#### **Security of Buildings and Grounds**

The administration will develop procedures to ensure that school facilities are safeguarded against criminal acts and negligent use. All District employees are responsible for the care and proper use of School District property. Maintenance personnel are responsible for the care, repair and annual maintenance of District equipment and facilities. After school access to District facilities is limited to authorized individuals and groups.

**Safety, Security and Communications**

**Vandalism and Theft**

The administration will take appropriate actions to punish individuals determined to have vandalized District property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

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.

**Purchasing and Supply Management**

**Purchasing Furniture and Equipment**

Furniture or equipment needed requires specific approval of the Superintendent/designee prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board of Education.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease/purchase agreements with vendors. Any agreement that may result in District ownership of the leased object must contain a provision that allows the District an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease/purchase agreements shall be considered expenditures for capital outlay and shall be made pursuant to the provision of section 165.011, RSMo, Budget and Current Financing.

**SUPPORT SERVICES**

**Policy 5320**

**Purchasing and Supply Management**

**Preference for Missouri Products**

Preference will be given to making District purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

**Inventory Management**

**Inventory Requirements**

**Annual Inventory**

The Board shall require a physical count of all equipment items at least once each year. This inventory total shall be recorded on the District's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the District.

The building principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, shop, home economics and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems). "Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

“Physical Property” does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$500.

**Inventory Management****Maintenance and Control of Instructional Materials**

All School District instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by the District are school property and will bear identification of School District ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board of Education. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

**Inventory Management**

**Insurance**

The Board of Education shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the District property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service, by obtaining quotations or by negotiations, whichever method is advantageous to the District.

The District will maintain coverage on all buildings and capital outlay contents. The liability coverage should include: comprehensive general liability, employee benefits liability, vehicular liability and school board legal liability.

**SUPPORT SERVICES**

**Policy 5440**

**Inventory Management**

**Equipment on Loan**

School District equipment is not to be lent to individuals or groups outside the schools. Deviation from this policy requires permission from the Superintendent.

## **SUPPORT SERVICES**

**Policy 5510**

### **Food Service Program**

#### **Food Service Management**

The Superintendent/designee will develop and implement procedures for operating a food services program. In addition, the Superintendent/designee will monitor the quality and efficiency of the District's food service program.

The District's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

The Board may elect to contract with a food service management company to manage the District's food service program.

The duration of contracts with food service management companies will be limited to one (1) year with no more than four (4) annual renewals.

## **SUPPORT SERVICES**

**Policy 5520**

### **Food Service Program**

#### **Uniform Policy for Free and Reduced-Price Meals**

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

## **SUPPORT SERVICES**

**Policy 5530**

### **Food Service Program**

#### **Competitive Food Sales**

In order to comply with requirements of Part 210, National School Lunch Program, and Part 220, School Breakfast Program as amended, respecting the sale of food in competition with meals served under the National School Lunch Program and the School Breakfast Program, the sale of categories of foods of minimal nutritional value during the meal periods in the cafeteria is prohibited. The restricted categories of foods are identified as soda water (carbonated beverages), water ices, chewing gum and certain candies (hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn).

## **SUPPORT SERVICES**

**Policy 5540**  
**(Regulation 5540)**

### **Food Service Program**

#### **Food Safety**

The purpose of the District's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, the District's food safety program will help ensure the safety of school meals served to District students.

In order to carry out these goals and comply with federal law, the District's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

The District's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

**Transportation**

**School Bus Drivers**

The safety and welfare of District students is of paramount importance to the Board of Education. Accordingly, no person will operate a District school bus unless the person possesses a valid school bus permit and has complied with the regulations of the Department of Revenue, Department of Transportation, the Missouri Department of Elementary and Secondary Education and other regulatory agencies. In addition to the health certificate required for each current school term, the Board may require evidence of continued good health from individual drivers at any time it deems necessary.

## **SUPPORT SERVICES**

**Policy 5620  
(Regulation 5620)**

### **Transportation**

#### **Student Transportation Services**

The Board of Education, in accordance with state law, shall provide free transportation for eligible students attending the District schools. The Superintendent shall ensure that the transportation services of the District meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education (i.e., Missouri Pupil Transportation Administrative Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual) as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

According to regulations of the Department of Elementary and Secondary Education, bus transportation will be provided to and from District schools for all students who reside one (1) mile or more from the school located in their attendance areas. State regulations provide for reimbursement to districts providing transportation for those students living more than one (1.0) mile from their attendance area school. The Superintendent/designee is directed to prepare annually a plan for student transportation services for the upcoming school year which addresses student transportation needs within the limitations of District finances, including state aid for transportation services. The plan will address mileage distance from school and grade level requirements for receiving transportation to be provided by the District. This plan shall be presented for School Board approval no later than the regular August Board meeting of each school year. In cases when the transportation plan remains the same as the prior school year, the plan may be submitted to the School Board as an information rather than an action item.

All eligible disabled students will be provided bus transportation by the District between home and the special education program. Transportation for a disabled student will be provided between schools if the Individual Educational Plan (IEP) team determines that such transportation is necessary as a related service due to the student's disability. Eligibility must be stated in the student's IEP.

Students are expected to comply with behavioral expectations as stated in Policy 2652 "Student Conduct on Buses" while they are passengers in District vehicles.

**Transportation**

**Transportation Ridership**

The Marshfield R-1 School District hereby defines “ridership” as any student who is regularly riding the school bus, that is, once a week from the start of the 1<sup>st</sup> semester to the second Wednesday of October, and once a week from the start of the 2<sup>nd</sup> semester to the second Wednesday of February, to school or would be riding, if not for an extra-curricular season that temporarily (for the length of the season) causes the student to not be able to ride the bus. Those extra-curricular students that normally ride the bus except for the season length will be added to the ridership list.

District ridership will be determined, per state guidelines, on the second Wednesday of October and February, by providing a list of those students eligible to be counted for the ridership count. This count will be turned in on the annual Transportation Aide Application.

## **SUPPORT SERVICES**

**Policy 5630**

### **Transportation**

#### **Bus Routes and Schedules**

The administration will prepare and monitor District bus routes and schedules. The Board will initially approve all bus routes no later than September 15<sup>th</sup> of each school year; the final bus routes must be approved by June 30 of each school year. Buses will be routed with student safety, efficiency and economy factors controlling.

**Transportation**

**Bus Inspections**

All District vehicles that are used to transport students will be inspected annually by the Missouri State Highway Patrol after February 1 of each school year.

State bus inspections conducted by District employees shall not be made more than sixty (60) days prior to operating the vehicles during the school year. Bus drivers and bus maintenance employees have the responsibility to inspect, report and remedy any condition of District buses which poses an unreasonable risk of harm to students and staff.

Newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity to carry more than ten (10) passengers including the driver, and used to transport students, shall meet state and federal specifications and safety standards applicable to school buses.

**Transportation**

**Transportation Records and Reports**

The Superintendent/**designee** will develop and maintain procedures for monitoring and reporting student transportation infractions.

Records of student ridership will be taken and reported per Department of Elementary and Secondary Education (DESE) regulations.

## **SUPPORT SERVICES**

**Policy 5660**  
**(Regulation 5660)**

### **Transportation**

#### **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.

Transportation services may be provided for school-related activities provided the sponsoring organization pays the cost. The Superintendent/designee will approve such requests based upon the availability of buses and drivers.

## **SUPPORT SERVICES**

**Policy 5661**  
**(Regulation 5661)**

### **Transportation**

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

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle. The School Board shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

**SUPPORT SERVICES**

**Policy 5670**

**Transportation**

**Use of School Buses**

School buses will be used only for the transportation of students to and from school or for District educational purposes.