

## **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.

**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.

General guidelines for energy conservation include:

**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 75 degrees Fahrenheit room temperature.
2. Adjust heating setback switches to obtain nighttime building temperatures of 63 degrees. All schools are to activate setback switches at the close of school. Where possible, school building thermostats will be set at 65 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 boiler use to insure minimum boiler 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 72 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 or for environmental quality standards.

**Other**

1. Reduce interior hall lighting by 50 percent at all times. 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 impacted areas.

**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 completes the Accident Report form. If the accident involves an employee or volunteer, call the Assistant Superintendent for Business, so a Workers' Compensation report can be made.
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.

## **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. Two tornado drills will be conducted annually.

The Superintendent/designee will provide for fire inspections on 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. Two fire drills will be conducted during the first two weeks of school and at least two (2) times thereafter during the year to ensure safe and efficient exit in the event of an emergency.

**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

- Buy from reputable vendors.

Receiving

- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents, and any other damaged products.
- 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

- Limit transport travel time to a maximum of 2 hours.

Holding

- Keep hot foods hot (above 140°F) and cold foods cold (below 41 °F).

Preparation

- Do not keep food in the "danger zone" (between 41 °F and 140°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, and steamers. and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

## **SUPPORT SERVICES**

## **Regulation 5610**

### **Transportation**

#### **School Bus Drivers**

The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. Each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Board. The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

1. A bus driver shall hold a valid school bus permit in accordance with section 302.272, RSMo, and shall submit all driver's license numbers to the office of the Superintendent prior to the first day of school.
2. A driver shall be at least twenty-one (21) years old at the time he/she applies for a school bus permit.
3. A driver shall be in good physical and mental health, free from communicable disease, and have normal use of arms, hands, legs and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a medical examination annually by a licensed physician, and shall present a signed medical examination certificate to the office of the Superintendent prior to the first day of school. In addition to the required medical certificate, the Board may require evidence of continued good health from individual drivers at any time it deems necessary. For those drivers aged 70 and over, the school bus permit shall be renewed annually. The driver shall pass the required examinations prior to receiving the renewed permit.
4. A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics or drugs; and display appropriate conduct.

**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. 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.

**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 the School District, takes place within the regular school day and uses contracted or District transportation.

*Out-of-district field trip* – A field trip that requires travel outside the District.

*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**

Requests for all field trips shall be submitted on the appropriate District form to the principal and Superintendent/designee for approval.

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-signed permission form to participate in a field trip. In cases where there is a series of trips for a class, only one permission slip 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 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 should 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 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.