

## **SUPPORT SERVICES**

## **Policy 5110** **(Regulation 5110)**

### **Building and Grounds Management**

### **Building 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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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.

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Adopted:

Consolidated School District No. 6

**SUPPORT SERVICES****Policy 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.

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Adopted:

Consolidated School District No. 6 (Fox)

**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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5211**

### **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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5220**

### **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 – Misconduct and Disciplinary Consequences. 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.

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Adopted:

Consolidated School District No. 6 (Fox)

**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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

**Policy 5240**  
**(Regulation 5240)**

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

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

At the direction of the Superintendent/designee, 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/designee to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent/designee 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 federal commodity foods, and the use of school buildings and buses.

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Adopted:

Consolidated School District No. 6 (Fox)



## **SUPPORT SERVICES**

## **Policy 5241**

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

#### **Emergency School Closings**

The Superintendent/designee 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 through local media stations. Unless individually approved by the Superintendent/designee, 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.

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Adopted:

Consolidated School District No. 6 (Fox)

**SUPPORT SERVICES****Policy 5250****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. Therefore, the use of tobacco products shall be prohibited in all District buildings, grounds and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5260** **(Form 5260)**

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

#### **Safety Standards**

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.

#### **Safety Requirements**

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

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Adopted: 9/17/13

Consolidated School District No. 6 (Fox)

## **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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5280**

### **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/designee is to be made on the day of discovery as soon as practical.

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Adopted:

Consolidated School District No. 6 (Fox)

## **FINANCIAL OPERATION**

## **Policy 5310**

### **Cooperative Purchasing**

The Board endorses the concept of centralized purchasing, and authorizes the superintendent to supervise the purchasing of all supplies, equipment, and materials for the school district in accordance with state law and good purchasing practices.

Cooperative purchasing, either through state agencies or in combination with other school district, may be considered when it is deemed to be to the financial advantage of the school district.

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Adopted: 05/97

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5320**

### **Purchasing and Supply Management**

#### **Preference for Missouri Products**

It is the policy of the Fox C-6 School District in making purchases to give preference to and encourage the purchase of 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. It is further the, policy of the school district to encourage the purchase of products manufactured, assembled or produced in the United States.

A copy of this policy, certified by the signature of the president of the Board, shall be kept on file in the district's business office and provided to any vendor upon request.

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Adopted: 05/97

Consolidated School District No. 6 (Fox)



## **SUPPORT SERVICES**

## **Policy 5420**

### **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.

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Adopted:

Consolidated School District No. 6 (Fox)

**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/designee.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

**Policy 5510**  
**(Regulation 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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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.

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Revised: 5/06

Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5610**

### **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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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 three and one-half (3.5) miles 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 District may transport students who reside less than one (1.0) mile from school when students are required to cross a state highway or county arterial without access to sidewalks, traffic signals, or a crossing guard and no existing bus stop is changed to avoid administrative penalty. In such instance the District will request a waiver of the administrative penalty. The Superintendent 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.

Qualified individuals under Section 504 or the IDEA will be provided bus transportation by the District between home and the special education program. Transportation for a student with disabilities under the IDEA or Section 504 will be provided between schools if the student's IEP team or Section 504 team determines that such transportation is necessary as a related service due to the student's disability. Eligibility for transportation as a related service must be stated in the student's IEP or Section 504 Plan. If a disabled student's IEP team or Section 504 Team determines that certain accommodations, modifications or supports are necessary to appropriately transport the student, the District shall provide such accommodations, modifications or supports as indicated in the student's IEP or Section 504 plan.

Students are expected to comply with behavioral expectations as stated in Policy 2616 - Student Behavior on Buses, while they are passengers in District vehicles.

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Revised: 3/10

Adopted:

Consolidated School District No. 6 (Fox)



## **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 October 31 of each school year. Buses will be routed with student safety, efficiency and economy as the controlling factors.

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Adopted:

Consolidated School District No. 6 (Fox)

## **SUPPORT SERVICES**

## **Policy 5640**

### **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.

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 specification and safety standards applicable to school buses.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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 Board of Education shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

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Adopted:

Consolidated School District No. 6 (Fox)

## **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.

District buses used to transport children to Head Start programs will display signs indicating that the bus is a Head Start bus.

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Adopted:

Consolidated School District No. 6 (Fox)