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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 program of preventive maintenance is required 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.

Building and Grounds Management

Removal of Lead from Water Supplies

Beginning the 2023-24 school year, the District school will provide drinking water in a large enough quantity to meet the drinking needs of students and staff with a lead concentration level below five parts per billion.

On or before January 1, 2024, the District school will:

1. Conduct an inventory of all drinking water outlets.
2. Develop a plan for testing each inventoried outlet (above) and will make the plan available to the public; and
3. Provide general information on the health effects of lead contamination and additional informational resources to employees and parents upon request.

A priority will be assigned to District schools which house early childhood education programs, kindergarten and all elementary schools.

Before August 1, 2024, the District school will:

1. Perform all testing for lead annually and thereafter using first draw and follow-up flush surplus of a random sampling of at least 25% of remediated drinking water outlets until all remediated sources have been tested as recommended by the EPA.
2. Make all test results and any lead remediation plans available on the school's website.
3. Remove and replace any drinking water outlets that the EPA has determined are not lead free as provided in the Lead Contamination and Control Act except for drinking water outlets and water coolers that have been determined to be dispensing drinking water with a lead contamination level less than five parts per billion.

If testing indicates that the water source is causing the contamination and until such time that the source of the contamination has been remediated the affected school will:

1. Install a filter that reduces lead in drinking water at each point the water supply enters the building.
2. Install a filter that reduces lead in drinking water on each water outlet inventoried to ensure lead contamination are below five parts per billion.
3. Provide purified water at each water outlet inventoried.

If testing in any District school indicates that internal piping is causing the contamination, the following items will be put in place until the contamination has been remediated:

1. Install a filter at each point at which the water supply enters the building to ensure lead concentrations are below five parts per billion.
2. Provide purified water at each water outlet inventoried; or
3. Remove the outlet from service.

If a pipe, sodder, fitting or fixture is replaced as part of remediation and the replacement will be lead free, which under Federal regulation means containing less than 0.2 percent lead.

If a test result exceeds five parts per billion, the affected school will:

1. Contact parents and staff by written notification within seven (7) business days after receiving the test result. The notification will include:

a) Test result and summary explanation of the test result.
b) Description of any remedial steps taken; and
c) Description of general health effects of lead contamination and community specific resources.

In such instance, the district will also provide, at affected school(s), bottled water if there is not enough drinking water from uncontaminated outlets to meet the drinking needs of the students and staff. No District school constructed after January 4, 2014 will be required to install, maintain or replace filters.

Testing

If in the ten (10) years prior to the 2023-24 school year, a fixture tested above five parts per billion for lead such fixture does not need to be retested for lead, but remediation will begin on such fixture.

The District will annually report to the Department of Health and Human Services the results of annual testing.

A District school whose testing does not find a drinking source with a lead concentration above, the acceptable level will only be required to test every five (5) years.

For school year 2022-23, the District may elect to test samples of potable water in District facilities serving students under first grade in buildings built prior to 1996. The purpose of such testing would be to determine the presence of and quantity of lead. If election to test is made, the District will submit sample(s) to a department of health approved laboratory for analysis for the presence of lead. Written sampling results will be submitted to the Department of Health within seven (7) days of receipt.

If any of the submitted samples exceed standards set by the U.S. Environmental Protection Agency (EPA), the District will promptly notify by written or electronic communication to the parents/guardian of all enrolled students. Notice to parents/guardians will include the:

1. Sampling location within the building.
2. EPA's website for information for lead in the drinking water; and
3. The specific lead level in each testing site.

If any of the samples are at or below five parts per billion, parental notification may be made by posting on the District's website.

All drinking water outlets with test results of less than five parts per billion for lead shall be retested every five years. However, the District may choose to retest at a more regular rate of less than five years.

Definitions

"Disadvantaged school district," Any school district that serves students from a country in which at least twenty-five (25%) percent of the households in such county are below the federal poverty level or any school district in which more than seventy (70%) percent of students qualify for a free or reduced-price lunch. Disadvantaged school districts will receive funding priority under America Water Infrastructure Act of 2018.

"Drinking Water Outlet," a potable water fixture that is used for drinking or food preparation. Drinking water outlets include but are not limited to:

a) A water fountain, faucet or tap that is preparation or for cleaning, cooking, or eating utensils.
b) Ice-making and hot drink machines.

c) *"First Draw,"* a 250-millimeter sample immediately collected from a drinking water outlet that has been turned on after a stagnation period of at least 8 hours.

d) *"Remediation,"* decreasing the lead concentration in water from a drinking water outlet to less than five parts per billion using methods such as replacement of equal components or filtering when the water supply is the source of contamination.

e) Flushing is not considered to be remediation.

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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.

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.

Safety, Security and Communication

Traumatic Blood Loss Protocol

The District will implement a traumatic blood loss protocol consistent with the protocols developed by DESE by January 1, 2026. Following protocol development, the District will implement the protocol prior to the end of the 2025-26 school year.

Bleeding Control Kits

The District will require that a bleeding control kit be placed in areas where there is likely to be high traffic or congregation, such as auditoriums, cafeterias, or gymnasiums, and areas where risk of injury may be elevated, including vocational classes such as woodworking or automotive classes, in each District school building such kits will be in an easily accessible location in such areas to be determined by local emergency medical services personnel. The District will include bleeding control kits in the emergency plans of each District school and will include the use of the bleeding control kits in all drills and emergencies. The District will place information about the Stop the Bleed Act on the District's website.

Training

The District will identify a school nurse or school health provider in each school. These staff members will receive annual training in the use of the District's bleeding control kits, including the use of the contents of the kits.

Immunity

This policy does not create a cause of action against the District or any school personnel. Any staff member who in good faith uses a bleeding control kit will be immune from civil liability unless the act constitutes negligence or willful, wanton, or intentional misconduct.

Definitions

"School personnel," any District employee or District volunteer who is designated to use a bleeding control kit.
"Bleeding Control Kit"

(a) Tourniquets endorsed by the Tactical Combat Casualty Care or approved for use in battlefield trauma by the United States Armed Forces.
(b) Bleeding control bandages.
(c) Latex-free protective gear.
(d) Permanent markers.

(e) Instructional documents developed by the United Stated Department of Homeland Security.

"Emergency medical services personnel," paid or volunteer firefighters, law enforcement, first responders, emergency medical technicians, or other emergency services personnel acting within the course and scope of their professions, but excluding physicians.

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Safety, Security and Communication

Cardiac Emergency Response Plan

Beginning with the 2026-27 school year, the District will maintain a cardiac emergency plan ("Plan"). The "Plan" provides for the use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school premises.

The District's administration will coordinate with local emergency service providers in order to integrate the District's "Plan" into the local service providers protocols. The District's "Plan" will integrate evidence-based elements such as those recommended by the American Heart Association.

Cardiac Emergency Response Plan

The Plan will integrate the following core elements:

1. Creation of a cardiac response team.
2. Activation of the team in response to a sudden cardiac arrest.
3. Implementation of an automated external defibrillator ("AED") where the General Assembly appropriates funds for AEDs or where the District voluntarily obtains funds for such purchase.
4. Dissemination of the Plan among the District's staff.
5. Maintenance of ongoing staff training in CPR and AED use, where AED training is appropriate.
6. Annual cardiac responses plan implementation drills.
7. Integration of the Plan into the protocols of local emergency services providers.
8. Continuous review and evaluation of the Plan.
9. Registration, where otherwise appropriate a provide din this Policy, of all AEDs with Missouri 911 Servies Board Registry.

AED Placement

Where the District obtains an AED(s) as provided in this Policy, such devices will be placed as provided in the Plan and as consistent with the American Heart Association guidelines. However, when and if AEDs are obtained by the District, such device(s) will be accessible at each District athletic venue and event. AEDs will be identified with appropriate signage and available in unlocked locations. Moreover, AEDs will be accessible at all school-sponsored athletic events and team practices. The District will make best effort to provide AEDs in locations accessible within three (3) minutes of a cardiac arrest incident.

Staff Certification

School personnel who will be certified in first aid, CPR and AED use will be identified in the District's Plan. Such certified staff members will include athletic trainers, athletic coaches and school nurses. The certification process will be consistent with the guidelines of the American Heart Association.

Definitions

For purposes of this Policy, the following definitions will apply:

"School-sponsored event", any event or activity sponsored by the public school or school district including, but not limited to, athletic events, booster clubs, parentteacher organizations, or any activity designed to enhance the school curriculum whether on the school campus or not.

"Sudden cardiac arrest", a condition that occurs when the heart malfunctions and stops beating unexpectedly.

"Automated external defibrillator" or "AED", a lightweight, portable device that:

(a) Is used to administer an electric shock through the chest wall to the heart.

(b) Has built-in computers within the device to assess the patient's heart rhythm, determine whether defibrillation.

(c) Has audible or visual prompts, or both, to guide the user through the process.

(d) Has received approval from the U.S. Food and Drug Administration of its pre-market modification filed under 21 U.S.C. Section 360(k), as amended.

"Cardiopulmonary resuscitation" or "CPR", a combination of rescue breathing, chest compressions, and external cardiac massage used to sustain an individual's life until advanced assistance arrives.

"Defibrillation", administering an electrical impulse to an individual's heart in order to stop ventricular fibrillation or rapid ventricular tachycardia.

"Emergency services provider", any public employer, or ground or air ambulance service as those terms are used in chapter 190, that employs persons to provide firefighting, dispatching services, and emergency medical services.

"Extracurricular event", any school-sponsored program or voluntary activity sponsored by the school, local education agency, or an organization sanctioned by the local education agency at which students compete for the purpose of:

(a) Receiving an award, rating, recognition, or criticism;

(b) Qualifying for additional competition; or

(c) Preparing for an involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.

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SUPPORT SERVICES **Policy 5220**

Safety, Security and Communications
School Bus Safety

Safe transportation of students shall be the paramount obligation of District 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 District 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 school-sponsored activities. 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 injures 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 filed at the building level office and a copy forwarded to the Superintendent as needed. 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

Comprehensive Emergency Operations Plan

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 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.

Comprehensive Emergency Operations Plan ("Plan")

The District has developed such "Plan" which addresses the following:

1. School safety, crises, and emergency operations.
2. Prevention, preparation, operations, and follow-up.
3. Collaboration with local law enforcement, providers of fire protection services, and emergency management.

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SUPPORT SERVICES **Policy 5241**

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.

SUPP0RT 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.

SUPPORT SERVICES **Policy 5260**
(Form 5260)

Safety, Security and Communications

Safety Standards/Safety Coordinators

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.

School Safety Coordinators

Prior to the 2026-27 school year, the District will designate a primary school safety coordinator and a secondary school safety coordinator. Within one calendar year of their designation, school safety coordinators will complete the following training programs:

1. The Federal Emergency Management Administration (FEMA) Introduction to the Incident Command System, ICS 2100, or its successor course; and

2. The Incident Command System (ICS) for Schools Course provided by the Missouri School Boards' Association's Center for Education Safety (CES) or its successor.

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to employees and to employees' 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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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. The District will develop and implement school access policies and practices that control access to individual classrooms.

Anti-Intruder Interior Door Locks

Provided the General Assembly appropriates funds specifically to cover all costs related to equipping such locks, the District will equip each interior school door with an anti-intruder door lock. Notwithstanding provision of such funds, the District may receive donations of funds for the voluntary purchase of anti-intruder door locks. Each interior door installed after August 28, 2029 will be equipped with anti-intruder door locks.

The District may equip each school with one or more master key boxes. Such boxes will contain the necessary keys and tools for use by law enforcement and fire protection agencies. The District may accept donations earmarked for the purchase of master key boxes.

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SUPPORT SERVICES **Policy 5280**
(Regulation 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.

SUPPORT SERVICES **Policy 5310**

Purchasing and Supply Management
Purchasing Furniture and Equipment

The Superintendent/designee shall approve all furniture and equipment list for each facility in the School District 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 provisions of section 165.011, RSMo., Budget and Current Financing.

SUPPORT SERVICES **Policy 5330**
(Form 5330)

Purchasing and Supply Management

Anti-Israel Boycott Prohibition

The District will not contract to acquire or dispose of services, supplies, information, technology, or construction for a total potential value of One Hundred Thousand Dollars ($100,000.00) or more with any company that is engaged presently or during the term of the contract in a boycott of goods and services from the State of Israel.

This prohibition will also protect companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of Israel, or persons, or entities doing business in the State of Israel. This provision shall not apply to contractors with fewer than ten (10) employees. ("Anti-Discrimination Against Israel Act")

Bidders for contracts described in this Policy will be required to submit with their bid a certification of compliance with this Policy (Form 5330). In addition, all contracts subject to this Policy will contain a contract provision certifying compliance with the "Anti-Discrimination Against Israel Act."

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SUPPORT SERVICES **Policy 5410**
(Regulation 5410)

Inventory Management

Inventory Requirements

Annual Inventory

The Board shall require a physical count of all stock supply and 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 $250.00.

Equipment Inventory

Inventory documentation includes:

1. Description
2. Serial/ID number
3. Finding source
4. Federal Award Identification Number (FAIN) where applicable
5. Title holder, if applicable
6. Acquisition date
7. Cost
8. Percentage of Federal participation, if any
9. Location
10. Use and Condition
11. Disposition, if applicable

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 school books, 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.

SUPPORT SERVICES **Policy 5430**

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 property and/or equipment may not be loaned for non-school purposes except by approval of the Superintendent of Schools.

Food Service Program
Food Service Management

The Superintendent will develop and implement procedures for operating a food services program. In addition, the Superintendent 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.

Food Service

Free and Reduced-Price Meals/Procurement

Code of Conduct

The District will endeavor to conduct all procurement procedures:

1. In compliance with state and federal regulations.
2. To prohibit conflicts of interest and self-dealing actions of employees engaged in the selection, award, and administration of contracts.

District employees and Board members will not participate in the selection, award, or administration of a contract supported by a federal, state, or local award, except as otherwise provided in Board Policy, if the individual has a real or apparent conflict of interest. Regulation 5520 incorporates the provision of Policy 0342 as well as Policy and Regulation 4840 Conflict of Interest.

District staff or agents who violate the District's Conflict of Interest/Code of Conduct will incur disciplinary action. The disciplinary action in a specific case will be based upon the severity of the misconduct. Such discipline will result in up to and including termination or forfeiture of office.

Procurement Procedures

Regulation 5520 incorporates Regulation 3165 Procurement Standards – Federal Contracts and related policies. The District will adhere to these standards in procurement of goods in the District's Food Service Program.

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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 from the beginning of the school day to the end of the last lunch period 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).

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 services.

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.

SUPPORT SERVICES **Policy 5550**
Food Service Program
Meal Charges

Purpose
The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
    - Elementary students, once they reach fifty ($50.00) dollars, will not be able to attend field trips.
        a) These meals will include only the menu items of the reimbursable meal.
        b) After the balance exceeds fifty ($50.00) dollars, the student may not be able to attend field trips.
    - Middle School students once they reach fifty ($50.00) dollars, will not be able to attend field trips.
    - High School students once they reach fifty ($50.00) dollars, will not be able to attend field trips.

2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

3. On May 15 annually all charging will be cut off.
    - Parents/guardians will be sent a written request for "payment in full."
    - All charges not paid before the end of the school year will be carried forward into the next school year.
    - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

5. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax:
(833) 256-1665 or (202) 690-7442; or

(3) email:
program.intake@usda.gov

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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 any school bus owned by or under contract with the District unless the driver has qualified for a school bus endorsement and has complied with the relevant rules and regulations of the Department of Revenue and all final rules issued by the Secretary of the United States Department of Transportation. A driver may also qualify if they possess a valid school bus endorsement on a valid commercial driver's license.

School bus endorsements are issued to applicants who meet the following qualifications:

- Has a valid state license;
- Is at least 21 years of age;
- Has passed an operator's examination prescribed by the Department of Revenue. Such Examination to include the commercial driver's license skills test (CDL); and
- Has obtained a satisfactory health certificate which will be valid for two (2) school years.

As deemed necessary by the District, individual drivers may be required to provide evidence of continued good health.

Operators who are 75 years of age or older will be required to biennially pass the commercial driver's license skills test. Such biennial examination does not include the pre-trip inspection portion of the CDL.

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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 Department regulations provide for partial reimbursement to Districts providing transportation for those students living more than one (1.0) mile but less than three and one-half (3.5) miles from their attendance area school. Local District, voter approved policy, states the district will furnish transportation only to students living one-half mile or more by the most traveled route from the school they attend. 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 504will 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 2652 - Student Conduct on Buses, while they are passengers in District vehicles.

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; the final bus routes must be approved by June 30 of each school year which determines the total miles needed. Buses will be routed with student safety, efficiency and economy as the controlling factors.

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.

SUPPORT SERVICES **Policy 5650**

Transportation
Transportation Student Infractions Records and Reports

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

SUPPORT SERVICES **Policy 5651**

Transportation
Transportation Ridership Records and Reports

Records of student ridership will be taken and reported for each route on the second Wednesday of October and February, as per Department of Elementary and Secondary (DESE) regulations.

The Seymour R-II Board of Education shall provide for proper accounting of pupil transportation data and shall have the superintendent or designee to prepare and submit to the DESE necessary reports for apportioning state transportation aid and for statistical purposes by:

1. A listing shall be made of pupils scheduled to be transported on each Board of Education's approved routes on the second Wednesday of October and February.

2. The school district listing of pupils scheduled to be transported by route must be signed and maintained by the superintendent of schools or an appointed designee.

4. The listing of district pupils scheduled to be transported by route shall be prepared by the bus driver and monitored on at least three separate dates prior to the second Wednesday of the month for the months of October and February.

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.

Transportation
Use of School Buses

Approved Bus Riders

School buses will be used only for the transportation of students to and from school or for District educational purposes. Students who attend the Seymour R-II Schools are the only approved riders on the buses. The Board of Education will not furnish student route transportation outside of the school district boundaries.

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

Approved Bus Stops on Highways

The Seymour Board of Education authorizes school bus drivers for the District to load and unload students upon a divided highway of four or more lanes provided the students are not required to cross any lanes of traffic. The driver may load or unload students in this manner without activating the eight-way lighting system or displaying the stop arm which gives the signal for other drivers to stop. The bus driver may use the amber signaling devices to alert motorist that the bus is slowing to a stop.

Bus Drivers will never load or unload students on a highway where they would have to cross more than two lanes of traffic. Other driver responsibilities relative to the discharging of students are listed in Regulation 5620.

Weather Conditions related to Transportation Services

The Board of Education has delegated to the Superintendent of Schools the responsibility to made decisions to close school and when to operate the transportation system relative to adverse weather conditions.

SUPPORT SERVICES **Policy 5710**
(Regulation 5710)

Data

Data Governance

The District is committed to protecting the privacy of its students and staff. In order to meet that commitment, this policy outlines how operational and instructional activity will be carried out to ensure that District data is accurate, accessible and protected.

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