

## Support Services

### Building and Grounds Management

Building and Grounds Maintenance and Inspection (Policy 5110)

Maintenance of Facilities (Policy 5120)

Energy Conservation Measures (Policy 5130)

Capital Outlay and Minor Improvements (Policy 5140)

### Safety, Security and Communications

Lead Testing in Water Samples (Policy 5205)

Hazardous Materials (Policy 5210)

Eye Protection (Policy 5211)

School Bus Safety (Policy 5220)

Accident Reporting (Policy 5230)

Weather, Earthquake and Fire Emergencies (Policy 5240)

Emergency School Closings (Policy 5241)

Use of Tobacco Products (Policy 5250)

Safety Standards (Policy 5260)

Security of Buildings and Grounds (Policy 5270)

Vandalism and Theft (Policy 5280)

### Purchasing and Supply Management

Purchasing Furniture and Equipment (Policy 5310)

Preference for Missouri Products (Policy 5320)

Sale of Surplus Personal Property (Policy 5330)

### Inventory Management

Inventory Requirements (Policy 5410)

Maintenance and Control of Instructional Materials (Policy 5420)

Equipment on Loan (Policy 5440)

### Food Service Program

Food Service Management (Policy 5510)

Uniform Policy for Free and Reduced-Price Meals (Policy 5520)

Competitive Food Sales (Policy 5530)

Food Safety (Policy 5540)

Food Service Program (Policy 5550)

#### Transportation

School Bus Drivers (Policy 5610)

Student Transportation Services (Policy 5620)

Bus Routes and Schedules (5630)

Bus Inspections (Policy 5640)

Transportation Records and Reports (Policy 5650)

Field Trips (Policy 5660)

Field Trip Transportation in Private Vehicles/Common Carriers (Policy 5661)

Use of School Buses (Policy 5670)

#### Data

Data Governance (Policy 5710)

## **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.

Board Adopted November 15, 2007

Board Reviewed October 18, 2012

Board Reviewed August 21, 2017

## **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.

Board Adopted November 15, 2007

Board Reviewed October 18, 2012

Board Reviewed August 21, 2017

**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.

Board Adopted November 15, 2007  
Board Reviewed October 18, 2012  
Board Reviewed August 22, 2017

**Building and Grounds Management**

**Lead Testing in Water Samples**

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.

\*\*\*\*\*

August 2020, Copyright © 2020 Missouri Consultants for Education, LLC

Board Adopted

**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.

Board Adopted November 15, 2007  
Board Reviewed November 15, 2012  
Board Reviewed August 21, 2017

## **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.

Board Adopted November 15, 2007  
Board Reviewed November 15, 2012  
Board Reviewed August 21, 2017



## **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. 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.

Board Adopted November 14, 2007  
Board Reviewed October 18, 2012  
Board Reviewed September 21, 2017

**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.

Board Adopted November 15, 2012  
Board Reviewed September 21, 2017

## **SUPPORT SERVICES**

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

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

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

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

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

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

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

Board Adopted November 15, 2007  
Board Reviewed November 15, 2012  
Board Reviewed September 21, 2017

## **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.

Board Adopted November 15, 2007  
Board Reviewed November 15, 2012  
Board Reviewed September 21, 2017

## **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. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be 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.

Board Adopted September 18, 2014

Board Reviewed September 21, 2017

## **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.

Board Adopted October 17, 2013  
Board Reviewed September 21, 2017

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

Board Adopted November 15, 2012

Board Reviewed October 23, 2017



## **SUPPORT SERVICES**

## **Policy 5310**

### **Purchasing and Supply Management**

#### **Purchasing Furniture and Equipment**

The Superintendent/designee shall develop a standardized furniture and equipment list for each type of facility in the School District. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent/designee prior to bidding or purchase.

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

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease/purchase agreements with vendors. Any agreement which may result in District ownership of the leased object must contain a provision which 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 paid pursuant to the provisions of section 165.011, RSMo., Budget and Current Financing.

Board Adopted February 2003

Board Reviewed December 20, 2012

Board Reviewed October 23, 2017

**SUPPORT SERVICES**

**Policy 5320**

**Purchasing and Supply Management**

**Preference for Missouri Products**

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

Board Adopted February 2003

Board Reviewed December 20, 2013

Board Reviewed October 23, 2017

**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.”

\*\*\*\*\*

August 2020, Copyright © 2020 Missouri Consultants for Education, LLC

Board Adopted September 17, 2020

## **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. Funding 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

\*\*\*\*\*

January 2017 Copyright © 2017 Missouri Consultants for Education, LLC

Board Adopted July 24, 2017

Board Reviewed October 23, 2017

## **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.

Board Adopted January 17, 2008  
Board Reviewed January 17, 2013  
Board Reviewed October 23, 2017

**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.

Board Adopted February 2003

Board Reviewed December 20, 2012

Board Reviewed October 23, 2017

## **SUPPORT SERVICES**

## **Policy 5510**

### **Food Service Program**

#### **Food Service Management**

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

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

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

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

Board Adopted March 2003

Board Reviewed January 17, 2013

Board Reviewed October 23, 2017



**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.

Board Adopted on January 17, 2008

Board Reviewed on January 17, 2013

Board Reviewed on November 13, 2017

## **SUPPORT SERVICES**

**Policy 5530**

### **Food Service Program**

#### **Competitive Food Sales**

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

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 14, 2017

## **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.

Board Adopted October 19, 2006

Board Reviewed on January 17, 2013

Board Reviewed on November 13, 2017

**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 will be allowed to charge a maximum of ten (\$10.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
  - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
  - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. 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.
4. 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.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. 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 based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

\*\*\*\*\*

June 2019, Copyright © 2019 Missouri Consultants for Education, LLC

Board Adopted June 15, 2017  
Board Updated August 15, 2019

## **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 70 years of age or older will be required to annually pass the commercial driver's license skills test. Such annual examination does not include the pre-trip inspection portion of the CDL.

\*\*\*\*\*

August 2018, Copyright © 2018 Missouri Consultants for Education, LLC

Board Adopted January 17, 2008  
Board Reviewed January 17, 2013  
Board Updated October 23, 2018

## **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 2652 - Student Conduct on Buses, while they are passengers in District vehicles.

Board Adopted May 20, 2010  
Board Reviewed January 17, 2013  
Board Reviewed November 13, 2017



## **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. Buses will be routed with student safety, efficiency and economy as the controlling factors.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

## **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.

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 specification and safety standards applicable to school buses.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

## **SUPPORT SERVICES**

## **Policy 5650**

### **Transportation**

#### **Transportation Records and Reports**

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

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 Education (DESE) regulations.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

## **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.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 18, 2017

**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.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 11, 2017

## **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.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 11, 2017

**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.

\*\*\*\*\*

November 2016, Copyright © 2016 Missouri Consultants for Education, Inc.

Board Adopted January 19, 2017