

Board Policy

Table of Contents

“P” before a numerical code indicates Policy
“PR” before a numerical code indicates Policy and Regulation
“F” before a numerical code indicates Corresponding Form

5000 - PERSONNEL SERVICES

Building and Grounds Management

PR | 5110 - Building and Grounds Maintenance and Inspection
P | 5120 - Maintenance of Facilities
PR | 5130 - Energy Conservation Measures

Safety, Security and Communications

PR | 5210 - Hazardous Materials
P | 5211 - Eye Protection
P | 5220 - School Bus Safety
PR | 5230 - Accident Reporting
PR | 5240 - Weather, Earthquake and Fire Emergencies
P | 5241 - Emergency School Closings
P | 5250 - Use of Tobacco Products
P | 5260 - Safety, Security and Communications
P | 5270 - Security of Buildings and Grounds
P | 5280 - Vandalism and Theft

Purchasing and Supply Management

P | 5310 - Purchasing Furniture and Equipment
P | 5320 - Preference for Missouri Products

Inventory Management

PR | 5410 - Inventory Requirements
P | 5420 - Maintenance and Control of Instructional Materials
P | 5440 - Equipment on Loan

Food Service Program

P | 5510 - Food Service Management
P | 5520 - Uniform Policy for Free and Reduced-Price Meals
P | 5530 - Competitive Food Sales
PR | 5540 - Food Safety
PR | 5550 - Meal Charges

Transportation

PR | 5610 - School Bus Drivers

PR | 5620 - Student Transportation Services

P | 5630 - Bus Routes and Schedules

P | 5640 - Bus Inspections

P | 5650 - Transportation Records and Reports

PR | 5660 - Field Trips

PR | 5661 - Field Trip Transportation in Private Vehicles/Common Carriers

P | 5670 - Use of School Buses

Data

PR | 5710 - Data Governance

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.

SUPPORT SERVICES

Policy 5120

Building and Grounds Management

Maintenance of Facilities

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

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

SUPPORT SERVICES

Policy 5130
(Regulation 5130)

Building and Grounds Management

Energy Conservation Measures

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

SUPPORT SERVICES

Policy 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.

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 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

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

SUPPORT SERVICES

Policy 5230
(Regulation 5230)

Safety, Security and Communications

Accident Reporting

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

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.

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.

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.

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.

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.

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.

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.

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.

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

Back to Table of Contents

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

January 2017 Copyright © 2017 Missouri Consultants for Education, LLC

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.

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.

SUPPORT SERVICES

Policy 5510

Food Service Program

Food Service Management

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

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

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

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

SUPPORT SERVICES

Policy 5520

Food Service Program

Uniform Policy for Free and Reduced-Price Meals

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

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

SUPPORT SERVICES

Policy 5530

Food Service Program

Competitive Food Sales

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

SUPPORT SERVICES

Policy 5540
(Regulation 5540)

Food Service Program

Food Safety

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

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

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

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

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

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 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 a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
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, 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.

This institution is an equal opportunity provider.

June 2019, Copyright © 2019 Missouri Consultants for Education, LLC
Reviewed and Adopted by the Princeton School Board on September 09, 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 a District school bus unless the person possesses a valid school bus permit and has complied with the regulations of the Department of Revenue, Department of Transportation, the Missouri Department of Elementary and Secondary Education and other regulatory agencies. In addition to the health certificate required for each current school term, the Board may require evidence of continued good health from individual drivers at any time it deems necessary.

SUPPORT SERVICES

Policy 5620
(Regulation 5620)

Transportation

Student Transportation Services

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

According to regulations of the Department of Elementary and Secondary Education, bus transportation will be provided to and from District schools for all students who reside 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.

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.

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.

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.

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

SUPPORT SERVICES

Policy 5670

Transportation

Use of School Buses

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

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

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.