

Springfield Public Schools



Administrative Practices and Procedures

August 2013

August 2013

TO: Superintendent's Cabinet, Principals and Department Heads

FROM: Norm Ridder, Superintendent

INDEX

	Page
1. Board Operations	1
1.1 School Board Study Sessions and Regular Meetings	
1.2 Board of Education Policies	
2. School/Community Relations	1
2.1 Superintendent's Teacher Open Forum	
2.2 PTA Council Meeting Dates and Locations	
2.3 Parent Advisory Council Meeting Dates with Superintendent	
2.4 Open House Dates	
2.5 Conference Week/Day (October 28 – November 1, 2013)	
2.6 Limited English Proficient (LEP) Parent Meetings	
2.7 Foundation for Springfield Public Schools	
3. Instruction	5
3.1 Continuous Improvement	
3.2 School Improvement Planning Council	
3.3 Teacher in Charge	
3.4 School Parties	
3.5 WINGS Program	
3.6 Tutors	
3.7 Volunteers	
3.8 Legal Note - Program Accessibility	
3.9 Grant Applications	
3.10 Holiday Activities	

	Page
3. Instruction (Cont.)	
3.11 Instructional Materials	10
3.12 Constitution Day	
3.13 Homework	
3.14 Test Security and Administration	
3.15 Individual Program of Study	
3.16 Ongoing Systems Review	
3.17 Promotion and Retention of Students	
3.18 Procedure for Reconsideration of a Book or Other Educational Materials	
3.19 Online Learning	
4. Students	13
4.1 High Holy Days	
4.2 Scholastic Insurance	
4.3 Weather-Related Illness	
4.4 Field Trip Approval and Permission	
4.4a Travel Application	
4.5 Reporting of High School Grades and Credits Earned by Middle School Students	
4.6 Student Lists	
4.7 Privacy of Student Data	
4.8 Legal Notice - Release of Directory Information	
4.9 Procedure for Interviewing/Photographing Staff and Students	
4.10 Student and Parent Internet Agreement	
4.11 Enrollment	
4.12 Portable Breath Test	
4.13 Reporting Child Abuse	
4.14 Student Interviews	
4.15 Health Care/Social Service Provider Requests	
4.16 Classroom Observations by Non-District Mental Health Professionals	
4.17 Requests by Non-District Mental Health Professionals to Provide Counseling to Students on School Premises	
4.18 Identification of English Language Learners (ELL)	
4.19 Procedures for Exiting a Student from the ELL Program	
4.20 Assigning Student Grades/Competencies Accountability	

5. General School Administration

- 5.1 Threats of Violence at School Sites**
- 5.2 Fund-raising Activities**
- 5.3 Emergency School Closings**
- 5.4 School Food Service**
- 5.5 Bus Loading-Unloading Supervision**
- 5.6 Bus Evacuation Drills**
- 5.7 Delivery Service**
- 5.8 Distribution of Non-School Material**
- 5.9 Presort Mailing Discount**
- 5.10 Procedure for Obtaining Printing Services**
- 5.11 Wireless Phone Service**
- 5.12 Telephone System**
- 5.13 Request to Sponsor School Project or Equipment Purchase**
- 5.14 Night Security**
- 5.15 Site Safety Committee**
- 5.16 Computer Labs and Classrooms**
- 5.17 Insurance on Personal Property**
- 5.18 Exemption from Missouri Sales and Use Tax on Purchases**
- 5.19 Technology: Networking Procedures**
- 5.20 Requests for the Use of Service Animals**
- 5.21 Request to Purchase New Computer Equipment**
- 5.22 School Police Services**

6. Human Resources

- 6.1 Attendance and Hours of Work**
- 6.2 Staff Travel and Professional Learning**
- 6.3 Travel Expense Reimbursement**
- 6.4 Personal Business Days**
- 6.5 Conflict of Interest**
- 6.6 Sexual Harassment**
- 6.7 Drug-Free Workplace Policy**
- 6.8 Visitors During Working Hours**
- 6.9 Equal Opportunity Employment and Affirmative Action**
- 6.10 Valid Teaching Certificate**
- 6.11 Change in Information**
- 6.12 Family and Medical Leave Act (FMLA)**
- 6.13 Public School Retirement System**
- 6.14 Social Security Information**
- 6.15 Teacher Retirement System**
- 6.16 Non-Teacher School Employee Retirement System (PEERS)**

6.	Human Resources (Cont.)	Page
6.17	Professional Learning Opportunities	50
6.18	Requests to Conduct Research	
6.19	Custodial Services	
6.20	Stipends and Other Extra Duty Pay Not Included in Contracts	
6.21	Rehiring of Retired Employees	
6.22	Transitional Duty – Work Related Injuries or Illnesses	
6.23	Employee Accident and Injuries	
7.	Fiscal Management	54
7.1	Program Consultants	
7.2	Purchasing Procedures	
7.3	District Procurement Card	
7.3a	Use of Personal Credit Cards to Make Approved District Purchases	
7.4	Purchase of Staff Amenities	
7.4a	Gift Cards/Employees	
7.5	Signature Stamp Procedures	
7.6	Surplus Equipment and Furniture	
7.7	District Owned Equipment	
7.8	Fixed Assets	
7.9	Stock Returns to Supply Center for Credit	
7.10	Equipment Relocation	
8.	Facilities	64
8.1	Asbestos Management Requirement	
8.2	Regulation on Disposal of Fluorescent Bulbs	
8.3	Rental of School Facilities	
8.4	Selection of Architect Engineering Services	
8.5	Awarding of Construction Contracts	
8.6	Use of District Facilities and Equipment	
8.7	District Property Loss or Damage	
8.8	Crisis Plans and Security of Facilities	
9	Transportation	68
9.1	Transportation Arrangements	
9.2	Prohibited Vehicles	
9.3	Secondary School Athletic/Activity Transportation Procedures	
9.4	Bus Field Trip Rates	

9	Transportation (cont)	Page
		70
9.5	Charter Transportation	
9.6	Driver Verification Forms	
9.7	Rental Vehicles	
9.8	Transportation – “Pay to Ride”	
9.9	Employee Personal Vehicle Use for District Purposes	
9.10	Student Bus and Stop Assignments	

Attachments:

- 3.7 Volunteer Registration & Background Check
- 3.7a Volunteer Sign In/Out
- 3.9 Grant Submission Guidelines
- 3.11 Instructional Materials (Board Policy IIA)
- 3.13 Homework (Board Policy IKB)
- 3.14 Test Security (Board Policy ILA)
- 3.15 Graduation Requirements (Board Policy IKF)
- 3.18 Reconsideration of a Book or Other Instructional Materials (Board Policy KLB)
- 3.18a Citizen’s Request for Reconsideration of Educational Material
- 4.2 Scholastic Accident Insurance Program Administrative Procedures
- 4.4 Travel and Medical Consent Form
- 4.4a Travel Application
- 4.8 Directory Information Opt-Out Form
- 4.9 2012-2013 Student Exclusion Form
- 4.10 Student and Parent Internet Agreement
- 4.13 Reporting Child Abuse (Board policy JHG)
- 4.16 Confidentiality Agreement for Classroom Observation of a Student by Non-District Personnel
- 4.18 Student Home Language Survey
- 4.18a Enrolling English Language Learners (ELL) Flowchart
- 4.19 Exit from ELL Program Flowchart
- 5.2 Fund-Raising Activities (Board Policy IGDF)
- 5.9 Presort Mail
- 5.11 SPS Telecommunications Service Request
- 5.11a Mobile Device Administrative Procedure
- 5.11b Request for Cellular Data Phone Use of District Email
- 5.15 Emergency Drill Procedures
- 5.20 Service Animal Registration/Agreement
- 5.21 Technology Request Form for Additional Devices – Purchased & Donated
- 5.21a Technology Replacement Request Form
- 6.3 Travel Allowance Reimbursement Request
- 6.18 Request to Conduct Research
- 6.23 Workers Compensation Incident Procedures & Guidelines
- 6.23a Workers Compensation Employee Incident Report
- 6.23b Workers Compensation Supervisor Incident Report
- 6.23c Workers Compensation Incident Witness Statement
- 7.5 Authorized Signatures (Schools) – Accounts Payable and Payroll
- 7.5a Authorized Signatures (Sites) – Accounts Payable and Payroll
- 8.7 Risk Management District Property Loss or Damage Report

Attachments: (Cont.)

- 9.3a Athletic/Activity Transportation Parent Information Sheet**
- 9.3b Athletics/Activities Sign-out Chart**
- 9.3c Athletics/Activities Sign-out Exception Request**
- 9.3d No Transportation Notice**
- 9.6 Driver Verification Form**
- 9.7 District Driver Verification Form**

1. BOARD OPERATIONS

1.1 School Board Study Sessions and Regular Meetings

Study Sessions will be held on the first Tuesday of each month at 5:30 p.m. and Regular Meetings will be held on the third Tuesday at 5:30 p.m. (There may be some exceptions due to calendar issues.) Agendas are posted at <http://springfieldpublicschoolsмо.org>.

(Norm Ridder - 523-0026)

1.2 Board of Education Policies

As you have occasion to refer to rules, regulations, guidelines, procedures, practices, or policies, remember that the word "policy" will be used to refer only to the Board of Education Policy Manual. Board Policies are located on the SPS website (<http://springfieldpublicschoolsмо.org>).

(Norm Ridder - 523-0026)

2. SCHOOL/COMMUNITY RELATIONS

2.1 Superintendent's Teacher Open Forum

The Superintendent's Open Forum meets regularly with the Superintendent to discuss matters of mutual concern.

Each school has a minimum of one representative. Although not a requirement, it is desirable to develop a cycle so that any one individual participates for only two or three years. This will provide more staff members with the opportunity to meet with the Superintendent.

The Teacher Open Forum will meet in Meeting Room A at the Kraft Administrative Center on the following Mondays during the 2013-2014 school year:

September 23 – All
October 28 – Elementary
November 25 – Secondary
January 27 – Elementary
February 24 – Secondary
April 28 – All

Meeting times will be:

All Representatives	4:15-5:30 p.m.
Elementary	4:15-5:30 p.m.
Secondary	3:30-5:00 p.m.

Principals, please send Kathy Looten an email giving her the name(s) of your Teacher Open Forum Representative(s) by Friday, September 6, 2013.

(Norm Ridder - 523-0026)

2.2 PTA Council Meeting Dates and Locations

All Springfield Council of PTA general meetings are scheduled for the first Wednesday of the month and begin at 9:15 a.m. (with refreshments served beginning at 9:00 a.m.) Dates for 2013-2014 are:

Wednesday, September 4*	Clothing Bank/Study
Wednesday, October 2	Mark Twain Elementary
Wednesday, November 6	Westport
Wednesday, December 4	Jeffries Elementary
Wednesday, January 8	Discovery Center
Wednesday, February 5	Sunshine Elementary
Wednesday, March 5*	TBD (Principals Day)
Wednesday, April 2	TBD
Wednesday, May 7	Kraft Administrative Center

*Principals are required to attend these two and any one other.

(Norm Ridder - 523-0026)

2.3 Parent Advisory Council Meeting Dates with Superintendent

The Parent Advisory Council will meet in Meeting Room A at the Kraft Administrative Center from 6:30–8:00 p.m. on the following Mondays during the 2013-2014 school year:

September 23
 October 28
 November 25
 January 27
 February 24
 March 24
 April 28

Please forward the name, mailing address, email address, and phone number of your parent representative(s) via email to Kathy Looten by Friday, September 6, 2013.

(Norm Ridder - 523-0026)

2.4 Open House Dates

The schedule for 2013-2014 Open Houses at the secondary level is as follows:

Thursday, August 29 - High Schools
Thursday, September 12 - Middle Schools
Tuesday, September 17, Wilsons Creek Intermediate School
(Times to be determined at sites)

Elementary schools will identify Open House dates during September and inform the Associate Superintendent - Elementary. No Open House activities are to be scheduled on September 4-6, 2013, Rosh Hashanah (which starts at sunset on September 4, 2013) or September 13-14, 2013, Yom Kippur (which starts at sunset on September 13, 2013). A list of Open House dates and times will be compiled and sent to all Principals, Superintendent's Cabinet, and the Board of Education. Principals are encouraged to have a "Meet Your Teacher" activity before school starts; however, this is not a substitute for Open House.

College and Career Fair University Plaza Convention Center
October 1, 2013 - 4:30-7:30 p.m.

Kindergarten registration for the 2014 school year is scheduled during the month of March. Dates and times are determined at each site.

(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)

2.5 Conference Week/Day (October 28 - November 1, 2013)

It is the desire of the District and staff to strongly encourage all parents to attend Parent/Teacher Conferences. Each teacher should endeavor to conduct conferences at times which would be conducive for all parents (to include working parents).

Staff should schedule parents for conference during their conference hours and before/after school planning times during the October 28 - November 1 Conference Week.

November 1 is designated as a contract day (7 hours, 15 minutes) for Parent Teacher Conferences.

The contract time of November 1 (7 hours, 15 minutes) may be used in a variety of schedules to meet the needs of the parents:

- (1) Be scheduled entirely on November 1, and ending no earlier than 7:30 p.m.**
- (2) Be scheduled on November 1 (½ day) and one evening during Conference Week (the evening to end no earlier than 7:30 p.m.).**
- (3) Be scheduled one evening during Conference Week (the evening to end no earlier than 7:30 p.m.) with the remainder of the contract time to be added to other evenings within the week. This option means that staff will not be required to work on November 1.**

Any deviation from the established dates in the Board adopted calendar will require that a waiver request be approved by the appropriate Associate Superintendent.

(Norm Ridder - 523-0026)

2.6 Limited English Proficient (LEP) Parent Meetings

The District will continue to implement an outreach to parents of limited English proficient (LEP) children, will inform them of how they can be involved in the education of their children and how they can be active participants in assisting their children to learn English and achieve at high academic levels in order to meet the state standards established for all children. Teachers at the school site hold periodic meetings for parents of English proficient children; if needed, an interpreter/translator will be provided by the District for any meeting. For additional information, contact Rhonda Hittenberger Ortiz at 523-1135.

(Ben Hackenwerth - 523-0088)

2.7 Foundation for Springfield Public Schools

The mission of the Foundation for Springfield Public Schools is to raise, manage and distribute private investment to benefit students of Springfield Public Schools. This year's "Back to School" Campaign will provide financial support for teachers and schools as well as help fund the School Improvement Plans. Through the grant allocation process, funds will be allocated for these areas:

- Innovation- to include new technology related items, new equipment or supplies for classroom/school innovation.**

- **Engagement-** to include classroom projects, field trips, classroom equipment, and other items that will enhance student engagement.
- **Collaboration-** to include high impact projects that includes collaboration between multi-classrooms and schools. These grants will reach a large number of students and include community outreach and/or involvement.

The Foundation also offers the Pick a Project grant cycle which lists school projects on the Foundation website for donors to support specific funding needs, as well as endowment funds, designated funds and scholarships. For grant applications or additional information, contact the Foundation's Executive Director or Development Director at 523-0144 or go to the Foundation website at www.supportsps.org.

(Norm Ridder - 523-0026)

3. INSTRUCTION

3.1 Continuous Improvement

School and classroom systems are to demonstrate continuous improvement in student learning as evidenced by the use of systematic improvement processes such as a Plan-Do-Study-Act (PDSA). System leaders, e.g., principals at the school level and teachers at the classroom level, should strive to obtain and use input from those doing the work, i.e., staff at the school level and students at the classroom level. District leaders, principals, teachers, and students should engage in systematic, on-going analyses of learning results and celebrate related improvements.

A critical strategic initiative tied to continuous improvement is the implementation of additional choice options that meet a variety of student learning styles. Descriptions of existing programs along with procedures for implementing future SPS Choice programs may be found at <http://springfieldpublicschoolsno.org/choice/index.htm>. You may also contact Ben Hackenwerth at bhackenwerth@spsmail.org or Christine Jones at cajones@spsmail.org for additional information.

(Norm Ridder - 523-0026)

3.2 School Improvement Planning Council

Site Councils will continue to operate during 2013-2014. Site Councils provide for broad-based involvement in the schools by patrons in the school's attendance area. (A major responsibility of the Site Council is to assist in the development and monitoring of a School Improvement Plan.)

The principal is responsible to coordinate the following Site Council activities: (1) assuring a collaborative effort among patrons, parents, teachers, and administrators to improve the school and increase student achievement; (2) convening an annual Open Meeting of the Site Council and other interested parties; (3) planning an adequate number of Site Council meetings to accomplish their tasks; (4) developing a School Improvement Plan; (5) developing a schedule for accomplishing the School Improvement Plan; and, (6) collecting School Improvement Plan data from Site-Council members.

(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)

3.3 Teacher in Charge

When the elementary principal is absent from the building, it is necessary to designate a teacher who will be in charge in case of an emergency. Principals are to provide the teacher with written guidelines about how to deal with emergencies. Please e-mail the name of the teacher who will be in charge when the principal is out of the building to the Associate Superintendent - Elementary by August 30, 2013.

(Ben Hackenwerth - 523-0088 - bhackenwerth@spsmail.org)

3.4 School Parties

Events shall be planned according to the maturity and age level of the students who participate. All social events shall be sponsored and chaperoned by the school staff. Principals are responsible for determining when special events, parties or special activities are to occur.

(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)

3.5 WINGS Program

Students participating in gifted programs such as WINGS or BRIDGES are involved in a shared home school/Phelps Center curriculum. Because participation results in students being in another location one day each

week, this presents unique situations to the District's professional staff, participating students, and the involved families. Principals are asked to review the following guidelines with their staff at the beginning of each school year:

“The WINGS or BRIDGES student should not be held accountable for standard classroom assignments, such as review, practice exercises, daily work and other related activities missed on the day of participation in the gifted program. Students are accountable for the concepts, process skills and intellectual content as measured on end-of-unit tests, projects or other assessments included in the curriculum presented by the home school teacher.

The home school shall avoid scheduling major tests, assignment due dates for major projects, field trips, honor programs, etc. on the day students attend the gifted program.

Students attending WINGS or BRIDGES should be considered fully enrolled and not be penalized for grades dependent on class participation, attendance, and daily assignments that occur on their day of attendance at one of these programs.

Home school teachers are encouraged to communicate their strategy for addressing these practices and procedures with participating students (and parents) at the beginning of the school year.”

(Ben Hackenwerth - 523-0088)

3.6 Tutors

Parents/guardians frequently request information on how to obtain a tutor. For their convenience, a list of tutors who are certificated and their tutoring preference is provided on request. Contact with the tutor, scheduling and expense are handled by the parent/guardian.

(Parker McKenna – 523-4647)

3.7 Volunteers

Any volunteer who will be working with students or will be in the school building on a regular basis should have a background check processed by the Office of Cultural Diversity (OCD).

Individuals interested in becoming a school volunteer must register every school year by completing the Volunteer Registration & Background Check form. (Attachment 3.7)

The OCD will process the individual's paperwork and, upon receiving a cleared background check, the individual's name will be added to the volunteer spreadsheet. The OCD will e-mail the updated volunteer spreadsheet to the school's Principal and Secretary. No individual should begin volunteering until the volunteer's name appears on the volunteer's spreadsheet.

The principal will act as the administrator of the program at the site and will ensure policies and procedures are being followed. A volunteer coordinator will be appointed at the beginning of each school year by the principal. The volunteer coordinator will act as the liaison between the volunteer, school site and the Office of Cultural Diversity. This individual will be expected to handle confidential information with their highest regard.

Springfield Public Schools requires all registered volunteers to track their volunteer time by completing the Volunteer Sign-in/out form (Attachment 3.7a) each time they are in a school building.

The Volunteer Coordinator from each school will collect the Volunteer Sign-in/out forms at the end of the year and retain them on site for 5 years pursuant to Missouri record retention laws.

(Lawrence Anderson - 523-0064)

3.8 Legal Note - Program Accessibility

The School District is required to comply with federal guidelines of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act regarding program accessibility. All administrators are reminded NOT to locate or relocate "single source" program/classes in inaccessible areas of your building. A single source program is a class or service that is the only one of that type in the building and would entail an expense to move, e.g. computer lab. Too, administrators are reminded that reasonable accommodations necessary due to a disability for students, parents, patrons and employees need to be made in all buildings. When structural barriers cannot be removed, transfer to more accessible facilities is an option. If you have a staff member, student, or parent who wishes to attend any function that is being held in a non-accessible building, notify either of the individuals listed below and accommodations will be made. A two-week notice is preferred. When advertising programs or meetings, a statement should be included indicating how to obtain reasonable accommodations, if needed.

(Diann Barth - 523-7527 - Programs)
(Parker McKenna - 523-4647 - Employment)

3.9 Grant Applications

Prior to developing or submitting any grant proposal, all personnel must first contact the Title I Office. Additionally, principals or other administrators who plan to collaborate with outside agencies (i.e. Park Board, Big Brothers Big Sisters, YMCA) to obtain grant funding must first notify the Title I Office.

The Superintendent is the only person authorized by the Board of Education to sign a grant application so this preliminary contact is required to ensure proper review and approval of any potential grant proposal.

Title I Office staff is available to help identify funding opportunities, research and write proposals, review budgets and manage necessary financial reporting required by granting agencies.

All grant applications should directly align with the Missouri School Improvement Program (MSIP), the District's Comprehensive School Improvement Plan (CSIP), individual School Improvement Plans (SIP) and Board of Education goals.

Staff interested in pursuing grant funding should review the Grant Submission Guidelines (Attachment 3.9) and contact the Title I Office at 523-1123.

(Brian Hubbard - 523-1131)

3.10 Holiday Activities

Each year we intensify our efforts for effective instruction and to live in full compliance with the spirit and letter of the law relative to our mission of Teaching and Learning. From School Board policies and state and federal laws, to the Constitution itself, we, as a school system, embrace the fundamental dignity and respect of each individual. In our democracy we take pride in the protection of individual rights even in the face of majority views to the contrary. Occasionally, in our schools, misunderstandings occur with regard to religious/cultural celebrations and observances.

Any holiday activities should include educational goals to advance the students' knowledge and appreciation of the global role religions/cultures have played socially and historically in the development of civilization. Any assembly or activity needs to adhere to the overall goals of the school: Teaching and Learning.

(Norm Ridder - 523-0026)

3.11 Instructional Materials

From time to time, concern is expressed about the use of "entertainment videos." Note in the attached copy of Board Policy IIA, Instructional Materials, (Attachment 3.11) that materials are to "enrich and support the curriculum."

These procedures should be followed, if a teacher plans to use a video:

- The teacher will identify how the video supports the adopted curriculum (Board Policy IIA).
- If a video with a rating of PG 13 is used at the elementary or 6th grade level, parents will be notified and asked to provide permission in order for their child to view the video. The teacher will provide alternate appropriate instructional activity for students not viewing the video.
- The use of education videos is allowed, but entertainment videos should not replace instructional time.

The Administration strongly recommends that the use of videos be limited in the classroom and strongly discourages the use of videos rated PG-13 and above. A video clip supporting the Major Instructional Goals might be a more appropriate use of instructional time rather than showing the entire video. Only on rare occasions will approval be given for use of an R-rated video. Principal approval must be sought at least thirty (30) days prior to the video's use and must include written justification, which references the Major Instructional Goal.

(Nancy Schneider – 523-5557)

3.12 Constitution Day

Pursuant to legislation passed by Congress, educational institutions receiving federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year commemorating the September 17, 1787, signing of the Constitution. When September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Public Law 108-447, Section 111(b) states "*each educational institution that receives federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.*"

Schools have flexibility as to how they hold an educational program pertaining to the Constitution. An educational program can range from a whole school assembly to individual classroom activities. The expectation is for all students to be involved in learning about the United States Constitution on this day.

Suggested Activities

- **Whole school announcement with brief activity for all students to take place in their first hour classes or during the first hour of the day.**
- **Whole school assembly featuring citizenship and the Constitution**
- **Lunch time activity featuring information centered upon citizenship and the Constitution.**
- **Video announcement centered on citizenship and the Constitution. Could be created by media classes or student councils.**
- **Individual teacher activities during the first period or hour of the day.**
(Nancy Schneider – 523-5557)

3.13 Homework

Please review Board Policy IKB, Homework (Attachment 3.13). Although the amount of time is not specified, "students should plan to spend some time in study outside school hours" and that "the principal and staff will monitor homework assignments to ensure that they can be completed in an appropriate amount of time."

**(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)**

3.14 Test Security and Administration

School administrators are reminded that they must be in compliance with Board Policy ILA, Test Security (Attachment 3.14). This applies to MAP Grade-Level assessments and End-of-Course (EOC) assessments, district formative assessments, diagnostic, common and/or end of course assessments, and other standardized testing. Any accusations of test security violations or unfair testing procedures must be reported to the appropriate Associate Superintendent for investigation.

Building principals designate school staff responsible for administration of district assessments. Typically standardized assessments will be administered by the classroom teacher in grades K-5, and by designated teacher or counselor in grades 6-12. All individuals administering state or district required assessments will strictly follow all procedures as outlined in the test administration manual or guidelines. As with all district activities involving students, a certificated staff member must be in attendance at all times during the test administration period.

(Jennifer Armstrong – 523-0328)

3.15 Individual Program of Study

The District recognizes that some students will need exceptions to Policy IKF (Attachment 3.15), Graduation Requirements, while still meeting state and local requirements. To facilitate a consistent and easy application of this policy, the Board of Education approved a process called the Individual Program of Study (IPS).

The IPS is to be completed when it is evident that a student will need an exception to Policy IKF. This process may begin as early as elementary school, but usually no later than the end of the tenth grade. A committee composed of the student's parent(s) or guardian, building principal, counselor and a representative from any level that the IPS will address, will meet together to develop the IPS. It is important that a high school representative (usually a counselor) is involved in the development of the IPS to ensure that all local and state graduation requirements will be met, especially if the IPS is being developed in grades K-8.

(Justin Herrell - 523-0062)

3.16 Ongoing Systems Review

In October of 2011, the Springfield R-XII School District identified the need for a redesign of the program evaluation process. Guided by principles informed by APQC's Process and Performance Management (PPM) approach, a project team began leading the redesign of this process. The resulting work product is now referred to as the *Ongoing Systems Review (OSR)*. The purpose of an *Ongoing Systems Review* is to provide the Superintendent's Cabinet a standardized, ongoing update of the goals, targets, and key drivers to SP5 at the program level.

The *Ongoing Systems Review Summary Report* is presented to the Board of Education by the program leader and supervising Cabinet Member of the program under review.

(Jill Palmer - 523-0301)

3.17 Promotion and Retention of Students

The 1999 HB 889 law stated, "Students cannot be promoted when their reading ability is more than one grade level below their current grade. This prohibition does not apply to students receiving special education services in the area of reading."

The Board of Education and Administration recommends the District continue to follow HB 889 that meets and exceeds the requirements of SB 319.

If you have any questions regarding retention based on Policy IKE, contact the appropriate Associate Superintendent.

(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)

3.18 Procedure for Reconsideration of a Book or Other Educational Materials

The steps of the procedure for reconsideration of a book are outlined in policy KLB (Attachment 3.18). The Citizen's Request for Reconsideration of a Book or Other Instructional Materials form (Attachment 3.18a) should be provided to the complainant. A copy of all forms, emails, letters, and other written correspondence related to the procedures outlined in policy KLB should be sent to the Director of Information Literacy to be archived as district record.

(Robyn Hagerman - 523-0422)

3.19 Online Learning

SPS Online is a choice program for students interested in taking a high school level course online. All courses offered are listed in New Horizons. All students enrolled in an SPS Online course participate in a face-to-face orientation and a seated final exam. All SPS Online courses are taught by SPS teachers and can be taken as part of a student's schedule or in addition to a student's schedule in consultation with the school counselor. For additional information, please see policy IKF.

(Nichole Lemmon – 523-0439)

4. STUDENTS

4.1 High Holy Days

Dates of the 2013 High Holy Days are listed below. School conferences, tests, or other major activities should be avoided on these days.

Rosh Hashanah
Evening
First Day

Thursday, September 4, 2013
Friday, September 5, 2013

**Yom Kippur
Evening
First Day**

**Friday, September 13, 2013
Saturday, September 14, 2013**

(Justin Herrell - 523-0062)

4.2 Scholastic Insurance

A supply of descriptive brochures/enrollment envelopes has been provided for each school. The school principal is responsible for distribution each year. Do not delay distribution to the students because coverage does not become effective until the premium is received by the company. Do not accept enrollment envelopes or money at the school. See Attachment 4.2 for a copy of the Administrative Procedures.

(Nancy Ragains - 523-0312)

4.3 Weather-Related Illness

HEAT: It is important for students and staff to be well hydrated, particularly when outdoor or indoor temperatures are 90 degrees F or more. Students should be allowed water both in and outside of the classroom in order to prevent heat-related illness. Anyone experiencing signs of heat exhaustion should be moved to a cool area and the school nurse or Health Services should be notified. Hot weather health alert procedures will be sent to principals annually from Health Services.

Principals should review practice or rehearsing procedures during “excessive heat” hours with coaches and sponsors of extracurricular groups. The Director of Athletics will send these procedures to principals on an annual basis.

COLD: When temperatures are 32 degrees F or below and/or wind chill factor is 15 degrees F or below, there is an increased chance for hypothermia and frostbite. Students should be encouraged to wear layered clothing and limit exposure to outdoor temperatures. This includes recess and/or physical education.

For additional information, contact Health Services (523-1630).

(Ben Hackenwerth - 523-0088)

4.4 Field Trip Approval and Permission

All student trips and arrangements must have approval from the school

principal prior to announcement to students and parents/guardians. Each student must have written parental consent (Attachment 4.4) prior to participation in an offsite trip.

(Nancy Ragains – 523-0312)

4.4a Travel Application

Out-of-Town and Overnight travel (non-athletic) will be reviewed and approved by the Associate Superintendent - Secondary and Risk Management. The application will also be reviewed by Finance if the request is over \$2500. A completed Travel Application form (Attachment 4.4a) should be submitted to the Associate Superintendent – Secondary office two weeks prior to the trip.

(Nancy Ragains – 523-0312)

4.5 Reporting of High School Grades and Credits Earned by Middle School Students

In order to clarify existing practice at the high school level of how grades and credits earned prior to a student being enrolled in high school are recorded, the following guidelines have been written for use by counselors and principals. Each of these items describes a situation that counselors and principals handle each year. Written guidelines will ensure that District personnel will handle these situations with a high degree of consistency.

GUIDELINES:

(1) A middle school student who takes high school level courses taught at the middle school (i.e. Algebra I and the first year of the foreign languages) and does not wish to receive or does not qualify for high school credit, will have a statement on his/her transcript which reads, "Completed (high school course taught at the middle school) in middle school with no credit **** (grade) ****". The student should accelerate to the next level of high school courses in that subject area. If parents do not want to receive the high school credit, they must notify the middle school in writing before the end of the school year.

(2) A middle school student who takes a high school course at a high school campus, or who takes a high school course qualifying for high school credit at a middle school, may receive high school credit for the course. The grade and credit will be recorded on the student's high school transcript. The grade will be included in the student's high school and middle school grade point average, which is used to determine class rank. High school credit may not be earned without also taking the grade for the high school G.P.A. If the course is weighted, it will count toward the total

number of weighted classes for the student's ninth grade year. While the credit will appear as part of the total number of credits earned on the high school transcript, the student will still need to earn 25 credits and specific subject-area credit requirements in grades 9-12 as specified in Board Policy IKF. The credit earned in middle school will count toward meeting the requirements of the college prep certificate. If a student receives credit for the class taken during middle school but wants to retake the course again in high school, the rules regarding Repeated Grades in "New Horizons" would apply.

(3) A student who is promoted early one or more grades and enrolls in high school must have completed an IPS (see 3.15). Once enrolled in high school, all local and state graduation requirements apply.

(Justin Herrell – 523-0062)

4.6 Student Lists

Student lists should be prepared at the building level for school related functions only. Requests for student lists from individuals and/or businesses should be referred to the office of the Associate Superintendent - Elementary where it is determined whether the request can be filled. Remember when school lists or directories are created, student names **MUST** be omitted if their parents have asked for a privacy flag on their child's record. The form to request that a student's name not be included in distribution lists has been placed in the student handbooks. Principals need to keep these forms on file for each school year so that the privacy flag is placed on the computer.

(Ben Hackenwerth - 523-0088)

4.7 Privacy of Student Data

The student file maintained in the District's computer system should be treated with the same precautions given to the Student Education Record. No information beyond directory information (see below) should be given orally or in writing to any parties other than school employees who are involved in the student's educational program; biological/adoptive parents; individuals who are legal guardians; students 18 years of age or older; other educational institutions in which the student has enrolled or applied for enrollment; agencies or persons for whom the parent has signed a written release; or, for a court subpoena. Non-custodial parents have the same rights to their child's records as do custodial parents unless there is a court order to the contrary.

(Ben Hackenwerth - 523-0088)

4.8 Legal Notice - Release of Directory Information

The School District is required to publish annually a legal notice concerning the release of directory information. It is printed in the Springfield newspaper near the middle of August and is included in the student handbooks.

Since directory information is legally available upon request without parental approval, principals need to be aware of the provision which allows parents to request that information not be included as directory information for their child. We must honor the wishes of any parent who contacts your school requesting that information not be included. Parents should sign the form (revised June 2013) contained in the student handbooks to verify this request. (Attachment 4.8) Principals must insure that this change is made on the computer.

The following is a draft of the statement to be printed in the newspaper. Similar notice should be sent by each school to every parent on or before September 1.

Legal Notice

The School District of Springfield R-12 complies with federal law in the distribution of directory information.

Each secondary school may publish an honor roll which may be distributed to the news media each semester. Athletic programs containing the name of each team member and grade in school will be published and made available for distribution at athletic events. Height and/or weight of team members may also be included in athletic programs.

Since directory information is legally available to anyone who requests it, all parents or students 18 years of age or older who do not wish to have this information printed and distributed are requested to contact their respective school principal. This request should be made in writing. A request form is provided in the student handbook.

Directory Information - Directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. The District designates the following items as directory information:

Directory information for students in kindergarten through eighth grade:

Student's name; parent name; date of birth; grade level; enrollment status (e.g. full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or course work displayed by the District; most recent school attended; and photographs, videotapes, digital images and recorded sound.

Directory information for students in high school:

Student's name; parent name; address; telephone number; date of birth; grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors, awards received, artwork or course work displayed by the District; most recent school attended; photographs, videotapes; digital images and recorded sound.

(Justin Herrell - 523-0062)

4.9 Procedure for Interviewing/Photographing Staff and Students

Springfield Public Schools has a duty to inform the public and engage stakeholders in an open dialogue. The news media assists in this communication effort by reporting relevant information through various channels such as newspaper, television, radio and the Internet. When the news media seeks to interview students or employees, the Community Relations Office will coordinate these requests. Additionally, the district often interviews and photographs students and employees for informational purposes on video and various printed publications and electronic outlets.

The following approved procedures apply:

- 1. The news media should notify the Community Relations Office prior to contacting a school. If the media contacts a school directly, the principal or principal's designee will inquire about the topic of the story and the reporter's deadline. The principal or designee will then inform the Community Relations Office (523-0117) about the request, at which time a determination will be made about who will conduct the interview regarding the requested topic.**
- 2. Upon arrival at a school, reporters and photographers will report to the Principal's office to obtain a visitor's pass and for further directions or instructions.**
- 3. At the beginning of the school year, principals will distribute to each student a Student Exclusion Form (Attachment 4.9). This form must be signed by a parent/guardian and be returned to the school office if a parent does not want his or her child to be interviewed or photographed by the news media.**
- 4. All students who appear in student directories, yearbooks or other school publications may be photographed, videotaped, interviewed or recorded by school and commercial broadcast and print media unless parents have signed a statement prohibiting such coverage.**

5. All student athletes, participants in music, debate and other school-related extracurricular activities consent to being photographed, videotaped, interviewed and/or recorded by the news media as a part of their participation as stated on their citizenship card.

6. When a media request involves a sensitive issue, the Community Relations Office may request explicit parental permission before allowing students to be interviewed or photographed. These instances will be determined in consultation with the school principal.

(Teresa Bledsoe - 523-0117)

4.10 Student and Parent Internet Agreement

The student use of the Internet enriches learning in the classroom. The District recognizes that not all web sites and information found on the Internet are appropriate for K-12 students. In order to ensure that students and parents are adequately informed about these issues, the District requires that an Internet Use Agreement, Waiver and Release form (Attachment 4.10) be signed before the student is allowed access to the Internet using District equipment. If a student and/or parent refuses to sign the form, the student will not be allowed to access the Internet using District equipment; however, the classroom teacher will provide the student an alternative method(s) of completing the assignment using more traditional means. This waiver excludes state and district-required online testing.

The form will be collected and stored at the school site. If the student transfers to a different school within the District, a new form will be completed and signed by the student and parent.

(Rick Green - 523-0156)

4.11 Enrollment

Principals are reminded that state law allows partial day enrollment for any student. Students age 7 to 16 years of age must also be enrolled in a state-approved education setting such as private, parochial, or home school to meet the compulsory attendance law.

Children who are age five (5) before August 1 are eligible for kindergarten admission. Children who are age six (6) before August 1 are eligible for first grade.

(Ben Hackenwerth - 523-0088)

4.12 Portable Breath Test

Board Policy JFCH, Student Alcohol, contains the following:

"When a student is suspected of having consumed alcohol, and when confronted, denies the accusation, the administrator may offer the student the opportunity to demonstrate innocence by use of a breathalyzer test if available. The test will be administered in an area away from public view, with school employees present."

The testing procedure referenced in Policy JFCH will be administered using the portable breath test. Upon request of a building administrator, an officer in the School Police Services Department will administer the test in the presence of an administrator.

(Tom Tucker - 523-2917)

4.13 Reporting Child Abuse

Missouri state law and SPS Board Policy require any school official or employee to report suspected child abuse and/or neglect to the Family Support/Children's Division. A report should be made when a school official or employee has reasonable cause to suspect abuse or neglect. It is not the responsibility of the school official or employee to investigate or prove that the child has been neglected or abused. Reports are to be made by calling the child abuse and neglect hotline at 1-800-392-3738.

After making the call, the employee should notify the immediate supervisor or the building principal. Documentation should be kept on the date and time the hotline call was made. Failure to report suspected neglect or abuse may result in criminal charges and loss of professional certification. Principals should provide annual training for staffs on procedures and requirements for reporting abuse/neglect. A copy of Board Policy JHG (Attachment 4.13) is attached.

**(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)**

4.14 Student Interviews

Student interviews conducted by local law enforcement while the student is under the supervision of school officials shall be done so away from viewing by other students and staff unless circumstances dictate otherwise. An administrator, counselor or school police officer shall be present as an observer of the interview.

Written statements given by students as a result of interviews by district administration or school police officers may be requested by and provided to that individual student's parents/guardians. The statement will follow the Federal Education Rights and Privacy Act (FERPA) guidelines and all personally identifiable information of other students will be removed. Statements requested are generally available within three school days of the incident.

(Tom Tucker - 523-2917)

4.15 Health Care/Social Service Provider Requests

It is the intent of Springfield Public Schools to work cooperatively with health care and social service providers for the benefit of our students. These providers often request information in the form of student records or questionnaires about a student from one or more school district personnel. The following procedures will be followed when handling these requests:

- All such requests must be received by the school principal who will direct them to the appropriate school personnel. Requests may not be sent directly to other school personnel, such as nurses or teachers.
- The school must have an "Authorization to Release/Disclose Information" form signed by a parent or legal guardian. This can be the district form or one from the provider as long as it is signed by a parent or legal guardian and specifies the information to be released and the recipient of the information.
- Information requested from the provider must be sent by the principal directly to the provider and not sent through third party, even if that third party is the parent or legal guardian.

(Ben Hackenwerth – 523-0088)

4.16 Classroom Observations by Non-District Mental Health Professionals

Parents occasionally request that non-district mental health professionals be allowed to observe their student in a classroom setting. The following procedures have been established to help ensure compliance with legally mandated protections for student confidentiality and minimize disruptions to the learning environment:

- Requests to observe a student must be made to the building principal at least 24 hours in advance.
- The mental health professional must present written documentation of parent permission to observe the student prior to or upon arrival for the observation. Principal will maintain a signed copy of the permission form in the student record.

- Principals will require the mental health professional to sign the “Confidentiality Agreement for Classroom Observation by Non-District Personnel” and will maintain a signed copy of the form in the student record. A copy of the Agreement (Attachment 4.16) is attached.
- The number and duration of classroom observations should not interfere with the instructional program. Therefore, principals may restrict the number, time, and/or length of observations.

(Ben Hackenwerth – 523-0088)

4.17 Requests by Non-District Mental Health Professionals to Provide Counseling to Students on School Premises

Mental health counseling for students by non-district personnel is not permitted on school premises. If a parent provides written permission, non-district personnel may transport a student to a location off school premises for a counseling session. These sessions should be scheduled during non-core instructional time.

(Ben Hackenwerth – 523-0088)

4.18 Identification of English Language Learners (ELL)

At time of enrollment, all schools must identify students who come from non-English language backgrounds. This is accomplished with three questions currently on the district’s yellow student information card and/or the Student Home Language Survey information page (Attachment 4.18). In the Home Language Survey section, if the use of another language is indicated, the student must be screened for English language proficiency. This proficiency assessment is facilitated through the English Language Learners Department – Rhonda Hittenberger Ortiz. Secretaries will call Rhonda directly or allow parent to call directly to set up an appointment for language assessment. (See enrollment flow chart – Attachment 4.18a)

Parental permission is not required to assess a student’s English language proficiency. However, the district must provide notification to parents within 30 days from the start of the school year if their child is identified as eligible for the English language program. If a child enters the program during the school year, this time frame is two weeks. Parents will receive written notification detailing their child’s level of English proficiency and the reasons for identifying their child as being eligible for ELL services. School personnel will also be notified of the results of the assessment by the ELL department. Scores are also accessible in eSchool Plus.

The screening must use an English Language Proficiency Assessment which assesses reading, writing, speaking, listening and includes comprehension. Missouri Department of Elementary and Secondary

Education has selected the WIDA – ACCESS Placement Test (W-APT) for this initial assessment. Students not proficient in reading, writing, speaking, and listening will receive language support services through the English Language Learners (ELL) program.

Annual Assessment

Each Missouri Local Educational Agency (LEA) must annually assess the English proficiency of all K-12 LEP students. The WIDA ACCESS test is the English language proficiency assessment that the Missouri Department of Elementary and Secondary Education has selected to meet the requirement of ESEA to annually assess Missouri's students who are eligible for ELL (English Language Learner) services. The ACCESS assesses proficiency in speaking, listening, reading, writing, and comprehension. It must be given to all LEP students, even those whose parents have opted out of ELL services.

All LEP students who are coded as receiving (RCV) and not receiving (NRC) services in MOSIS and who are enrolled (or dually enrolled) in a Missouri public school district or charter school are administered the assessment. Students who have exited the ELL program (no longer require services) and are within the 2-year monitoring period are not administered this assessment.

Enrolling Students Holding Foreign High School Diplomas

A student who is 17-years-old or older and holds a high school diploma from another country shall not be enrolled in a district high school. The student may be advised to attend a post-secondary institution.

(Rhonda Hittenberger Ortiz - 523-1135)

4.19 Procedures for Exiting a Student from the ELL Program

Once a student attending an ELL school is eligible to exit the ELL program, they begin 2 years of monitoring. Parents are notified of exit and are given the choice for the child to attend the ELL site for 2 years of monitoring or attend their home school. (Attachment 4.19)

(Rhonda Hittenberger-Ortiz – 523-1135 and Brian Hubbard – 523-1131)

4.20 Assigning Student Grades/Competencies Accountability

Board Policy IKA addresses student progress reporting. Student mobility may be a factor that creates interruptions in the education process of the students. Individual school sites are responsible for assigning, recording and documenting student achievement levels (including mid-term and quarterly reports) if the student is enrolled for the minimum specific amount of time according to grade levels served:

- **Elementary (K5): 15-20 school days;**
- **Middle Schools (6-8): 10 school days;**
- **High Schools (9-12): Student performance must always be assessed and reported once a student has been enrolled within a building. Assessment and the awarding of credit will be determined on a case-by-case basis and take into consideration all performance information for the current grading period. Though the awarding of credit may not always be possible, the building will strive to maximize a student's credit earning potential and avoid loss of credit earning opportunities.**

When assigning competencies/grades for students who have attended another school(s), the current site should make efforts to take previous student achievement for the quarter/semester into account (if possible).

Delaying student enrollment due to close proximity of scheduled report grade card date is not an option.

(Ben Hackenwerth – 523-0088, Justin Herrell – 523-0062)

5. GENERAL SCHOOL ADMINISTRATION

5.1 Threats of Violence at School Sites

Students under the age of 17 who make threats of injury that if inflicted, could cause permanent disabling or result in the death of one or more persons or a threat to bring a lethal weapon to school and/or use it, the Greene County Juvenile Office and the Springfield Public Schools agree to the following protocol:

- 1. At the direction of the School Principal the assigned School Police Officer will investigate and report findings to the Principal who will determine whether or not a threat has been made and if appropriate, will work with the officer to notify the Chief Juvenile Officer or Supervisor of Delinquency Unit at the Greene County Juvenile Office of the circumstances.**
- 2. If the Juvenile Office determines that the threat is of a serious nature, the student will be transported to the Greene County Juvenile Office.**
- 3. The Principal will notify the appropriate Associate Superintendent for protocol approval.**
- 4. The School Police Officer or the law enforcement agency having jurisdiction will transport the juvenile to the Greene County Juvenile Office. The School Police Officer will ensure that the parents of the**

juvenile have been notified and requested to appear at the Juvenile Office.

5. The School Police Officer shall complete an interim report for the Juvenile Office to use in assessing the nature and circumstances of the threat. A detailed report will be completed and forwarded to the Juvenile Office using current procedures. Copies of both reports shall be forwarded to the Principal and appropriate Associate Superintendent.
6. The Juvenile Officer assigned to the referral will conduct a juvenile interview and investigate the concern.

(Ben Hackenwerth – 523-0088,
Justin Herrell – 523-0062)

5.2 Fund-raising Activities

Principals are requested to monitor the number and the timing of fund-raising events throughout the year, but especially at the very beginning. It has been noted that several fund-raising activities often occur during a single month which might cause a financial hardship with some of our families. When possible, please schedule fund raisers and other events in which money is needed throughout the year rather than a single month.

For your convenience, a copy of IGDF is attached (Attachment 5.2). Please note that it is made clear in the policy:

"Student participation in selling is necessary and acceptable on the secondary school level for approved projects."

and

"Fund raising projects may not involve students in direct selling at the elementary level. These projects must be conducted by the adult members of the organization."

It is clear that an elementary student cannot engage in door-to-door sales.

(Norm Ridder - 523-0026)

5.3 Emergency School Closings

Springfield Public Schools has instituted the practice of releasing one of the following statements to the media regarding inclement weather and school and/or office closings:

Message A

Springfield Public Schools will be closed DAY, DATE. Administrative offices will be open. All 12-month employees should report for work. Those who cannot must report their absences as vacation. To ensure facilities are prepared for the return of students, custodial staff and other employees designated as emergency crews are expected to report to work.

Message B

Springfield Public Schools AND offices will be closed DAY, DATE. In an emergency situation, custodial staff or other employees designated as emergency crews MAY be called to report to work.

(Teresa Bledsoe - 523-0117)

5.4 School Food Service

Lunch and milk prices for school year 2013-14 are as follows:

Lunch Program:	
Elementary Students	\$2.35
Secondary Students	\$2.60
Lunch-Reduce/Elem & Sec	.40
Adults	\$3.15
Breakfast Program:	
Elementary Students	\$1.15
Secondary Students	\$1.15
Reduced Price/Student	.30
Adults	\$1.50

Note: Missouri Division of Health food code requires hair nets in all food production areas. This will require our food service personnel to serve all adults (teachers, staff, parents, etc.) from the student serving lines in all locations. Any items prepared specifically for the adult customers will be served through the student serving areas. Adult payments will occur through the students' points of service.

When school groups use the school kitchen/cafeteria, a food service employee must be present whenever any piece of equipment is used (i.e. dish machine, stove, mixer, slicer, food processor, etc.). Food service personnel who perform this function shall be compensated by the sponsoring organization.

(Wanita Watts – 523-1108)

5.5 Bus Loading-Unloading Supervision

Supervision of students when buses are loading and unloading is part of each sites responsibility.

(Steve Chodes - 523-0159)

5.6 Bus Evacuation Drills

Department of Elementary and Secondary Education Code of Regulations (5 CSR 30-261.010) requires districts to conduct emergency evacuation drills on school buses for all students in grades kindergarten through six (K-6) at least once per semester. The first drill must be completed annually, prior to October 31.

In addition to this state requirement, R-12 drivers are being asked to do a brief bus evacuation presentation approximately 2-3 minutes in length before leaving schools on out-of-town trips. While it is hoped that the need for emergency evacuation never arises, it is more likely that it will arise on an out-of-town trip than any other. These few extra minutes at the beginning of the trip could be vital to the safety of our students.

(Steve Chodes- 523-0159)

5.7 Delivery Service

Mail service is provided daily by school bus while school is in session. Delivery schedules while school is not in session will be released as needed by the Supply Center. Do not send money via the Delivery or Mail Service. This service is provided for school business only, and not for the transportation of personal materials. Do not send books in the Mailbags. Mailbags should not weigh more than 20lbs. Books should be delivered via the Supply Center delivery service. It is important that each school notify the Supply Center of a specific delivery and pick up point.

Deliveries are made to sites/buildings twice each week. The Supply Center has a Monday/Wednesday route and a Tuesday/Thursday route. North side schools are set up on the Monday/Wednesday route and South side schools are set up on the Tuesday/Thursday route. You may obtain a specific delivery chart by contacting the Supply Center at 523-0433.

Fridays are set up to deliver furniture and heavy equipment that otherwise couldn't be delivered on the normal delivery routes. Fridays may also be used to schedule pickup of surplus property. A revised schedule will be released by the Supply Center for those weeks that involve a holiday or any other school closing.

(Steve Chodes - 523-0159)

5.8 Distribution of Non-School Material

DISTRICT WIDE

District wide distribution of non-school material must meet the following criteria:

- The organization must be a current Partner in Education.
- The event is school related.
- Organizations submitting information concerning activities with associated fees will be required to offer reduced costs or scholarship options for students eligible for free and/or reduced price lunch.
- The event/request must be in compliance with board policies including policies KFA which states, advertising materials of commercial, political or religious nature should not be displayed or distributed in the schools or on the school grounds, policy KM which states, any printed material to be distributed through the school for these organizations (governmental and community) must first be approved by the superintendent or designee, policy IGDBA which states, anyone wishing to distribute unofficial written material must first submit for approval a copy of the material. Unofficial written material is defined as all written material except school publications funded and/or sponsored or authorized by the school whether written by students or others.
- Approval by the Community Relations department.

Once approved, the information will be made available to interested individuals on the district web site. In an effort to meet the district goal of effective and efficient use of resources, paper copies will no longer be distributed.

SELECT SCHOOL(S) DISTRIBUTION ONLY

If distribution of non-school material is requested for only a select school(s), direct approval from the site(s) principal where distribution is requested is required. Approval for anything less than district wide is a site base decision as those principals are the best source of knowledge for events or services that would be of interest to their school community.

(Teresa Bledsoe - 523-0117)

5.9 Presort Mailing Discount

The following are guidelines for addressing envelopes so that they receive the Presort Mailing Discount. Basically, in order to be read and encoded by the presort scanner, the address must be typewritten (nothing handwritten) and envelopes must be letter sized. Please complete Attachment 5.9 and send it with all Presort Mail to the mail room so that your department will be accurately billed for postage.

If your mail cannot be presorted, then it will have to be processed manually and your postage account charged the full minimum postage of 46 cents per item. The discounted rate is \$0.447. Remember, blue bag daily delivery service is provided by school buses so that all schools may send their daily mail to KAC and receive the lower rate of \$0.447. Please take advantage of this procedure. It will be a savings to each site's postage budget. If you have questions, please do not hesitate to call the Mail Room (523-0154).

APPEARANCES ARE IMPORTANT -- ADDRESSES SHOULD BE:

1. Machine printed or typewritten (no script).
2. Uniformly aligned on the left margin.
3. Without punctuation, i.e., periods, commas (use one or two spaces instead).
4. In black ink on a white background (preferably).
5. Clear and sharp without touching or overlapping characters.
6. Clearly visible in window envelopes, even when insert shifts.
7. Parallel to the bottom edge of the envelope -- not slanted.
8. Zip + 4 included (preferably).

**ADDRESS CONTENT IS IMPORTANT, TOO.
THESE TIPS WILL HELP MAIL GET WHERE IT'S GOING FASTER!**

1. Always address mail as shown above.
2. Include Floor, Suite and Apartment Numbers when possible, and directional such as North (N), East (E), etc.
3. Zip + 4 code may stand alone on the bottom line if there is not enough room on the City and State line.

(Steve Chodes - 523-0159)

5.10 Procedure for Obtaining Printing Services

A school or department that needs printing services should send the samples to the Ozarks Technical Community College Print Shop for an estimate of the work to be done. Telephone calls are discouraged as it is difficult to estimate costs sight unseen. It is recommended that estimates be sought since the cost of a similar project will be more this year than last. In addition to the material costs, "OTC" will also charge a reasonable rate for the labor costs involved plus some overhead. District staff should also feel free to obtain estimates and utilize outside printers. Bidding is not required when using OTC for printing needs.

Purchase orders are necessary for printing projects at OTC. Accounting will receive all printing invoices; however a copy of the invoice may be

requested by each school or office, as needed. A copy of the Purchase Order and the packing slip should be forwarded to Accounting for payment.

(Steve Chodes - 523-0159)

5.11 Wireless Phone Service

The District has contracted with AT&T WIRELESS for wireless phone service. Please contact the Purchasing Office (523-0055) to speak with the buyer who manages the District contract.

Departments should have administrative approval and budgeted funds to cover the initial and monthly expense. (Attachment 5.11)

All departments should review the Mobile Device Administrative Procedure for District and Personal Cell Phone Usage (Attachment 5.11a). For use of non-district cell phones for District email, Attachment 5.11b must be completed and returned to the Purchasing Office.

(Steve Chodes- 523-0159)

5.12 Telephone System

All principals and administrators are reminded to discuss with their staff proper telephone etiquette and procedures. Phones should be covered at all times, including the lunch period. It is especially important to school-community relations that courtesy be extended to all who call the School District offices.

Every effort should be made to avoid the use of Directory Assistance. Exhaust the internet resources before considering directory service.

If one has to resort to using directory assistance, NEVER agree to the phone company dialing the call. They should hang up and dial the number themselves. Please remind all personnel that a \$2.00 service charge is made on all personal long distance calls appearing on the District's bill.

District personnel are not to accept collect calls with the exception of employee emergencies. Any charges accepted will be billed back to the employee or the individual building/department.

All requests for maintenance, repair service, and/or telephone service changes (including but not excluded to new lines) should be referred to the HELP Desk - 523-4357.

(Steve Chodes - 523-0159)

5.13 Request to Sponsor School Project or Equipment Purchase

All projects, other than playground equipment (see below), must be documented and requested using the standard “Facility Improvement Control Form (FI)”. Even if the facilities department is not involved, it must be kept informed of what changes and/or equipment are being added to buildings to keep the District in compliance. These forms are to be signed by the school principal and the sponsoring organization.

If a request is to install new playground equipment, the request should be submitted using the “Playground Equipment and Installation” form located on the SPS website:

[http://www.springfieldpublicschools.org/pages/SPSMO/About/Departments/Purchasing/Staff Links/DP Staff/Facilities/Playground Equip](http://www.springfieldpublicschools.org/pages/SPSMO/About/Departments/Purchasing/Staff%20Links/DP%20Staff/Facilities/Playground%20Equip)

Both of these forms require facilities approvals prior to implementation.

When planning new playground equipment installations, the cost of the total installation and associated groundcover with containment is to be included.

(Dave Bishop – 379-9766)

5.14 Night Security

The School Police Office is open 24 hours per day and can be contacted at 523-2911.

The answering machine at the main number at the Kraft Administrative Center is now giving out an emergency number of 523-2911, which is the School Police Dispatch Center.

(Justin Herrell - 523-0062)

5.15 Site Safety Committee

Each District site shall have a Safety Committee that meets a minimum four times during the school year, maintains minutes of such meeting and whose function it is to review site safety concerns and issues and recommend and/or initiate corrective action. It is recommended that the committee shall consist of a minimum of six representatives including but not limited to representation from the following areas:

- School Nurse
- Teacher
- Custodian
- Athletic Department
- Science Department
- Administration/Lead Faculty Member

- Food Service
- Secretarial Staff

Sites not having some of the various departments listed above may substitute other staff in order to have a functioning committee. Site Safety Committees should interact and communicate with the District Safety Committee as necessary. See Emergency Drill Procedures (Attachment 5.15).

(Nancy Ragains – 523-0312)

5.16 Computer Labs and Classrooms

When the District made the initial investment to install a motion detector security system, the sensors were set up strategically throughout the buildings to best protect areas where valuable equipment was kept, e.g. computer labs, etc.

We are now in the mode of adding new equipment through site funds, grants, etc, as well as many sites moving computer labs from one room to another. Please be advised that providing adequate security sensors to protect this investment is the responsibility of the site. Either site dollars need to be budgeted or in the case of a grant, dollars need to be included to cover the cost of additional security sensors and installation.

Please survey the location of valuable equipment and be sure that security sensors are adequately and appropriately placed to protect said equipment. If you are uncertain as to whether the level of coverage is adequate, you may contact Tom Tucker in the School Police Office (523-2917) or the IT Help Desk (3-3333) to assist in this assessment. Our insurance requires that all computer labs be monitored by the security system; failure to insure this has occurred will deny any insurance coverage for replacement in the case of theft or vandalism.

(Ben Hackenwerth – 523 0088 and Justin Herrell – 523-0062)

5.17 Insurance On Personal Property

Please remember that staff and students will be responsible for the repair/replacement of any personal property brought into District buildings or onto District grounds. The District cannot accept financial responsibility for the safekeeping of privately owned items, nor can the District accept financial responsibility for vandalism, theft or weather related damage that might occur to such items.

Personal property includes privately owned equipment used for classroom work. Leaving such items in District buildings overnight or unattended is discouraged. Personal property also includes vehicles.

(Nancy Ragains – 523-0312)

5.18 Exemption From Missouri Sales and Use Tax on Purchases

The District has been granted an exemption from the payment of sales and use tax on the purchases it makes within the conduct of its exempt functions and activities pursuant to Chapter 144, RSMo. Purchases must be paid from funds of the District to qualify for exemption.

The Exemption Letter is not to be used by individuals or agents for their own personal use. Support groups who wish to make a purchase on behalf of a school may either make a donation to the school, which can then make a tax exempt purchase, or they may obtain their own exemption. PTA Council can assist local PTAs.

Some vendors require direct billing information and/or a copy of the District's sales tax exempt letter. These vendors should be advised to fax a written request for this information to the Accounting Office (fax #417-895-2007). Most out-of-state vendors have reciprocating agreements with Missouri and will accept the District's exempt status.

Travel expenses which include sales tax will be reimbursed in accordance with the procedures under 6.3 Travel Regulations. Employees shall not be reimbursed for sales tax on the purchase of materials and supplies.

(Steve Chodes - 523-0159)

5.19 Technology: Networking Procedure

Due to the complex nature of networking and technology within our District, anyone planning to make changes to the existing network or install a new network must contact the District's Technology Department to have your plans reviewed. This will prevent any network changes from causing problems or outages within the District when connecting to the existing network and will ensure compatibility with future District technology efforts. Networking components include, but are not limited to: Ethernet cabling, Ethernet cards, hubs, switches, routers, wireless equipment, and network servers.

(Rick Green - 523-0156)

5.20 Requests for the Use of Service Animals

I. PURPOSE

The purpose of this procedure is to establish guidelines for the use of service animals in the School District of Springfield R-XII, including school buildings, vehicles and other property. The District will comply with the Federal and State of Missouri statutes and regulations concerning the rights of individuals with service animals.

II. DEFINITION OF SERVICE ANIMAL

The term "Service Animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability, including, but not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

III. PROCEDURES/REQUIREMENTS

Use of service animals by students or staff with a disability is subject to the following procedures and requirements:

A. Student Requests (Hackenwerth):

Parents/IEP teams/ Section 504 teams must submit a request (Attachment 5.20) for the use of service animals to the Director of Special Services or the Section 504 Compliance Coordinator. Such requests must identify and describe the need for the service animal as it relates to the student's disability and describe the work or tasks the service animal will perform to meet the individual's particular need(s) and provide a letter from their physician who is the health care provider regarding the need for a service animal. The determination of whether a service animal is appropriate will be determined by the student's IEP team or in a Section 504 meeting.

B. Staff Requests (McKenna):

The District will evaluate staff member requests for service animals in accordance with the provisions and amendments of the American's with Disabilities Act. Staff members must submit a request (Attachment 5.20) for the use of service animals to the

Human Resources Department. Such requests must identify and describe the need for the service animal as it relates to the staff member's disability and describe the work or tasks the animal will perform to meet the individual's particular need(s). A letter must also be provided from the employee's physician who is the health care provider regarding the need for a service animal. The District reserves the right to require that the staff member obtain the opinion of a second health care provider designated or approved by the District, at its expense. In any case where the second opinion differs from the original opinion provided by the employee, the District, may, at its expense, require that a third opinion be obtained from a health care provider designated or approved by both the District and the employee. The opinion of the third physician shall be used by the District in making a determination as to whether the need of the employee meets the provisions necessary for the approval pursuant to this practice.

- C.** Requests for the use of service animals on District property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the service animal. Under no circumstances may a service animal be on District property without prior approval by the appropriate authority as listed above.
- D.** As part of the District's consideration of a request for the use of a service animal, the District may require certain documentation, including, but not limited to:
 - 1. Certification of proper vaccinations verified by a veterinarian.
 - 2. Documentation of adequate liability insurance.
- E.** The use of a service animal on District property may be subject to a plan which introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. The District's approval of the use of a service animal on District property is subject to periodic review, revision or revocation by the District's Administration.
- F.** Service animals must wear proper identification. It is the responsibility of the staff person or student (parent) who uses a service animal pursuant to this procedure to be the certified handler, and to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the staff person or parent of the student who uses the service animal.
- G.** Evidence of appropriate liability insurance coverage must be submitted to the District for each approved service animal. Acceptable forms of evidence may include the declarations page or certificate of liability of a homeowner's or renter's insurance policy which shows the carrier, policy term, and liability limits. The staff member or student/parent requesting the use of the service animal

should also ensure that they have reported to their insurance carrier/agent the fact that they are utilizing a service animal within the District.

- H. The District retains discretion to exclude or remove a service animal from its property if:
1. The animal is out of control and/or the animal's handler does not effectively control the animal's behavior;
 2. The animal is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the District; or
 3. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
- I. The District may, at its discretion, require that the staff member or student/parent requesting the use of a service animal complete the steps of this procedure, as often as reasonable so that the District may ensure the safety of patrons and the continued need for the service animal to the staff member or student.

(Parker McKenna – 523-4647 and Ben Hackenwerth – 523-0088)

5.21 Request to Purchase New Computer Equipment

All computer equipment such as; laptops, netbooks, tablets, and tower/desktop computers must be documented and requested using the *Technology Request for Additional Devices – Purchased or Donated* form (Attachment 5.21) or *Technology Replacement Request* form (Attachment 5.21a). The *additional equipment form* is used when adding additional equipment to the building or department and the *replacement form* is used when equipment is being replaced. The equipment being replaced must be removed from the network and serial numbers provided on the request form. These forms are to be signed by the school principal or department head, the I.T. Department head, and the Cabinet member responsible for that area making the request.

Our Technology Advisory Committee currently reviews the technology equipment to be used by the District to develop a list of District approved devices and the Information to Assist with Grant Applications. These items are to help provide information for those writing grants about the process of obtaining district approval for the use of technology devices in the classrooms.

These helpful documents can be found under I.T. Help Links at: http://www.springfieldpublicschools.org/pages/SPSMO/About/Departments/Information_Technology on the I.T. Department website.

The I.T. Department must be kept informed of what changes and/or equipment are being added to buildings to keep the District network functioning properly and maintain proper bandwidth availability.

Both of these forms require approvals prior to placing a purchase requisition. The reference number on the request form should be included on the purchase requisition.

When planning for new equipment installations and purchases, the allowance for approval time (approximately 2-3 days). Delivery and installation need to be considered as you plan.

(Rick Green - 523-0156)

5.22 School Police Services

The District employs School Police Officers who are primarily assigned to high schools and middle schools for the purpose of assisting in meeting the district goal of providing for a safe learning environment. Officers are commissioned law enforcement officers by the Missouri Department of Public Safety. School Police Officers have an active and ongoing relationship with both the Greene County Sheriff's office as well as the Springfield Police Department. As with any law enforcement agency, School Police Officers follow Standard Operating Procedures (SOP) for their department. The officers also work within the School Resource Officer (SRO) model or triad approach which consists of three components; teaching, counseling, and law enforcement. Other aspects of the School Police Officer/SRO program are to bridge the gap between the officers and students to increase positive attitudes toward law enforcement through cooperation between officers and students which could lead to reduced juvenile crime.

School Police Officers investigate law violations in our schools, extracurricular activities, assist administrators in investigations, and serve as a resource on safety and security for district schools.

(Justin Herrell – 523-0062)

6. HUMAN RESOURCES

6.1 Attendance and Hours of Work

Employees are expected to be at work on time on a daily basis and to be at the work site for the period of time designated by their supervisor. All employees should review the Board Policy defining excessive absences.

Principals/supervisors should discuss absence patterns with employees before they reach the excessive stage.

Certain employees are eligible for overtime after 40 hours worked in a work week. Overtime must be approved in advance by the appropriate supervisor. As a reminder, teachers and administrators are exempt from the Fair Labor Standards Act and are not eligible for overtime.

All non-exempt (hourly) employees are expected to document all hours worked on a timesheet and be compensated for that time. If hourly employees report to work early or stay after the end of their scheduled shift, they must remain in non-working areas (i.e. break rooms, conference rooms, lobbies, etc) and must not be performing the work of the District.

(Parker McKenna - 523-4647)

6.2 Staff Travel and Professional Learning

Funding limitations prevent the District from granting all teacher requests to attend meetings or conferences out-of-District. Receipt of a completed application is a requirement. (An application is available at <http://sps.k12.mo.us/staffdev/spls.html>). Requests at both the district and site level must follow an approval process. (See flow chart. <http://sps.k12.mo.us/staffdev/Flowchart.pdf>). Those who desire to attend professional learning opportunities at their own expense must obtain prior approval from their supervisor and factor in substitute costs (where applicable).

(Parker McKenna - 523-4647 and Kathy Gross - 523-5536)

6.3 Travel Expense Reimbursement

This section summarizes the procedure regarding reimbursement of travel expenses other than intra-District mileage reimbursement. The District shall attempt to reimburse employees and officials for travel and related expense incurred in connection with District business in such a manner that the individual will not suffer, nor gain financially as a result of such travel or expense.

Attendance to out-of-town conventions and meetings for the purpose of professional learning or to conduct school business shall be approved in advance by the appropriate department or school administrator.

Reimbursement for travel expenses shall be made upon submission of a Travel Expense Reimbursement form (Attachment 6.3) supported by documentary evidence/receipts when required and signed by the immediate supervisor. The Superintendent's Travel Expense Reimbursement form

must be signed by the Chief Financial Officer or the Board President. Documentary evidence required by IRS should disclose the amount, date, place, and essential character of the expenditure. In addition, for conference travel, documentary evidence must also include a copy of the itinerary/agenda. Each request shall include only the requestor's out-of-pocket expenses. Reimbursement will be made only after the travel is completed and all travel expenses have been incurred. The administrator who approved the travel should forward the Travel Expense Reimbursement form, with documentary evidence attached, to the Accounting department after the expenditures have been entered into the financial software system.

LODGING

Reasonable and necessary amounts are allowed for lodging. When two or more staff shares the same room, the total claimed for reimbursement must not exceed the total paid for the room. Lodging will be reimbursed only for the days attending meetings plus allowable travel time.

Whenever possible, a District credit card should be used to pay for lodging charges. However, other expenses charged to the hotel should be paid by the employee upon checkout and NOT paid with the District credit card. An itemized statement, including a method of payment notation, furnished by the hotel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.

MEALS

When two or more District employees attend the same meal, each employee shall pay for and request reimbursement for his/her own meal.

Reimbursement for all District employees is allowed for meal expenses, not to exceed \$42.00 per day for three meals, including tips. Reimbursement for any one meal should not exceed \$25.00, including tips, except as noted below. Tips should not exceed 20% of the meal. Full reimbursement in excess of the maximum amount per meal is allowed when guests of the District are involved. Itemized receipts including names and business relationship of guests attending are required.

Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement will be made for actual expenses. Itemized receipts are NOT required for meal expense that are less than or equal to \$25 per meal. The District credit card should NOT be used for payment of meal expenses.

Reimbursement for Meals When Traveling Overnight

All meals are reimbursable within the above guidelines.

Reimbursement for Meals When No Overnight Travel is Involved

Meals are reimbursable under the above guidelines only when they are part of a meeting or activity where District business is discussed and individuals from outside the District are present. If the meal is part of a group meal or organized banquet where each participant pays individually, the meal is reimbursable under the above guidelines as long as the employee submits the amount (itemized receipt), the time and place, and the business purpose for each meal, as well as the business relationship to the “outsiders” present.

TRANSPORTATION**Airfare**

The District’s credit card should be used to purchase airfare whenever possible. Employees traveling by air should seek the lowest possible fare. The actual airline ticket or electronic ticket stub with confirmation of payment should be turned in to the District office responsible for processing monthly credit card charges. If the airfare is paid for with a personal credit card, the actual airline ticket or electronic ticket with confirmation of payment along with the personal credit card statement showing the charge should be attached to the Travel Expense Reimbursement form. Airfare reimbursement is limited to coach airfare.

Personal Vehicle

When personal vehicles are used for District travel, mileage will be reimbursed at the current IRS mileage rate. Request for mileage reimbursement is made on the Travel Expense Reimbursement form. Since personal vehicle related expenses are reimbursed through mileage, the District credit card should not be used for gas purchases or any other personal vehicle expenses.

District Vehicle

When District vehicles are used for District travel, receipts for all gas and repairs are required for reimbursement. Mileage is not reimbursable when District vehicles are used. The District credit card can be used for gas purchases or any other District vehicle purchases.

OTHER EXPENSES

Reimbursements will be made for other expenses under the following circumstances:

- **Miscellaneous transportation necessary to carry out purpose of trip (taxi, shuttles, etc.) – Employees are expected to use the least expensive transportation whenever possible. Receipts are required. Tips should be included on the receipt as well as the destination/purpose of the trip and should not exceed 15% of the fare. Transportation for personal use while on a business trip is not reimbursable.**
- **Parking – Receipts are required indicating date, time and location.**
- **Registration or Other Meeting Expenses - When necessary to carry out purpose of trip. (Agenda and receipts are required)**

EXPENSES CHARGED TO SPONSORED GIFTS, GRANTS OR CONTRACTS

Reimbursement of expenses to be charged to sponsored gifts, grants or contracts made to the District for research, instruction, or other purposes must be in full compliance with the specific terms and instructions of the gift, grant or contract as well as this policy. In the event a gift, grant, or contract specifically provides for special arrangements for accountability of travel expenses, this fact must be noted on the Travel Expense Reimbursement form.

UNALLOWABLE EXPENSES

The following expenses will NOT be reimbursed:

- Alcoholic beverages
- Entertainment
- Fines
- Traffic violations
- Gifts
- Items for personal use
- Expenses incurred by an accompanying spouse

REQUESTING REIMBURSEMENT

All requests for reimbursement of travel expenses must be made on a Travel Expense Reimbursement form within 30 days after returning to the District. The form must be signed and dated by the employee and approved by the administrative official responsible for the funds from which the expenses are being paid.

In no case should an employee approve his/her own voucher. An administrative superior must approve vouchers for administrative officials. Itemized receipts, as outlined above, are required to be attached to the Travel Expense Reimbursement form for all expenditures.

OTHER CONSIDERATIONS

Requests for consideration other than those outlined above will be approved only by the Superintendent or designee.

(Steve Chodes - 523-0159)

6.4 Personal Business Days

Each school year an employee shall earn one (1) personal leave day which may be used to attend to non-remunerative personal business. Personal business days are provided to allow employees to receive paid time off for business that must be transacted during regular working hours. If accrued, up to three (3) days may be used for personal business.

Any personal business day that necessitates an extension beyond the accrued amount (maximum of 3 days annually) must be in consultation with the employee's immediate supervisor. The supervisor will then contact the Human Resources Department. Approved extended days are without pay.

(Parker McKenna - 523-4647)

6.5 Conflict of Interest

Board of Education Policy GBCA provides guidelines related to Conflict of Interest.

A. GENERAL PROVISIONS

1. Sanctions:

Conduct by an employee that violates the District's policies, regulations or rules pertaining to conflict of interest shall constitute a breach of the employment contract and may lead to disciplinary action.

B. USE OF CONFIDENTIAL INFORMATION

Employees shall not use confidential information about the District obtained by reason of their employment with intent to cause financial gain to themselves or unfair advantage for another person.

C. OUTSIDE BUSINESS INTERESTS OF DISTRICT PERSONNEL

An employee's outside employment or business activities and interests must not interfere with the employee's regular duties nor represent a conflict of interest.

1. Grants and Contracts:

When it is proposed that the Springfield Public Schools enter into (1) contracts for the sale of goods or services, or (2) research contracts or grants, or (3) other contracts, including those for technological transfer, with private firms or corporations in which a District employee knows he or she has a direct or indirect financial interest, the following procedure shall be followed:

- a. Before the proposed contract is executed by the District, the District employee shall make a full disclosure of such financial interest, in writing, which disclosure shall be forwarded to the official having contract approval authority. This disclosure shall also be filed in a registry appropriately located for public scrutiny in the Business Office for a period of at least ten (10) days prior to the approval of contract.**

- b. **If there is a change in the financial interest of a District employee during the term of the contract, the change shall be reported immediately, in writing, and forwarded to the official having contract approval authority, and shall also be filed as required in Paragraph C.1.a. above.**
 - c. **If the financial interest of the District employee in the private firm or corporation is such that it could influence the decision-making process of the private firm or corporation and the employee could also influence the decision-making process of the District in entering into or performing the contract:**
 - (1) **The District shall not enter into the contract or shall cancel the contract, if the terms of the contract so permit; or**
 - (2) **The District employee shall take such action as is necessary to remove oneself from a relationship with the private firm or corporation which could influence the decision-making process of the private firm or corporation; or**
 - (3) **The District shall establish a procedure to remove any opportunity for the District employee to influence the entering into the contract by the District or the manner in which the contract is performed by the District.**
- 2. Overlapping Business Activities**

Before an employee enters into a business activity which overlaps with the District's teaching, research, or service missions, the employee shall make full disclosure, in writing, to her or his immediate Director/supervisor, and such disclosure shall be filed as required in Paragraph C.1.a above. The department director/coordinator/supervisor and their executive administration supervisor must approve or disapprove in writing the proposed activity.

3. Full-time Employment - Faculty and Exempt Personnel

Full-time certified staff and full-time exempt personnel may not be concurrently employed full-time with another employer.

NOTE: An employee classified as full-time equivalent with an indicated appointment duration of at least six months and who is regularly scheduled to work a minimum of 40 hours per week is considered a full-time employee.

4. Teaching

An employee of the District who teaches either credit or non-credit courses not connected with the District may have a conflict of interest. To avoid conflicts of interest, an employee must disclose the proposed teaching activity and secure written approval in advance from her or his department director/coordinator/supervisor and executive administration. Approval for such teaching shall be granted unless the proposed teaching is not in the best interest of the District.

5. Faculty-Authored Textbooks and Other Educational Materials

Textbooks, tapes, software and other materials authorized by the course instructor may be assigned to be purchased by the District for a course taught by the author. Royalties arising from the purchase of the assigned materials are to be returned to either the Springfield Public Schools, another educational institution, a charitable organization, or a not-for-profit foundation. Any proceeds from other District uses of such materials, such as purchase by library & media services, shall be the property of the faculty member.

D. CONSULTATION

Consultation, whether income producing or otherwise, is the application of professional and scholarly expertise in the external community. It is a significant means of professional improvement as well as a form of community service. However, consultation may in some instances also constitute a business interest requiring disclosure and approval when the entity for which the employee consults/transacts business with the District or is in competition with the District, or where the consultation itself competes with the work of the District. In these instances, the procedure in Paragraph C.1.a is applicable. It is the policy of the District to permit consulting activities which:

- 1. Are related to the professional interest and development of the faculty members or other exempt person;**
- 2. Do not interfere with regular duties;**
- 3. Do not utilize District materials, facilities or resources except as approved by the Superintendent and the Board of Education;**
- 4. Are in agreement with the requirements of accreditation for the particular school or unit in question;**
- 5. Do not compete with the work of the District, and are not otherwise contrary to the best interest of the District;**

6. Do not violate federal or state law; and,
7. Do not represent a conflict of interest under other policies of the District.

E. USE OF DISTRICT STATIONERY

Official District stationery may not be used in outside business, personal or other private or political activities of employees.

F. USE OF DISTRICT LOGO

It is a violation of District policy to employ the name of the District or any of its graphic identification symbols in printed materials intended to endorse or promote individual enterprises or to otherwise enhance private gain without the written permission of the Superintendent of Schools.

(Parker McKenna - 523-4647)

6.6 Sexual Harassment

The District has established a strict policy (GBAA) prohibiting implied or expressed forms of sexual harassment.

Sexual harassment is defined as follows: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who have a question regarding sexual harassment or wish to file a report should contact the Human Resources Department.

(Parker McKenna - 523-4647)

6.7 Drug-Free Workplace Policy

Pursuant to the Drug-Free Workplace Act of 1988, the District has established a policy for a drug-free workplace. The policy APPLIES TO ALL employees of the District.

The Board approved a Preamble to the Drug-Free Workplace Policy, which reads as follows: It is the intent of the Board of Education and Administration of the School District of Springfield that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol, and other substances that create a risk to employees and students. Likewise, legal drugs are banned when their use in the workplace could result in danger or difficulty on the job. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for the students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination, and/or referral for prosecution.

A drug awareness program has been established to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the District's policy of maintaining a drug-free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs, and
4. the penalties that may be imposed upon employees for drug violations.

In conjunction with the Drug-Free Workplace Policy, the Board of Education has adopted two policies that define expectations of employee behavior, including misuse of drugs and alcohol. At a minimum, the Board expects all employees to be free of the influence of alcohol or drugs at all times in the performance of duties. Therefore, the use of alcohol and/or drugs either away from, or at the workplace, can subject the employee to drug or alcohol testing when actions by the employee create a "reasonable suspicion" the employee is impaired from normal performance. The employee may be referred for treatment or specific discipline may be involved.

The Employee Conduct Policy GBCB extends to actions away from the workplace that involve activities or offenses that are usually criminal in nature or that cause the employee to be unable to work for a period of time. District employees should understand that because our actions influence children, the standard of care assigned to our employees is greater than that expected of the general public. This Policy provides specific examples of unwanted behavior and addresses appropriate disciplinary actions.

(Parker McKenna - 523-4647)

6.8 Visitors During Working Hours

Staff members are reminded that regular visits by family and friends during working hours are not appropriate.

(Parker McKenna - 523-4647)

6.9 Equal Opportunity Employment and Affirmative Action

It is the policy of this District to provide equal opportunities in employment, regardless of race, sex, national origin, religion, age, disability, veteran status, genetic information, or any other classification protected by law.

(Parker McKenna - 523-4647)

6.10 Valid Teaching Certificate

Staff members working in positions which require a teaching certificate must have a valid certificate on file in Human Resources. Failure to do so may result in financial consequences for the staff member and the District. Teachers with expiring certificates should contact Human Resources for information regarding the appropriate process for renewal or application of teaching certificates.

(Parker McKenna - 523-4647)

6.11 Change in Information

An employee who has had a change in address and/or telephone number, should update their information through Employee Self Service, available on-line at www.myspshr.org

(Parker McKenna - 523-4647)

6.12 Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides eligible employees (those who have worked for the school system for a total of 12 months, and have worked 1,250 hours over the previous 12 months) up to twelve (12) weeks of unpaid leave for the birth, adoption, or serious illness of a qualified child, parent, spouse, or the employee. Leave under the FMLA is also available for specific military reasons affecting the employee or (in some cases) their qualified family member.

Employees must use accrued time off (vacation or personal illness) in conjunction with time off under the FMLA. Those paid days will be counted as part of the twelve weeks of Family and Medical Leave.

Prior notification to the District of at least 30 days is required under the act, if possible. An application and Certification of Health Care Provider, available in the Benefits Department or on its website, must be completed before the leave can be evaluated for approval. The Benefits Department will determine eligibility and provide the appropriate forms to the employee. Where prior notice of the leave is not possible, notification to the Benefits Department after the third day of absence is required. FMLA is retroactive to the first day of absence where prior notification was not possible.

(Parker McKenna - 523-4647)

6.13 Public School Retirement System

Any employee holding a valid Missouri teaching certificate who is serving in a position other than teaching should notify Human Resources to ensure that they have been placed in the appropriate retirement system.

(Parker McKenna - 523-4647)

6.14 Social Security Information

The contribution rate for 2013 is 7.65% (6.2% Social Security Retirement & 1.45% Medicare Benefit). The maximum earnings amount for Social Security tax (6.2%) is \$113,700. All full-time and part-time certificated employees hired after March 31, 1986, are subject to the 1.45% Medicare contribution with no salary limitation.

Internal Revenue Service regulations require that the social security number be included on the annual W-2 statement for each employee. Every employee must have a number on file in the Human Resource Office and the name must be listed exactly as stated on the social security card. Any employee who does not have a social security number should obtain one by contacting the Social Security Administration District Office.

(Steve Chodes- 523-0159)

6.15 Teacher Retirement System

Beginning July 1, 2012, all wages paid to certificated employees in one of the 10 statutorily identified positions of: teacher, teacher-secretary, substitute teacher, supervisor, principal, assistant principal, superintendent, assistant superintendent, nurse or librarian will pay at the

rate of 14.50% to the Public School Retirement System. Employees must be employed to work 17 or more hours a week.

Certificated employees who are not in one of the 10 statutory positions, but are hired to work 17 hours or more a week, will pay both social security tax (rate 4.20%) and a PSR rate of 9.67%.

Any certified employee who is regularly employed for at least 17 hours per week is a member of the Public School Retirement System by virtue of employment.

Questions concerning deductions should be directed to the Payroll Department, while questions concerning ultimate benefits should be directed to the Public Education Employee Retirement System, P.O. Box 268, Jefferson City, MO 65102. PEERS may also be reached by phone at 1-800-392-6848. Applications for retirement benefits for those employees retiring at the end of the school year should be filed and acknowledged before June 1.

VERY IMPORTANT: Employees should be reminded that a name change or a change in beneficiary should be reported to the Human Resource Department if such change is necessary to provide the maximum protection under the survivor's benefit provisions of the law. Blank beneficiary designation forms may be obtained from the Human Resources Department. Staff members are also reminded that a change in permanent address should be reported to the Public School Retirement System.

(Steve Chodes - 523-0159 or Parker McKenna - 523-4647)

6.16 Non-Teacher School Employee Retirement System (PEERS)

Any non-certificated employee in the District, who is regularly employed for at least twenty (20) hours per week, is a member of the Public Education Employee Retirement System by virtue of employment. The contribution rate is 6.86% on gross earnings, including Board paid medical benefits.

Questions concerning deductions should be directed to the Payroll Department, while questions concerning ultimate benefits should be directed to the Public Education Employee Retirement System, P. O. Box 268, Jefferson City, MO 65102. PEERS may also be reached by phone at 1-800-392-6848. Applications for retirement benefits for those employees should be filed and acknowledged at least thirty (30) days prior to effective date of said retirement.

VERY IMPORTANT: Employees should be reminded that a name change or a change in beneficiary should be reported to the Human Resources Department, if such change is necessary to provide the maximum protection under the survivor's benefit provisions of the law. Blank

beneficiary designation forms may be obtained from the Human Resources Department. Staff members are also be reminded that a change in permanent address should be reported to the Public Education Employee Retirement System.

(Steve Chodes – 523-0159 or Parker McKenna - 523-4647)

6.17 Professional Learning Opportunities

The Department of Professional Learning provides professional learning to empower educators and ensure student success. Professional learning opportunities occur at the site and district level. Site Professional Learning should exhibit the critical components of SPLS listed on the website. (<http://sps.k12.mo.us/staffdev/index.html>). District expectations for SPLS are specified on the website, as well.

The 2013-14 goals established by the Professional Learning Advisory Team can be accessed via the Department of Professional Learning website. Goals include support for Literacy in all content areas, 21st Century Skills, and Relevant and Rigorous Curriculum.

The Department of Professional Learning provides additional information about professional learning opportunities through their web site and the monthly FOCUS on Learning email and blog. Online registration is available through Employee Self Service and should be used by staff members when registration is required for district-sponsored learning sessions.

(Kathy Gross - 523-5536 or Brady Quirk – 523-5573)

6.18 Requests to Conduct Research

The Springfield Public School district encourages educational research by departments of the school system, advance degree candidates, agencies and institutions of higher learning. All research projects to be conducted in the schools must have prior approval by the Springfield Public Schools Research Review committee. Degree-seeking students and district employees who request to conduct research within the Springfield Public Schools are required to complete a “Request to Conduct Research” application (Attachment 6.18). It is important to be aware that steps are taken by District staff to protect (1) valuable instructional time and (2) the privacy of parents, students and staff. The collection of non-directory and/or any personally identifiable student information may require parental approval. Please note that to obtain approval to conduct research; documentation must be prepared about how the proposed research will enhance the instructional programs of Springfield Public Schools. Proposals will be reviewed by the district Research Review committee for

approval. The completed proposal form and requested documentation must be submitted a minimum of six weeks before the research project is scheduled to begin in order to allow the committee time to meet and review each proposal.

The application, "Request to Conduct Research," and supporting documentation should be forwarded to the Kraft Administrative Center.

(Cathy Galland – 523-0145)

6.19 Custodial Services

For all custodial concerns, absences, substituting, payroll, consulting and specialty services, etc., call Rhonda Bowman, Custodial Services, General Services Center, 523-0407.

All custodial absences should be reported by calling the Custodial Department code-a-phone, 523-0497.

The Custodial Management Team and Custodial Services are held responsible and accountable for the efficient and effective cleaning of the District's buildings. All department direction and management is handled by ARAMARK, working with site administrators to insure individual or unique site needs are met.

(Steve Chodes - 523-0159)

6.20 Stipends and Other Extra Duty Pay Not Included in Contracts

The District will make all payments for approved stipends and other extra duty pay through the payroll system. Any service provided or work performed must be approved by the appropriate Associate Superintendent, Chief Human Resources Officer, the budget administrator, and reported to the Payroll Department with the appropriate general ledger account number and rate of pay.

These additional wage and salary payments are subject to the same tax and retirement regulations as regular pay.

Funds from grants which are restricted to payments for "Purchased Services" may not be used to pay employees as contractors through accounts payable. The IRS view is that all payments to an individual who is an employee are a form of compensation and are subject to the tax withholding and employer liability laws.

(Parker McKenna - 523-4647 and Steve Chodes - 523-0159)

6.21 Rehiring of Retired Employees

Former employees who are rehired by the District after they have retired are regarded as regular employees.

- 1) After retirement, the retiree cannot be reemployed by the District for an initial period of 30 days.**
- 2) All retired certificated employees that are rehired will be paying Social Security tax on their income. If a retiree works beyond the 550 hours and begins to contribute to PSRS, social security tax will be discontinued if the employee works in one of the 10 statutorily defined positions.**
- 3) After reaching the 550 hour limit and/or 50% of a full-time position, retirement pay will stop until the employment ends or a new school year begins. Employees reaching either limit must notify the Missouri Retirement System as well as the Payroll Department. Failure to notify Missouri Retirement System of continued work beyond the 550 hours could result in fines and forfeiture of retirement payments. A new membership is established and contributions are required.**
- 4) Any certified employee who did not pay Medicare taxes will begin payment when rehired.**

The rehired employee is responsible for tracking the number of hours worked and knowing when the limit has been reached. Hours worked for any district count toward the 550 hour limit.

All part-time retirees working for the District will be required to report hours worked on a time sheet, and will be paid an hourly rate of pay equivalent to their current rate of pay.

It shall be the responsibility of employees receiving a retirement benefit of any kind to know how their retirement status may be affected by post-retirement employment in the District.

(Parker McKenna - 523-4647 and Steve Chodes - 523-0159)

6.22 Transitional Duty - Work Related Injuries or Illnesses

The Board of Education believes its employees are critical to our success. This Transitional Duty Program applies to District employees who become temporarily unable to perform their regular work duties as a result of an on-the-job injury or illness which is determined to be compensable under the Workers Compensation Law of the State of Missouri.

Through our Transitional Duty Program, we are committed to:

- **Allowing an injured employee to remain a productive and integral part of the District.**
- **Expediting the employee's recovery and return to full duty as soon as medically appropriate.**
- **Reducing financial strain on the employee.**
- **Reducing the District's costs associated with Workers' Compensation.**

Transitional or restricted duty assignments, if available, are offered when there is medical documentation that the employee is temporarily unable to perform all, or portions of, their regular work assignments. Transitional Duty may be in the form of revised duties within the scope of a current position, other available duties for which a worker is qualified, or through a reduced work-hours schedule.

Transitional Duty is intended for employees with a temporary illness, injury, or medical condition and will be provided only if there is a reasonable expectation that the employee will resume his or her regular duties at the end of the Transitional Duty assignment. The District is not obligated to provide Transitional Duty, and an offer of transitional duty may be terminated at any time in accordance with District needs.

Employees on Transitional Duty shall maintain their salary and status. An employee who rejects an offer of transitional duty, within restrictions approved by his/her Workers' Compensation physician, will not be eligible for Workers' Compensation income benefits. Failure to report for light duty work will be considered job abandonment and may result in action up to and including termination.

The Risk Management Department shall be responsible for managing Transitional Duty for the District, including advising supervisors and employees on the Workers' Compensation process, the benefits to which an injured employee may be entitled, and for assisting injured employees in returning to work as soon as medically feasible.

(Nancy Ragains – 523-0312)

6.23 Employee Accident and Injuries

The District's Workers Compensation program is administered by the Risk Management Department. All work-related accidents or injuries must be reported immediately. See instructions and forms (attachments 6.23, 6.23a, 6.23b and 6.23c). Instructions and forms are also available on the Risk Management web page or by calling 523-0313.

(Nancy Ragains – 523-0312)

7. FISCAL MANAGEMENT

7.1 Program Consultants

Contracts or written agreements for program consultants should be prepared to include (1) specific objectives to be accomplished; (2) specific task to be performed, (3) timelines, (4) method used to report results or deliver product, (5) cost and payment procedures, and (6) tax and liability issues.

(Steve Chodes - 523-0159)

7.2 Purchasing Procedures

Board of Education policy requires an informal or formal bidding procedure for the purchase of goods and services costing \$1000 or more. In order to stay compliant with Board policy and audit guidelines, the following definitions are provided for your information:

Goods/Services: These are items that are used in the daily operation of the District. They are classified as consumable since they are normally used only one time. These can include normal classroom supplies, office supplies, custodial supplies, etc.

Equipment: These are goods that are classified as non-consumable. A life expectancy of three years or longer is anticipated with an acquisition cost of \$1000 or greater. Any individual piece of equipment that is to be classified as a FIXED ASSET, must be ordered through "Requisition Entry" with conversion to a Purchase Order after workflow approval ONLY. Invoice entry transactions will not be processed to pay for fixed asset items. All fixed assets must be delivered to the General Services Center for asset tagging unless prior arrangements have been made.

Requisition Entry: The process of requesting goods/services using the Munis Financial system. The requisition is entered and released for approval. Once the requisition is approved, it is converted to a Purchase Order. The Purchase Order is then sent to the vendor by the Purchasing Department, where the goods/services are delivered to the District at the costs listed on the P.O. Sites/Departments do not have the authority to place orders for goods/services costing \$1000 or more. Requisitions are required to be entered, approved and converted to a P.O. before items or services can be ordered. Staff responsible for purchases prior to requisition approval are subject to disciplinary action.

Invoice Entry: The process of paying for goods/services already received that do not exceed \$999.99 to any one vendor.

Blanket Purchase Orders: Blanket Purchase Orders should be used to accommodate those payments for goods/services that are repetitive in nature, i.e. utility payments, phone charges, rental agreements, etc. Issuing a blanket purchase order allows the sites to enter just one requisition and all charges for goods/services during the time frame indicated on the purchase order can then be processed against this blanket purchase order without having to enter individual requisitions for each payment.

Purchase Orders: Before entering into any agreement, contract, or arrangements that obligate the District to pay a sum of money \$1000 or greater, a properly executed purchase order must be issued by the Purchasing Department. The purchase order should contain such essential information as quantity, description, unit price, applicable terms and conditions, delivery and transportation criteria, and other factors or references pertinent to the purchase and execution by the vendor. Acceptance of a purchase order constitutes a contract. Please note: A requisition is not authorization to place an order for goods/services.

Bidding Requirements:

- \$0 – \$999.99 – No bids are required. Bids should be obtained if savings could be realized by soliciting quotes from multiple vendors.
- \$1000 - \$24,999.99 – Informal bidding procedures are followed with a minimum of three (3) written quotes. A screen print from a vendor's website does not count as a written quote. Vendors should be contacted via phone, email or fax. The vendor should send you an official quote via fax or email. The written quote should include a quote number. All quotes should be dated within 30 days of the requisition. Verbal quotes are not allowed. Bid information should be sent to the Purchasing Office as an attachment to the requisition in the MUNIS financial system. Requisitions submitted without the attached supporting bid information will be rejected. Purchasing will review the bid information and approve the requisition for conversion to a Purchase Order (P.O.) upon completion of the review. If you would prefer that the Purchasing staff solicit bids/quotes on your behalf, please follow the instructions in the Purchasing manual or contact your Purchasing MUNIS support person.
- \$25,000 or greater – Formal sealed bidding procedures will be followed. Please plan on a minimum of 30-45 days for this process to be completed.
 1. **Formal Sealed Bids:** Invitation for Bid (IFB) or Requests for Proposals (RFP) \$25,000 or greater: all purchases \$25,000 or greater, whether one time purchases or accumulation of like items, are acquired through this process (unless specifically exempt from competitive bidding – as indicated in Section Bid Exemptions).
 2. Bid packages or Requests for Proposals are prepared with appropriate terms and conditions and detailed specifications, including items to be bid, units, instructions for bidding, delivery information, and any special requirements for bidding. Assigned

- dates for pre-bid meetings (if any) and for the public bid opening are also included.
3. IFBs or RFPs are publicly opened and read at the time designated in the documents. Public openings are usually held in the Purchasing Office's conference room, 1458 E. Chestnut Expressway, Springfield, Mo.
- Sole Source – All Sole Source requests must be approved by the Purchasing Office. Please fill out and forward the Sole Source Justification form to Purchasing for review. Please be as detailed as possible when completing the form so your request can be processed as quickly as possible. Sections I, II, and III must be completed in order for the Sole Source request to be processed.

Bid Exemptions: Additional exemptions may be granted by the purchasing agent when in the School Board's best interest and allowed by referenced statute, rules, or regulations. Typical exemptions are:

- Sole source purchases – requiring Purchasing approval
- State contracts
- Other governmental bids – requiring Purchasing approval
- Cooperative agreements
- Existing contracts in place

(Steve Chodes- 523-0159)

7.3 District Procurement Card

The Purchasing Department oversees the Procurement Card (P-card) program for the District. Sites needing to add/request additional cards can do so by contacting Michelle Bentley at 523-0071 or extension 36221. P-card charges must be reconciled monthly and all charges must follow the policies and procedures established by the Purchasing Office. Repetitive violations while using the Procurement card can lead to P-card privileges being cancelled. Any questions about the P-card program should be directed to Michelle Bentley. Practices and procedures are as follows:

1. The Springfield R-12 School District procurement card can be used for purchases less than \$1000.00. The procurement card is designed to improve efficiency in purchasing supplies from suppliers that accept a P-card, thus, eliminating the need to process multiple invoices and the need to draft checks to pay each supplier. The cardholder is responsible for and accountable to the District for all charges made with the procurement card. This card cannot be used for personal purchases, or for personal identification under any circumstances. The card will be embossed with the Cardholder's and Department's name and total responsibility and accountability resides at the department level.

2. The Purchasing Department processes new card applications, approves cardholder limits, conducts training and performs audits. In order to obtain a card, an application must be filled out and approved by the principal or site administrator and the applicant must attend or take online P-card training card training before receiving their card.
3. The program is offered through American Express. The District has worked closely with American Express to set up controls and restrictions for card purchases throughout the District. Controls and restrictions are subject to change as required. Notification of change(s) will be forwarded to each program administrator.
4. The current dollar limits placed on each procurement card is a single transaction limit of less than \$1,000.00. The monthly limit on each card is set to not exceed \$5,000.00. The single limit restriction can be increased for purchases of airfare, hotel reservations, registrations, and field trips (i.e.; amusement park tickets, sporting event tickets etc.). The monthly limit can be increased if a cardholder requires a higher monthly limit as a result of purchases made during the billing cycle.

The P-Cards cannot be used for the following purchases:

- Meals - District personnel away on District business are required to purchase their own meals and then fill out and submit a travel reimbursement form to Accounts Payable for reimbursement. Meals for students can be purchased if on a field trip or a District sponsored function. Food such as bagels, pizza, doughnuts etc. can be purchased using the procurement card for a staff meeting or a working lunch. These charges must come out of an activity account whenever possible.
- Supply Center stock- Items that are available through the Supply Center must be purchased from the Supply Center.
- Service Agreements - (excluding one-time repairs)
- Computers and Computer Accessories - The District has a contract with Hewlett Packard and these items must be requested thru the requisition entry screen in the Munis software in order to guarantee District pricing.
- Ereaders, i.e., Nook, Kindle
- Tablet PCs, IPADS
- Computer Software
- Lease Agreements
- Blanket Purchase Orders
- Prepaid Orders
- Construction Materials
- Capital Equipment (generally defined as having a life span of 3 years regardless of value)
- Sales Tax
- Personal Charges - first offense = card privileges suspended for

- one month. Second offense = card privileges suspended for one year. Third offense = card privileges suspended permanently.
- **Contract Purchases** - Items which are covered under existing Springfield R-12 School District Contracts (see webpage for contract information).
 - **Splitting/Stringing purchases** – the practice of dividing a sale into two or more transactions with the intent to avoid the single transaction card limit and/or bidding policies. Repeat offenses may result in temporary or permanent suspension of card privileges.
5. **The District does not pay sales tax. The sales tax exempt number is located on each procurement card. In the event that tax is charged, it is the cardholder's responsibility to return to the vendor/store and receive a credit for the tax.**
 6. **The Purchasing Department conducts monthly audits. Audits are conducted to search for:**
 - **Items that are being charged on the procurement card that should be purchased from the Supply Center**
 - **Unauthorized purchases**
 - **Personal Charges**
 - **Split Charges**
 - **To ensure the Districts contracts are being utilized**
 - **To determine if the departmental controls are being kept**
 7. **Cards should be immediately cancelled if a staff member terminates employment or transfers to another school/department. Purchasing makes every effort to cancel cards by staff that has transferred to another department or no longer work for the District. It is the Department Manager's/Principals responsibility to notify Purchasing, reclaim the card, cut it in half, and send it to Purchasing.**
 8. **Purchases can be made in person, over the phone, by fax, mail, or over the internet. Receipt documentation is required for EVERY transaction. If in person, an original receipt from the vendor that contains the name, amount, date, and itemized description is required. Copies of facsimiles, packing slips, or screen print from the computer, or other documentation received by the vendor are required on facsimile, phone, mail or internet purchases. If no receipt/documentation is available, every attempt must be made by the cardholder to obtain an additional copy. If the cardholder is unsuccessful after every attempt, a lost receipt affidavit must be filled out and turned in with the paperwork. The lost receipt affidavit must provide detailed information, including a listing of the items purchased. (Please note: stating in the Item Description that the items were “supplies for a meeting” for example, is not acceptable documentation). A cardholder may submit up to three lost receipt affidavits in a fiscal year. After three lost receipt affidavits have occurred in a fiscal year, the following disciplinary actions will be taken:**

- 4th lost receipt affidavit: Suspension of P-Card for one month.
 - 5th lost receipt affidavit: Suspension of P-Card for one year
- *If card suspension occurs repeatedly, the card may be revoked permanently.

9. Procurement card transactions are transmitted daily by the merchants to American Express, and then posted onto the Corporate Account Reconciliation Website. These transactions are available for review and approval by administrators online. Each procurement card is assigned a default G/L code. Unless the G/L code is changed in the Corporate Account Reconciliation Website, the charge will be submitted to be paid out of the default G/L account. Billing statement reconciliation paperwork must be sent to Accounts Payable four days after the billing cycle has ended each month.
10. In the event that an item is returned due to damage, wrong item sent, etc., the cardholder must attach a credit receipt, or state that one was requested and that it will be received at a later date, etc. The cardholder must work directly with the supplier on returning items.
11. Any discrepancies in billing must first be reported to the vendor in which the charge was made. If it cannot be resolved through the vendor, the charge can be disputed through AMEX. The Purchasing and Accounting Department will also need to be notified that the charge is being disputed during the current billing cycle.
12. Lost or stolen cards must be reported immediately. Please contact the P Card Coordinator to have the card cancelled and a new one ordered. If the P Card coordinator is not available you can notify American Express directly to have the card cancelled.

**The procurement card policy can be viewed in its entirety on the Purchasing website at: <http://springfieldpublicschools.org/depts/purchasing/main.pcard.htm>

(Steve Chodes - 523-0159)

7.3a Use of Personal Credit Cards to Make Approved District Purchases

The Finance Department encourages staff to make approved District purchases with the District's credit card whenever possible in order to limit the amount of personal information required for reimbursement. Sales Tax charged to a personal credit card for a District approved purchase will not be reimbursed. If a personal credit card is used to pay for a reimbursable District expense, required documentation must include one of the following in addition to an original receipt that contains the appropriate detail:

- A photocopy of the front of the employee's personal credit card with all information blacked out except the card holder's name and the last 4 digits of the account number

OR

- A photocopy of the personal credit card bill with all information blacked out except the cardholder name, the last 4 digits of the account number, and the purchased item (description and cost).

(John Everest - 523-0159)

7.4 Purchase of Staff Amenities

District funds to purchase goods/services that could be classified as personal amenities (gift cards, flowers, get-well cards, going away gifts, candy, or any item of a personal nature) are inappropriate uses of District funds. Refreshments for staff meetings may be purchased if approval is received from an appropriate administrative representative. Purchases can be accomplished using the District Procurement Card (when available) or through the use of normal purchasing procedures. Any purchase of goods as described above should be documented on the associated receipts as to the intended purpose of the transaction.

The Superintendent's Office authorizes activities for District employee retirement and for employee exemplary service out of District operating funds. *Also see section 7.4.a Gift Cards

(Steve Chodes - 523-0159)

7.4a Gift Cards/Employees

Gift Cards given to employees must be included on the employee's W-2 as taxable income according to the IRS because of the cash-like nature of the gift card. Therefore, under no circumstances should gift cards be purchased for employees with district funds, including Fund 60 Activity funds.

Students

The District acknowledges the benefit of incentivizing student achievement through the use of gift cards. Because gift cards by the IRS definition are cash equivalents, gift cards distributed to students should follow the same level of accountability as cash disbursements to students. It is the school/program administrator's responsibility to ensure that the purchasing of gift cards for students and the GL account that pays for the gift cards are appropriate. It is also the school/program/administrator's responsibility to ensure that the Accounting office receives a list generated by the school/program that contains student names, gift card amounts, date of purchase, type of card, and student signatures after the gift cards have been distributed. (This process is currently in place for meal money distributions and MAP test awards.) This list is required regardless of

whether the gift cards are purchased with the District credit card or through employee reimbursement.

(Steve Chodes – 523-0159)

7.5 Signature Stamp Procedures

- To safeguard District signature stamps
- To ensure that procedures governing their use are stated in writing
- To ensure that signature stamp procedures are realistic, appropriate and understandable

Delegation of Authority

Approved signers are designated on the Authorized Signatures for Accounts Payable and Payroll form (see attachments 7.5 & 7.5a). Accounts Payable distributes this form to the schools and departments at the beginning of every fiscal year. Schools and departments are asked to update and return the form to Accounts Payable only if there has been a change in personnel. Each Principal/Department Administrator determines if a signature stamp bearing his/her name may be used in lieu of a written signature. If a signature stamp is allowed, the signature must be stamped on the Authorized Signature form along with the initials of any persons authorized by the Principal/Department Administrator to use the signature stamp. Whenever the signature stamp is used, the authorized person applying the stamp should write his/her initials next to the stamped signature.

Appropriate Uses of Signature Stamps

Signature stamps may be used on Purchase Orders and/or batched invoices, but not on payroll time sheets. In addition, signature stamps should never be used on Revolving Fund checks.

Safeguarding Signature Stamps

The use of a signature stamp may decrease the amount of time required to sign documents, however, the risks of using them include the unauthorized use of the stamp by others and the possibility of the stamp being stolen. Therefore, signature stamps should be kept in a secured location such as a locked drawer or a safe when not in use. The Principal/Department Administrator is ultimately responsible for the control, use, and safekeeping of the signature stamp that bears his/her name.

Disposal of Signature Stamps

When there has been a change in personnel and a signature stamp is no longer current, the Principal/Department Administrator whose name is on the stamp should hand carry the stamp to the Financial Services office along with a written request for its disposal. Financial Services will keep the discarded stamp locked in the vault until disposal arrangements can be made.

(Steve Chodes – 523-0159)

7.6 Surplus Equipment and Furniture

All surplus property must be disposed of in one of two ways: 1) via a public auction or 2) a public bid issued by the District Purchasing Office. Employees of the district are not permitted to sell, trade-in, or dispose of surplus property, regardless of the perceived value of the surplus property. Principals and department heads are to send any and all surplus equipment and furnishings to the Supply Center at the General Services Center. Examples include student seating, teachers' desks, custodial equipment, TVs, VCRs, office equipment, computer equipment, etc. Please notify the SUPPLY CENTER (523-0433) and a truck will be scheduled to pick up surplus equipment and/or furniture. Proceeds from sale of surplus equipment are deposited into the General Fund - Miscellaneous Revenue.

All District computers must have their building location, asset number, model and serial number recorded and sent to the I.T. Department before disposal or being sent to the SUPPLY CENTER for inventory tracking purposes.

All District surplus property is sold on-line with Gov Deals www.govdeals.com.

If a site is interested in receiving trade-in value for surplus property, this is allowed if no other District site has a use for the property and the trade-in is included in a bid released by the Purchasing Dept.

Sites may transfer surplus property with the exception of computer equipment to any other District user as long as it is for District use. Before property is declared surplus and put in a public auction, it will be offered to all sites where you will have an opportunity to claim this property for use at your designated site. If a District employee is interested in acquiring surplus property, they must register as a bidder at a public auction and bid on the surplus property just as the general public would.

Under no circumstances can District surplus property be given to or sold to an employee of the District.

Equipment and supplies scrapped by the District remain the property of the District. Employees are prohibited from removing such items from scrap locations for personal use. Nothing should be removed.

(Steve Chodes - 523-0159)

7.7 District-Owned Equipment

District employees must assume responsibility for District equipment when it is removed from the buildings.

In addition, while claims may be filed against an individual's homeowner's policy under the provision, "Damage to the Property of Others," employees are responsible for any amounts not recovered from such insurance.

(Nancy Ragains – 523-0312)

7.8 Fixed Assets

The MUNIS financial software system allows the requisitioner the option of choosing the delivery location for purchases. There will be instances when the Purchasing Department changes the delivery location. That change will be made in order to comply with the Board of Education's Policy on fixed assets. Accounting is required to register fixed assets as follows:

These are goods that are classified as non-consumable. A life expectancy of three years or longer is anticipated, and cost \$1,000 or more with the exception of laptops, netbooks, tablets, and desktop computers.

These items must be registered and accounted for until the District disposes of them. After the items are registered, they will be delivered to the address shown on the purchase order's special instructions.

Sites are required to ensure that all fixed assets are properly identified and tagged for entry into the District's Fixed Asset System.

Fixed assets will need to be asset tagged by the site receiving the goods. A property control form (Item 66106) will need to be completed and forwarded to the Accounting Specialist in Finance. Any questions about the Fixed Asset System should be directed to the Accounting Specialist at 523-0004.

If an item is stolen, missing, or vandalized, and it does NOT appear on the District Fixed Asset Inventory, insurance will not fund its repair or replacement.

Assets with fixed asset tags that are being disposed of or sold must be recorded by the site disposing of the item. That asset information should be forwarded to the Accounting Specialist in the Finance Department for removal of the asset from the District's Fixed Asset System.

(Steve Chodes- 523-0159)

7.9 Stock Returns to Supply Center for Credit

Full credit will be given for supply items, provided they are returned with a packing slip, within seven (7) working days of delivery. A copy of the pick ticket must accompany returned items.

(Steve Chodes - 523-0159)

7.10 Equipment Relocation

Internal moves of staff within a building should be coordinated with Custodial Services and I.T. Support Services. External moves between buildings should be coordinated through the Supply Center. Contact Custodial Services, the Supply Center or the General Services Center to get specific information and to set up the moving plan.

Surplus equipment after a move is handled by the Supply Center.

School closings or very large scale moving is to be contracted by a third party, funded by the District and coordinated through purchasing.

Pianos, sensitive items, and other large equipment moves from floor-to-floor or between buildings are to be contracted outside and paid for by the site department requesting the move.

When doing construction or other projects requiring the movement of many items, like a carpet in a library for instance, the cost to do the movement may be included in the main project cost and handled by the contractor.

(Steve Chodes - 523-0159)

8. FACILITIES

8.1 Asbestos Management Requirement

Each site must know the location of their Asbestos "AHERA" Management Plan. This plan must be permanently on file at your site. All questions regarding this procedure should be routed to the General Services Center (523-0411).

(Steve Chodes - 523-0159)

8.2 Regulation on Disposal of Fluorescent Bulbs

It is illegal to dispose of most fluorescent and/or mercury containing bulbs in the regular trash. (T12, T8, T5, Compact Fluorescent, Projector Lamps, etc). All expended or burned-out bulbs should be given to the building custodian for proper disposal. He or she will store it in a clearly marked and labeled box until disposal/collection is scheduled and completed. Under normal circumstances, this will be completed during deliveries by the Supply Center, or by placing a call to the Supply Center for pickup @ 523-0433.

Any further questions regarding this procedure should be routed to the Supply Center (523-0433).

(Steve Chodes - 523-0159)

8.3 Rental of School Facilities

Contracts for the Use of School Facilities are prepared by the Building Services Department. All policies regarding use of District facilities can be found on the District website:

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

Questions regarding the building rental / usage process or procedure should be directed to the Quality Assurance Department at 417-523-0401. State law requires that ALL District facility rentals / usage by outside organizations must be covered by a certificate of liability that names Springfield Public Schools R-12 as additional insured (minimum coverage amounts apply). Common areas (auditoriums, gymnasiums, cafeterias) are available for rent. Individual classrooms and other specialty rooms are not available for rental. Facilities are not available for use by individuals, employees or non-employees. All events require a contract EXCEPT: individual team practices without spectators, standard Girl/ Boy Scout or similar meetings during normal working hours of operation.

(Steve Chodes - 523-0159)

8.4 Selection of Architect Engineering Services

- 1) Annually, the School District shall advertise a Request for Architectural and/or Engineering Services and Qualifications.
- 2) Allowing adequate time to respond, all packets will be reviewed by the project committee for general qualifications. Those that are generally qualified shall have their data stored in the facilities department and used as needed over the next year. Being qualified to do work for the District does not insure that the District will use

- the firm. Firms wanting to be added during the year may submit credentials at any time for review. Qualifications and performance information of existing and new firms shall be updated at least annually, usually in January.
- 3) Whenever a specific project requiring architectural, engineering or land surveying services is proposed, the project committee shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project.
 - 4) In evaluating the qualifications of each firm for a specific project, the District shall use the following criteria:
 - a. The specialized experience and technical competence of the firm with respect to the type of services required;
 - b. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
 - c. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
 - d. The firm's proximity to and familiarity with the area in which the project is located.
 - 5) Based on the above criteria, the project committee shall narrow the field of firms down to 3-6 for interview.
 - 6) Using the results of the interview, references, past experience, and performance data, administration shall recommend firms to the Board for which to negotiate fees and services. In general, negotiated contracts for architectural, engineering and land surveying services are done on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

(Steve Chodes – 523-0159)

8.5 Awarding of Construction Contracts

The construction contract shall be awarded to the lowest responsible bidder whose bid is in accordance with plans and specifications, and who has provided the required security. The Board reserves the right to waive any informalities in a bid, or reject any or all bids, or any part of any bid. No bid for construction, alteration or repair (if applicable) of any building shall be accepted if it does not conform to the Board-approved plans and specifications.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by responsible bidders pursuant to the advertisement for bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

(Steve Chodes – 523-0159)

8.6 Use of District Facilities and Equipment

The use of District facilities and equipment is limited to District business only. The following examples illustrate the inappropriate use of District Equipment or Facilities and are prohibited.

- Use of District vehicles for personal projects
- Use of District tools/equipment for personal projects

(Steve Chodes – 523-0159)

8.7 District Property Loss or Damage

Routine vandalism may be reported directly to Building Services. For all other types of damage or loss, such as weather, theft, or damage due to equipment failure, complete a District Property Loss or Damage Report (Attachment 8.7) and submit to Risk Management. This form is required for consideration for reimbursement of expenses from the district retained claims fund or from district or third party insurance. Incidents requiring School Police reports must also be reported directly to School Police by the site.

(Nancy Ragains – 523-0312)

8.8 Crisis Plans and Security of Facilities

It is expected that each school site shall have a Crisis Plan to fit their site and its needs. The plan should be updated every year to accommodate for changes in staff and duties related to the plan. Each school's safety committee, as referenced in the Administrative Practices and Procedures manual as item 5.15, should be involved in the updating of this document. The document should contain all the emergency drills listed in the Administrative Practices and Procedures as attachment 5.15, "Emergency Drill Procedures". Locations of all Crisis Kits should also be listed in the document, and all Crisis Kits should be checked and updated annually. Annual review of the Crisis Plan should take place with the staff in your buildings each fall prior to the start of school.

Ideally updates to the Crisis Plan are completed prior to the first day of school however these updates must be completed no later than the second Tuesday of September of each school year. After this time, a representative of the School Police Services department will be reviewing the plans to assure they are up to date. This will require a meeting with the Principal to go over a checklist of what components should be in place in the plan.

The Alert-Lockdown-Inform-Counter-Evacuate (A.L.I.C.E.) program is utilized by School Police Services as a student sheltering procedure in the

district. School Police Services has trained instructors on the A.L.I.C.E. program and the Director of School Police Services can be contacted to schedule this training (523-2911).

The District's expectation on Basic Security of its school buildings is as follows:

- All Staff should wear their District provided ID tag at all times while in our facilities.
- All exterior doors shall be locked at all times with the exception of the main entrance and/or the handicapped accessible entrance.
- All employees shall greet/address (or notify main office if concerned) individuals who are not wearing a visitor badge while in our facilities. The visitors should be directed to the main office to sign in and receive a Visitor Badge.
- All classroom doors should be locked at all times. Doors can be propped open if necessary, but should remain in the locked position so that they can be secured quickly should the need arise for a lockdown situation.
- A delegated staff member should routinely check all hallway and exterior doors to make sure they are locked and secured. This should be a routine that all staff practices as they walk the hallways as well.
- All staff members read and become familiar with the Site Crisis Plan.
- Students must wear their Id badges at all times while in our buildings. (Applies to HS locations only at this time.)

(Justin Herrell – 523-0062)

9. TRANSPORTATION

9.1 Transportation Arrangements

When transporting students, safety is of the utmost concern. Therefore, for school and Athletic/Activity trips, always contact the Transportation Department first.

(Nancy Ragains – 523-0312)

9.2 Prohibited Vehicles

The District may not use passenger vans designed to carry more than ten people to transport students to and from school Athletics/Activities. These are typically 12 or 15 passenger vans and often described as “church vans”.

The District may not accept volunteered transportation without Risk Management approval.

(Nancy Ragains – 523-0312)

9.3 Secondary School Athletic/Activity Transportation Procedures

The Athletic/Activity Transportation Parent Information Sheet should be provided to parents at the beginning of the season. (Attachment 9.3a)

When District transportation is provided from the student's base school to and from Athletic/Activity Events, any variation creates a potential liability exposure to the District and its employees. To provide the safest possible scenario, exceptions should be limited or eliminated. For this reason, for both inter-city and out-of-town travel, preferred procedures are that students/families be given only two options:

- **Student rides district transportation from and to their home school**
- **Student is signed out by parent/guardian at the end of each event (Attachment 9.3b) Athletic/Activity Sign out Chart**

The employees and administration should only allow exceptions if they are comfortable that they can verify the authorizations and identify the authorized drivers.

If a site chooses to allow exceptions, the process should be clearly defined and must be manageable on a consistent basis as follows:

- **Requests from parents to site administration should be made 48 hours in advance of the event with the Athletics/Activities Sign-out Exception Request. (Attachment 9.3c)**
- **Requests must be approved by 1) Site Administration, 2) District AD, and 3) Associate Superintendent. Each level must approve the exception.**

When District transportation is not provided to or from a specific event, this should be communicated clearly to the parents. District employees should not arrange group carpooling, etc. without clear communication and written authorization from the parents. (Attachment 9.3d) No Transportation Notice

(Nancy Ragains - 523-0312)

9.4 Bus Field Trip Rates

**New Computation of Charges for Bus Transportation
Effective School Year 2013-14**

**All Users: PLEASE ADVISE YOUR TEACHERS, SPONSORS, ETC.,
ACCORDINGLY**

Schedule "A" \$25.00 Surcharge	Schedule "B" \$5.15 per mile	Schedule "C" See Charter Companies below
\$ 17.77 per hr. driver \$ 15.02 per hr. addtl. for bus attendant 2 hr. minimum 1.10 per mile	(for bus, driver, mileage) Per DESE, changes quarterly	
Schedule "A" EXTRA-CURRICULAR	Schedule "B" CONTINUING DAILY	
Athletics Field Trips Music Dept. Classroom Caring Communities	Early Childhood Special Education (This category fluctuates quarterly due to current state figures for A.D.T. per mile)	

(Rick Emling 523-0506)

9.5 Charter Transportation

A listing of pre-approved vendors for charter transportation services can be found on the Purchasing Department webpage under the contract pricing section. All charter vendors used to transport students must be on the list. A pre-approval process has been implemented in order to protect our students, employees and the District.

The approval process will require that charter transportation vendors meet the following general requirements:

- Proper insurance**
- FMVSS school bus standards**
- Annual inspection documentation**
- DOT compliance (including procedures to provide second drivers if trip will not be completed within the legal limit of 10 driving hours)**

The listing found on the Purchasing department webpage is for use in selecting a vendor. The solicitation of bids with the pre-approved vendors is still required if the trip is \$1000 or greater.

Any new charter transportation vendors to the area will need to go through the approval process prior to being added to the list. Purchasing will be

maintaining the approval process for charter transportation and you can direct any inquiries to 523-0070.

(Nancy Ragains – 523-0312)

9.6 Driver Verification Forms

Driver Verification Forms (Attachment 9.6) must be submitted to Risk Management by District personnel prior to transporting students on field trips or other school-sponsored activities in their own vehicle or a rented vehicle. Driver Verification Forms MUST INCLUDE THE SCHOOL NAME. If you have any questions, please call Risk Management at 523-0312.

(Nancy Ragains - 523-0312)

9.7 Rental Vehicles

When renting a vehicle for District use, the employee should use a District P Card and indicate District use or the District name on the rental agreement whenever possible. The employee shall include optional insurance in the rental agreement as follows:

- Loss Damage Waiver (LDW), sometimes called collision damage waiver (CDW)**
- Supplemental Liability Insurance (SLI), sometimes called additional liability**
-

When transporting students in a rental vehicle, the employee shall also purchase Personal Accident Insurance with the rental agreement, and must also complete a Driver Verification Form and carry the required personal liability coverage.

Employees should not purchase personal effects coverage. Vehicles rented should not have a seating capacity of more than eight (8) passengers, including the driver.

(Nancy Ragains - 523-0312)

9.8 Transportation - “Pay to Ride”

Rates for the “Pay to Ride” Transportation Program for school year 2013-2014 are:

Full Pay (per child)	\$525.00 for the whole school year;
	\$262.00 per semester

If eligible* for Free and Reduced

Meals, the rates are: \$262.00 for the whole school year;
 \$131.00 per semester

***Parent must have copy of meal eligibility approval letter that has been signed by the parent or legal guardian to be eligible for the reduced rate**

Please call the Finance Office (523-0159) for application forms.

(Steve Chodes - 523-0159)

9.9 Employee Personal Vehicle Use For District Purposes

Primary vehicle insurance coverage is the responsibility of the insurer of the private vehicle. The District's vehicle insurance will extend secondary liability coverage after the liability limits of the private vehicle insurance policy have been exhausted. No physical damage (comprehensive and collision) coverage is provided by the District insurance for employee owned vehicles.

(Nancy Ragains - 523-0312)

9.10 Student Bus and Stop Assignments

All bus eligible regular education students are assigned a bus stop based upon the primary address listed in the district's student database. Regular education students will not be assigned to more than one AM/PM bus or stop. Bus eligible students may be allowed to ride a different bus for a one time only emergency situation as approved by the Director of Transportation or his designee. The parent or guardian must make the request in writing to the school principal or his/her designee who verifies with Transportation and approves the request in writing. A school staff member will then escort the student to the bus and notify the driver of what stop the requesting student will disembark the bus and which student he/she may be riding with.

(Rick Emling – 523-0506)



VOLUNTEER REGISTRATION/BACKGROUND CHECK 2013-2014

**** Please print clearly, complete in full and sign. To avoid significant delay in processing, registration forms should be delivered or mailed to the SPS site or one of the sites you have chosen. Please do not mail or deliver forms to the Kraft Administrative Center. Allow up to 10 business days for processing. You will be notified by the school site when results are received.****

Personal Information

Full Name: _____
LastFirstM.I.

Address: _____
Street AddressApartment/Unit #

_____ City _____ State _____ ZIP Code

Birth Date: _____ / ____ /19 Social Security Number _____ - ____ - ____

Gender: Male Female Primary Phone: (____) ____ - ____

List all SPS sites where you wish to volunteer: _____

E-mail Address: _____

Have you ever been convicted of or are you being charged with a felony? Yes No

Are you a current SPS employee? Yes No

Have you previously volunteered for SPS? Yes No

Affiliation Information

Check your primary affiliation to volunteering with the specified SPS site(s):

<input type="checkbox"/> Community Member <input type="checkbox"/> PTA <input type="checkbox"/> College <input type="checkbox"/> Faith Community	<input type="checkbox"/> Parent (child's name: _____) <input type="checkbox"/> Grandparent (child's name: _____) <input type="checkbox"/> RSVP <input type="checkbox"/> Business: _____
---	--

Service Information

What type(s) of service do you want to provide?

Reading Tutor* Math Tutor* Classroom Office Library Field Trip Other

**Training may be available upon request.*

Authorization Information

This document, signed by the applicant, will serve as written consent and my agreement to the following:

- I authorize Springfield Public Schools to request my criminal background history and/or Child Abuse and Neglect information. The information obtained shall be confidential and any person who discloses the information beyond the scope allowed in Section 43.540 shall be subject to prosecution for a Class A misdemeanor.
- I will abide by Springfield Public Schools' policies, guidelines and volunteer protocol confidentiality and ethics listed on page two of this form.
- I understand individuals with a felony charge will not be permitted to become a registered volunteer with SPS. Individuals with a misdemeanor may be permitted to become a registered volunteer after approval by site administrator. This will not prevent anyone from being involved with their child during the school day.

Signature: _____ Date: _____

School Site Approval:

Signature

Date

-For Office Use Only-

Approval Date: _____ Clear Record SPS Employee

Volunteer Protocol

Confidentiality/Ethics

Many of the policies that apply to employees of the School District are applicable to volunteers who are participating in tutorial programs in classrooms. This section of Board adopted policy is abridged and lists those sections that would also apply to volunteers.

The Board of Education expects that each employee shall put forth every effort to promote a quality instructional program in the school district. The Board has stated its policies, rules and regulations in the manual entitled Board of Education Policies and Regulations of the School District of Springfield R-XII. All employees are expected to be in compliance with the contents of these policies, rules and regulations.

An effective education program requires employees with integrity, high ideals, empathy and human understanding. In addition to these four essential characteristics, employees are expected to maintain high standards in their school relationships. These standards include but are not limited to the following:

The employee shall:

- A. Maintain just and courteous professional relationships with students, parents, staff members, and others.
- B. Represent the school system in a positive manner on all public occasions.
- C. Place the welfare of children as their first concern.
- D. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or non-professional self-serving interests of any kind.
- E. Properly use and protect all school properties, equipment, and materials.
- F. Recognize basic dignities of all individuals with whom the employee interacts in the performance of duties.
- G. In the performance of duties keep in confidence such information as the employee may secure, unless disclosure is required by law.
- H. A staff member should always take care not to imply through his or her individual actions an endorsement from the district.

The Board expects employees to be familiar with the code of ethics that applies to them and to adhere to the code in their relationships with students, parents, co-workers, and officials of the district.

Cross References: BBFA, Board Member Conflict of Interest – Adopted: September 6, 2005
 GBCA, Staff Conflict of Interest – Adopted: December 15, 1993

The School District of Springfield R-XII, Springfield, Missouri.

***By signing page one I agree to the above rules and regulations
instated by Springfield Public School District.***



**2013-2014
Springfield Public Schools
Volunteer Sign In/Out**

Volunteer's Name:	School:	Month:

Please calculate total volunteer hours for the month and supply that information in the box provided below.			
Day	Time-In	Time-Out	Total Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
Total Volunteer Hours for the Month			



Procedural Guidelines for Grant Submission

The purpose of the Title I Office is to advance the mission of Springfield Public Schools and support the district goals of increasing academic achievement, increasing the graduation rate and ensuring effective and efficient use of resources. This is accomplished through a strategic approach to grants development and management.

Title I staff help identify funding opportunities, research and write proposals, review budgets and manage necessary financial accounting, reporting and auditing functions.

All district personnel who would like to submit a grant must first contact the Title I Office. The Superintendent is the only person authorized by the Board of Education to authorize a grant application so this preliminary contact is required to ensure proper review and approval of any potential grant proposal. (Note: Grant applications to the Foundation for Springfield Public Schools are an exception to this practice. Only proposals to the Foundation that request funding for district-wide projects must be submitted to the Title I Office.)

The Title I Office has established the following timeline to assist in the development of accurate proposals and ensure proper accounting measures for all grant submissions. Please follow the procedures listed below before proceeding with any grant proposal.

1. All proposals must be submitted to the Title I Office **at least three weeks** prior to the application due date. An appointment will be made at that time to review the proposal and associated budget for completeness and accuracy.
2. The completed grant should be submitted to the Title I Office **at least one week** prior to the application deadline to allow time to obtain the superintendent's signature and for mailing. Please include the number of copies required plus an additional copy for the Title I Office. Also include the complete mailing address and information as to whom the proposal is to be mailed.
3. All grant funds must be tracked by the Title I Office. When written approval is received that a proposal is funded, an appointment must be made with the Title I Office to establish the accounts necessary to administer the grant. At that time, appropriate accounts and budget codes will be established, salary and stipend consideration will be reviewed and guidelines for recordkeeping, purchasing and payments to vendors will be provided.
4. Proposals requiring matching funds by the District will be accommodated in the order received. As a result, if a grant requires District matching funds, contacting the Title I Office should be the first course of action to ensure that funds are available to support the request. Since funding and requests for District matches change from year to year, it cannot be assumed that funds will remain available for the same grant for successive years.

INSTRUCTIONAL MATERIALS

As the governing body of the school district, the Board is legally responsible for the selection of instructional materials. Every effort will be made to ensure that instructional materials are distributed equitably among the district's schools.

Materials for the school classrooms and school libraries will be selected by the district personnel, patrons and parents, in consultation with the administration. When the budget for the year is approved in final form by the Board, the superintendent shall direct the purchase of books, supplies, equipment and other instructional materials required, within the limits of the adopted budget. The superintendent shall audit all claims and submit to the Board for approval and authorization for payment.

It is the responsibility of the district personnel with input from parents and patrons to select instructional materials of the highest quality that will support the educational curriculum of the district. Instructional materials shall be selected that will:

Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.

Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

Provide a background of information which will enable students to make intelligent judgments in their daily lives.

Provide information on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical and analytical reading and thinking.

Be representative of varied religious, ethnic and cultural groups and their contributions to our heritage.

The value and impact of any textbook, library books or other instructional material will be judged as a whole, taking into account the purpose of the material rather than individual and isolated expressions or incidents of the work. Policy KLB addresses the complaint process for parents or patrons who have concerns regarding the appropriateness of educational materials.

Adopted: October 15, 2002

Cross Refs: DK, Payment Procedures
KLB, Reconsideration of a Book or Other Instructional Materials

The School District of Springfield R-XII, Springfield, Missouri

**FILE: IKB
Basic**

HOMEWORK

The Board of Education recognizes that homework which is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. Homework is not always done in the home as the name implies. The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class, or which is assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, prepare research papers, aid in the mastery of skills, complete certain projects, and create and stimulate interest on the part of the student.

Teachers should make meaningful and reasonable homework assignments. The purposes should always be clearly understood by both the teacher and the students. Homework assignments should also take into consideration individual differences of students such as health, ability, conditions and educational resources at home.

Homework requiring the use of reference materials not readily available in most homes should be completed during supervised time and should require the use of those materials only when the student has had instruction in the use of them.

Students should plan to spend some time in study outside school hours. Dependent upon the age of the students and nature of courses carried by each student, the amount of time needed for study outside school hours will vary. The principal and staff will monitor homework assignments to ensure that they can be completed in an appropriate amount of time.

Adopted: May 26, 1993

The School District of Springfield R-XII, Springfield, Missouri

**FILE: ILA
Basic**

TEST SECURITY

STORAGE AND ACCESS BEFORE TEST ADMINISTRATION

1. All state required assessments and other standardized test booklets are to be stored in a secured area.
2. When the state required assessments to be distributed in the district, the test coordinator or designee will carefully check all materials and sort them in preparation for administration, making a written record of the number of booklets that will be sent to each administration site.
3. The test coordinator or designee will assume responsibility for contacting the district assessment coordinator if the state required assessments order is inaccurate and for providing secured storage of any materials received as a result of this contact.
4. Only the test coordinator and specifically designated individuals will have access to test materials.
5. No teacher shall have access to test booklets or be told what is in them before the test is distributed.
6. Teachers will have access to the Test Administration Manual no more than five school days prior to administration.

INSTRUCTION FOR ADMINISTRATION

1. Prior to the first day of any standardized testing, building test coordinators will be provided an inservice designed to train test administrators in administration procedures.
2. The inservice will stress the maintenance of test security during test administration. Security issues addressed will include handling materials in a secure manner, providing directions to students, responding to students' questions, and monitoring the test setting.
3. Prior to any standardized testing, building staff will receive a handout which outlines in a step-by-step manner the procedures to follow when administering a standardized test in a secure manner.

TEST ADMINISTRATION

1. Building principals will indicate who is responsible for test administration in their buildings. Typically standardized tests will be administered in the classroom by the regular classroom teacher in grades K-5, by a designated teacher or counselor in grades 6-12.
2. Test booklets will be delivered to each building two weeks prior to the testing window to allow verification of adequate materials and distributed to building staff immediately prior to testing. Students will not receive test booklets until time for testing to begin.
3. All individuals administering the state required assessments or any standardized test will strictly follow the procedures outlined in the test administration manual. Test administrators will not leave the testing room during the time the test is being given.
4. While the test is being given, building administrators and other designated individuals will move between classrooms to help monitor administration and to provide assistance as needed.
5. If a test, like the state required assessments, is to be administered over a series of days, test booklets and answer sheets will be collected each day immediately following testing, counted by the test administrator and stored in a locked area.
6. All state required assessments make-ups will be given following the general administration of the test as long as they can be completed within the time frame allowed. Students in each building will be grouped together for make-up testing. A designated individual will administer the make-up tests according to specified administration procedures, taking all aforesaid precautions to ensure security. Test materials will be counted.

COLLECTION AND STORAGE OF TEST MATERIALS FOLLOWING TESTING

1. Answer sheets and test booklets will be collected from test administrators immediately following testing, organized according to instructions, and stored in a secure area.
2. All test materials will be collected from each building within five school days following the last day of testing and test booklets will be returned to the secure area in the district office.

3. Answer sheets will be sorted and packaged by the building test coordinator or person who has been designated as responsible, according to directions and sent for scoring as expediently as possible while allowing for make-ups.

SANCTIONS AGAINST UNFAIR PRACTICES

1. The security measures outlined in this document should help prevent unfair practices; however, should they occur, the sanctions specified in this section will be put into motion. Following is a list of some of the practices which this District considers inappropriate:
 - a. Copying any part of a standardized test booklet for any reason.
 - b. Removal of a test booklet from the secure storage area except during test administration.
 - c. Failure to return all test booklets following test administration.
 - d. Directly teaching any test item included on a standardized test.
 - e. Altering a student's responses to items on an answer sheet.
 - f. Indications to students during testing that they have missed items and need to change them; giving students clues or answers to questions; allowing students to give each other answers to questions or to copy off each other's work; or altering test administration procedures in an unapproved way to give students an unfair advantage.
 - g. Hand scoring of student responses prior to returning the answer sheets.
 - h. Pressure or encouragement on the part of administrators for teachers to engage in any of the aforementioned inappropriate or unfair practices.
2. If a district staff person is suspected of engaging in any of the aforementioned unfair practices then an immediate investigation will occur. If allegations are proven, a report will be forwarded to the superintendent and appropriate disciplinary action will be taken.

Special Note: Modification of the testing procedures in the state required assessments for IEP, Section 504 or IEP students is allowable under the conditions specified in the Examiner's Manual for the state required assessments. Modifications are addressed on an individual basis.

Adopted: July 15, 2003

Cross Refs: IL, Testing Program

Springfield R-XII School District, Springfield, Missouri

FILE: IKF
Critical

GRADUATION REQUIREMENTS

Graduation requirements for the School District of Springfield R-XII shall be a minimum of 25 units of credit completed during grades nine and above. The school district participates in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education. These requirements are:

	Graduation Requirements+	College Preparatory Certificate Requirements
Communication Arts*	4 units	4 units
Social Studies**	3 units	3 units
Math	3 units	3 units
Science	3 units	2 units
Physical Education	1½ units	½ unit
Health	½ unit	½ unit
Practical Arts***	1½ units	1 unit
Fine Arts	1 unit	1 unit
Electives	7½ units	6 units
Advanced Electives	<u>0 units</u>	<u>3 units</u>
TOTALS****	25 units	24 units

*The Communication Arts requirement shall include a minimum of three units of English. A fourth Communication Arts unit may be taken in the areas of Journalism, Speech, or Drama.

**Students are required to complete three units of Social Studies as follows:

United States History (Gr.9)	1 unit
World History (Gr. 10,11,12)	1 unit
Liberty and Law (Gr. 11,12)	½ unit
and any additional Social Studies	½ unit
or Advanced Placement US Government & Politics	1 unit

***Students are required to complete 1½ units of Practical Arts in order to graduate. These credits must include:

Personal Finance (Gr. 10,11,12)	½ unit
Any additional Practical Art	1 unit

****A maximum of two units of credit may be counted toward graduation from approved correspondence courses.

ATTENDANCE REQUIREMENTS FOR GRADUATION

Students will be required to attend eight semesters in grades nine and above. In order to establish a flexible process for students to meet graduation requirements based on individual needs, the Individual Program of Study (IPS) was approved by the Board of Education on November 17, 1998. Permission may be granted to leave early and/or graduate after seven semesters under the following conditions and with the completion of an IPS:

The student shall have completed a total of twenty-five units of credit in seven semesters of attendance, and have arranged to attend college, university, vocational school, or on-the-job training for the eighth semester. Approval must be given in advance by the principal. Requests to be an early leaver or early graduate along with an IPS should be submitted to the principal by the end of the sixth semester. Upon the decision to be an early leaver or early graduate a statement shall be given to each student showing the credits earned. A student choosing to be an early leaver will also be informed of the conditions for which a diploma will be granted in the future. It is important that a student choosing to be an early leaver or early graduate understand that their final grade point average and/or class rank may be negatively affected. Students successfully completing a planned educational experience shall be eligible to receive their high school diploma with their graduating class. As related to the above requirement, a semester is defined as being enrolled in a minimum of 3 units of credit.

+ Modifications to these graduation requirements may be identified in a student's Individual Program of Study or Individual Education Program. A student, who wishes to graduate prior to seven semesters and be ranked with the new graduating class, must have the IPS on file by the last day of class of the tenth grade year.

Adopted: December 11, 2012

Cross Refs: IGA, Basic Instructional Program
IGAA, Citizenship Education
IGAF, Physical Education
JEC, School Admissions
JEC-R, Admission and Assignment of Interdistrict
Transfer Students

Legal Refs: 170.011, RSMo.

The School District of Springfield R-XII, Springfield, Missouri

FILE: KLB
Critical

RECONSIDERATION OF A BOOK OR OTHER INSTRUCTIONAL MATERIALS

Springfield Public Schools promotes parental involvement in the selection and review of educational materials. Selection of educational materials follows District policy, which provides for participation of District personnel, patrons, parents, and administration. However, there may be times when a parent or patron objects to specific materials. If this occurs, the following procedures shall be followed:

1. The review of questionable educational materials shall be treated in an objective manner. Criticisms of such materials shall be submitted in writing to the appropriate building principal on the form, "Citizen's Request for Reconsideration of Educational Material." These forms are available from the principal's office or from the office of the superintendent.
2. If educational materials are objected to for religious reasons, provisions for alternate assignments are provided for under Policy IGAC and will be followed.
3. It is preferable that the resolution of the problem be accomplished at the school level. Upon receipt of a "Citizen's Request for Reconsideration of Educational Material" form, the site principal shall form a committee composed of the principal, the librarian and two teachers. This committee will review the book or material and make a recommendation to the superintendent or designee.
4. In the event the individual school committee cannot resolve the complaint to the satisfaction of the complainant, he or she should be directed to the District committee for reconsideration of materials. The District committee will be comprised of curriculum facilitators, appropriate grade level teachers, representatives from the library media center, and parents or patrons (as appropriate). The District committee will meet and submit a written report to the superintendent or designee within a 30-day period. The superintendent or designee will report the District committee's findings to the complainant in writing.
5. If the complainant does not agree with the decision of the District committee, he or she shall have the right to request a hearing before the Board of Education.
6. In no instance will a book or other instructional material actively under reconsideration be removed from circulation, except by appropriate action by the Board, until the procedures outlined here have been followed.

The value and impact of any textbook, library books or other instructional material will be judged as a whole, taking into account the purpose of the material rather than individual and isolated expressions or incidents of the work.

Adopted: August 23, 2011

Cross Refs: IIA, Instructional Materials
IIAA, Resource Selection and Adoption

Legal Refs: Board of Education, Island Trees Union Free School District v. Pico,
U.S. Supreme Court, June 1982
182,815-.817, RSMo.

Springfield R-XII School District, Springfield, Missouri

Revised 07/11

**CITIZEN'S REQUEST FOR RECONSIDERATION OF
EDUCATIONAL MATERIAL**

Objection relates to: Library Book Textbook Other, please specify below

Title _____

Author _____

Publisher _____ Copyright Date _____

Request Initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

E-mail Address _____

Complainant represents: Individual Organization Group

Name of organization or group if applicable _____

1. Did you read or view the entire book or material? Yes No

If not, what parts did you read or view? Please be specific – cite page numbers.

2. What are your specific objections to the educational use of this material?

3. What would you like your library/school to do about this work?

Do not assign/lend to my child: _____

Return it to the staff selection committee/department for re-evaluation.

Withdraw it from all readers/students, as well as my child.

Other, please explain _____

Signature: _____

Date: _____

**THE SCHOOL DISTRICT OF SPRINGFIELD R-12
SCHOLASTIC ACCIDENT INSURANCE PROGRAM 2012-2013
ADMINISTRATIVE PROCEDURES**

**IMPORTANT: IT IS THE RESPONSIBILITY OF EACH SITE TO INSURE THAT
EACH STUDENT RECEIVES THE SCHOLASTIC ACCIDENT INSURANCE
APPLICATION (KIDGUARD)**

DISTRIBUTION OF MATERIALS:

The distribution of materials may be made during the hours school is in session. Each student shall be given a descriptive brochure with the self-addressed enrollment envelope attached. Distribution may be made during normal registration or enrollment or through the home room when the class is organized. Late enrollees shall be handled through the school office. Please do not delay distribution because coverage does not become effective until the premium is received by the company.

ENROLLMENT ENVELOPES:

The enrollment envelopes are pre-addressed and should be mailed directly by the enrollee. **DO NOT ACCEPT ENROLLMENT ENVELOPES OR MONEY AT THE SCHOOL.**

CLAIMS SERVICE:

Claim forms are available from Risk Management or at kidguardinsurance.com. Part "A" must be completed by a school official if an accident occurs during a school activity. Contact Risk Management @523-0312 for assistance if needed.

Brochure number enclosed: _____



We exist for the academic excellence of all students.

Travel Permission & Medical Consent Form

Student Name

School

Grade

Event Sponsor/Teacher

Activity/Event

Event Date:

Method of Transportation:

Additional Event Information (transportation, schedule, etc):

I certify that I have been fully informed concerning the nature and extent of the above-described activity, and understand that there may be an increased risk of physical injury. I hereby consent to allow my son/daughter to participate in the activity.

I authorize and consent in advance to any necessary medical treatment which may be required by my child (named above) while he/she is participating in the activity and agree to be responsible for the cost of such medical treatment. I hereby release the School District of Springfield, R-12 and its employees ("District") from any and all claims, causes of action or damages resulting from: (a) any decisions made by the District to obtain medical treatment for my child in conjunction with the activity; or, (2) the treatment/medical procedures provided by the medical provider.

Best contact phone number(s):

Family Physician's Name:

List all serious allergies or medical conditions you feel we should be aware of:

Parent/Guardian Name (printed)

Relationship

Signature of Parent or Guardian

Date

- Office Use Only -
Date Application Received:

Springfield Public Schools
Travel Application
Rev. 3/2012

- Office Use Only -
Date Application Sent To Risk Management:

Application Date:		School Name:	
Current National Level of Threat Alert: <input type="checkbox"/> Elevated <input type="checkbox"/> Severe			
Teacher(s)/Sponsor(s) Name(s) and Phone Number(s):			
Organization Name:			
Event Date(s):		Date of last major travel for this organization:	
Event Name:			
Are any other Springfield Public Schools participating in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If yes, name the school(s):			
Date(s) of Travel: <i>(To and From Springfield)</i>		Event Location: <i>(City & State)</i>	Country:
Method of Travel: <i>(Including to/from airports, hotels, etc.)</i>			
Is this event organized in part/whole by a commercial travel agency or tour agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what is the name of the agency?			
How was the invitation to participate in this event obtained?		Is a professional organization or educational institution sponsoring this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Blanket invitation		If yes, what is the sponsor's name?	
<input type="checkbox"/> Competitive selection process (contest ratings, etc.)			
<input type="checkbox"/> Personal recommendation			
<input type="checkbox"/> Other:			
Explain the educational purpose of this event related to your instructional program.			
CHECKLIST (Checking the box signifies that the requirement has been met.)			
A <input type="checkbox"/> Attach copies of event materials, travel itineraries and any communications given to students/parents regarding this trip.			
B <input type="checkbox"/> Attach list of students' names Number of Students: _____			
C <input type="checkbox"/> Consent and Release Form <i>(To obtain the form, see Attachment 5.3 in the Administrative Practices and Procedures Manual.)</i>			
D <input type="checkbox"/> Emergency Medical Consent Form <i>(Form available at each school site.)</i>			
E Attach the following budget information: <input type="checkbox"/> (1) <u>proposed fundraising projects</u> ; <input type="checkbox"/> (2) <u>anticipated proceeds from each project</u> ;			
<input type="checkbox"/> (3) <u>cost to each student participating</u> ; <input type="checkbox"/> (4) <u>amount of SPS funds to be obtained for students' meals, clothing, equipment, etc.</u> ; and <input type="checkbox"/> (5) <u>estimated cost of the entire event \$ _____ (Required for application approval.)</u>			
F <input type="checkbox"/> Budget account number that trip is being paid from: _____			
G <input type="checkbox"/> (If applicable) – List last possible cancellation date without financial penalty: _____			
H <input type="checkbox"/> Attach list of chaperone(s)' names and note whether they are a District employee or volunteer; Number of Chaperones: _____			
I <input type="checkbox"/> All non-District chaperones have a current and approved volunteer registration on file at KAC in office #121 <i>(this includes parents of students & spouses of employees)</i>			
J <input type="checkbox"/> Driver Verification Form and Certificate of Insurance sent to the office of Risk Management <i>(To obtain the form, see Attachment 5.3 in the Administrative Practice & Procedures Manual.)</i>			
K <input type="checkbox"/> Charter Transportation has been reserved with a SPS approved vendor <i>(Approved vendor list can be viewed on Purchasing website.)</i>			
L <input type="checkbox"/> Attach a copy of the Certificate of Insurance for any commercial travel or tour agency providing service <i>(Contact Risk Management if you have questions about how to obtain this certificate.)</i>			
M <input type="checkbox"/> Attach copies of rental or charter bids <i>(Required only if dollar amount is over \$1000. – Contact purchasing for help.)</i>			
N <input type="checkbox"/> Rental car insurance <i>(Rental car physical damage waiver must be purchased. Additional information regarding rental car insurance options is available from Risk Management.)</i>			
O <input type="checkbox"/> Trip insurance <i>(Required only if traveling out of the country. Contact Risk Management for details.)</i>			
This trip may be cancelled at anytime by the Board of Education due to safety concerns. Springfield Public Schools will not be held liable for the loss of funds.			
Approved by:		- Office Use Only - <input type="checkbox"/> Risk Management has reviewed the Travel Application and agrees that it meets the requirements of this office. - Approvers' Initials: _____ <input type="checkbox"/> If over \$2,500 forwarded to Finance Dept. - Approvers' Initials: _____ <input type="checkbox"/> Date copied to Teacher(s)/Sponsor(s): _____ <input type="checkbox"/> Date copied to the Principal: _____	
Principal	Date		
Approved by:			
Associate Superintendent - Secondary	Date	Is a School Administrator required to attend this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Springfield Public Schools
OFFICE OF COMMUNITY RELATIONS
Kraft Administrative Center
1359 E. St. Louis St.
Springfield, MO 65802
417-523-0117



Please sign and return this form to your child’s teacher ONLY if you **DO NOT** want your child to be interviewed or photographed by the media.

2013-2014 Student Exclusion Form

(Denies news media contact for interviews/photos)

At this time, I **do not** want my student, _____,
at _____ School, to be interviewed or
photographed by the media without my prior permission.

I understand this waiver applies only for the current school year, 2013-2014, and must be renewed annually. I also understand this does not apply to photographs or video images taken at public events (*such as athletic events, graduation ceremonies, and other school activities open to the public*). Neither does it apply to normal school activities where photographs or other video images may be taken by Springfield Public Schools as a part of normal school activities for public relations use by the district.

Signature (parent /guardian):

Date: _____

Notes from parent/guardian:

COMPUTER/INTERNET USE AGREEMENT, WAIVER, AND RELEASE

- *Please Check (✓) one of the boxes below.*
- *Please include your signature.*

The Internet

The School District of Springfield R-12 ("District") is pleased to offer its students access to the Internet through the District's computer system. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. To gain access to the Internet through the District's computer system, a student must sign and submit this Internet User Agreement, Waiver, and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. The District's sole intent in providing access to the Internet is to further educational goals and objectives. **Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others.** Access to the above material is strictly prohibited by this Agreement. The District is taking action to prevent students and staff access to the above-mentioned material, including the use of blocking software. However, because of the changing nature of information on the Internet, it is impossible for the District to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The District respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. In order for the student to use the Internet access provided by the District, the parents and student must sign this Internet Use Agreement, Waiver, and Release (herein "Agreement"). This agreement will be valid as long as the student is enrolled at the District.

Conditions and Rules of Use

Access to the Internet through the District's computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users shall not harass, insult, or attack others;
4. Users shall not damage computers, computer systems, computer networks, or computer data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work, files, or data of others;
7. Users shall not intentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state, or local laws;
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not enter into non-educational chat rooms on the Internet.
13. Additional information regarding computer usage by students including discipline consequences can be found in the Springfield School District Student Handbook.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The District reserves the right to review all data stored on the District's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on District servers will be private or confidential.

WAIVER AND RELEASE

I hereby consent to the above conditions and rules of use. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from my access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet. I understand that I am responsible for any updating of status from my original status and for informing the school of any changes of parental/guardian Internet permission.

Student Signature

Date

Check One:

I am the parent or legal guardian of the above-named student ("Student"). I hereby grant permission for Student to access the school computers and Internet. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the District to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the District, its Board of Education, officers, administrators, teachers, employees, agents, and volunteers ("District") caused by, or resulting from Student's access to the Internet. I hereby release the District from any liability, whatsoever which may arise as a direct or indirect result of Student's access to the Internet.

I am the parent or legal guardian of the above-named student ("Student"). Permission is NOT granted for my student to access the Internet. This waiver excludes any state or district required online assessments.

Parent or Legal Guardian Signature

DATE

Name of Student (Print)

GRADE LEVEL of STUDENT

FILE: JHG
Critical

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel. All written information received by any public school district liaison or the school shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA).

It will be the responsibility of the liaison(s) to arrange for training to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison(s) is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse and Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who has reasonable cause to suspect that a child has been or may be subjected to conditions or circumstances which would reasonably result in abuse or neglect, including any report of excessive absences that may indicate educational neglect, will immediately report or cause a report to be made via the Child Abuse Hotline (1-800-392-3738) to the Children's Division of the Department of Social Services, as required by law.

Reports of alleged child abuse by staff shall be reported to and investigated by the Superintendent, designee, or Board president if the Superintendent is the subject of the complaint, and the juvenile officer, as provided in section 160.261, RSMo.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

The Superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

Adopted: June 24, 1992

Revised: June 28, 2011

Legal Refs: 160.261, 210.110 -.165, RSMo.

The School District of Springfield R-XII, Springfield, Missouri

Springfield Public Schools
Student Home Language Survey
Encuesta del Idioma que Se Usa en el Hogar

Student Name _____ **Date** _____
Nombre del alumno *Fecha*

Birthdate _____ **Grade** _____
Fecha de nacimiento *Grado*

Parent/Guardian Name _____ **Phone** _____
Nombre del padre/guardián *Teléfono*

Address _____
Dirección

Missouri state codes require schools to determine the language(s) used at home for each student. This information is essential in order for schools to provide meaningful instruction for all students. Thank-you for helping us meet this important requirement. *El Código de Educación de Missouri requiere que las escuelas determinen el/los idioma(s) que se habla(n) en el hogar de cada estudiante. Esta información es indispensable para que las escuelas puedan proveer una enseñanza esencial a cada estudiante. Les pedimos su ayuda para poder cumplir este requisito tan importante. Gracias por su cooperación.*

1. What language did your child learn when he/she began to talk? _____
¿Qué idioma aprendió su hijo/a primero cuando empezó a hablar?

2. What language does your child use most frequently at home? _____
¿Qué idioma usa su hijo/a la principalmente en casa?

3. What language is used most often by adults in the home? _____
¿Qué idioma usan los adultos principalmente en la casa?

4. In what country was your child born? _____
¿En qué país nació su hijo/a?

5. What date did your child enter the US? _____
¿En qué fecha entró su hijo/a en los Estados Unidos?

6. What date did your child enter school in the US? _____
¿En qué fecha entró su hijo/a a una escuela en los Estados Unidos?

7. Is anyone in the household a migrant worker? (Do they travel from state to state for a job?) Circle one: Yes No
¿Hay alguien en su casa que trabaja como trabajador/a agricultor/a temporal? (Hay alguien quién se mueve de estado a estado por trabajo?) Marque con un círculo: Sí No

NOTE TO SCHOOL STAFF: This form should be given to all new and enrolling students. Any student that indicates use of a language other than English should be assessed to determine English language proficiency. Please contact Rhonda Hittenberger Ortiz, ELL Liaison, at 523-1135.

Enrolling English Language Learners (ELLs) (For Enrollment Secretaries)

Family arrives at your school* with proof of Springfield residence and proper immunization documentation in English. (**Either at home school or ELL site school.*)

Enroll student in eSchool Plus.
Keep enrollment papers at your site.

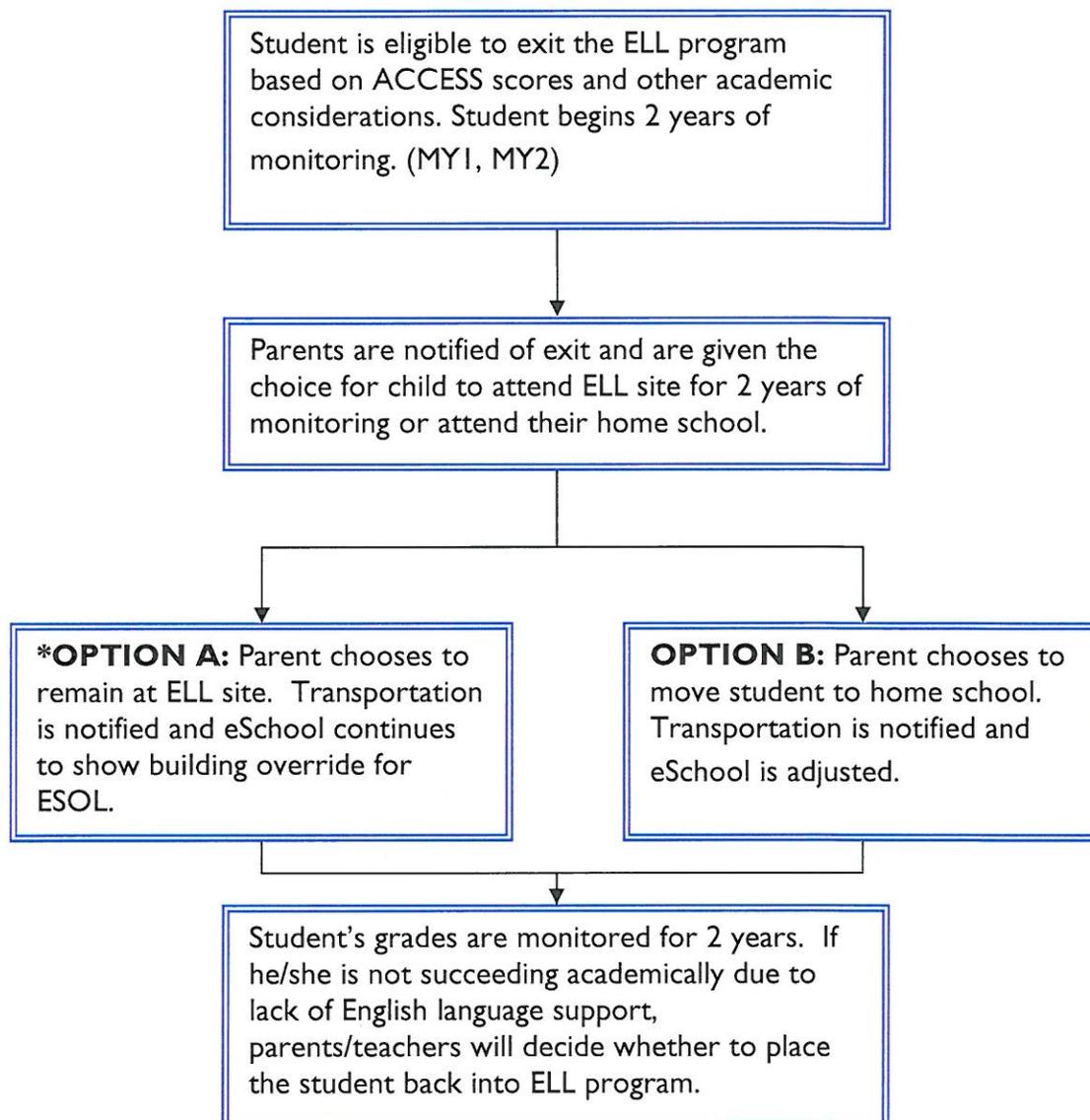
CHECK YELLOW REGISTRATION CARD. IF THERE IS A YES CHECKED ON THE HOME LANGUAGE SURVEY, STUDENT *MUST BE TESTED.*

Call Rhonda at the English Language Learners Office 523-1135 or email her to set up testing appointment.

When testing is completed, Rhonda will call/email you immediately to let you know where the student will attend.

Complete enrollment process at your school or send paperwork to designated school.

EXIT from ELL Program Flowchart



***Option A** – If a student completes the 2-year monitor period, he/she may have the option to remain at ELL site school as a transfer student.

FILE: IGDF
Basic

FUND-RAISING ACTIVITIES

The Springfield Public Schools participate in and provide support to a variety of community agencies' efforts, provided this cooperation does not disrupt or distract from the educational program of the schools.

Students participate annually in the Pupils' Consolidated Fund Campaign from which contributions are distributed among agreed upon agencies. A committee composed of the deputy superintendent, two elementary principals, two middle school principals plus their respective student body presidents, and two senior high school principals plus their respective student body presidents determine the distribution of these funds.

Requests for student notification of activities sponsored by other community agencies will be honored. An announcement of the activity and the location of the sponsor sheets will be made in each building. There will be no active sponsorship of these activities but cooperation will be provided in order to support approved community efforts. These agencies must be certified by the National Information Bureau or the Better Business Bureau. All such requests must be approved by the deputy superintendent.

Other fund raising activities that occur during the scheduled school day must not exploit students and must operate within the constraints of Policies JL, KJ, and District Wellness Program Policy ADF.

Secondary Schools

School fund-raising projects necessary for the support of individually approved activities are necessary from time to time. Approval for these projects must be secured in advance from the principal. Each request will be judged on its merit. Student participation in selling is necessary and acceptable on the secondary school level for approved projects, but must meet wellness program policy guidelines.

School booster club support activities conducted for the purpose of raising funds must be approved in advance by the principal and used for the benefit of the students.

Elementary Schools

Parent-Teacher Association system-wide fund-raising must be approved by the superintendent. Individual school PTA projects must be planned and carried out in cooperation with the principal. The projects must have a designated purpose prior to the beginning of sales. PTA units should not raise funds in order to accumulate money in their treasury. School service projects such as the sale of t-shirts, jackets, etc., may be conducted in cooperation with the principal and the PTA. Fund raising projects may not involve students in direct selling at the elementary level. These projects must be conducted by the adult members of the organization. No activity of this nature may involve gambling as a part of the project.

Adopted: May 15, 2007

Cross Refs: ADF, Wellness Program
IGDG, Student Activities Funds Management
JL, Selling In The Schools
KJ, Advertising In The Schools

The School District of Springfield R-XII, Springfield, Missouri

PRESORT MAIL

Mail pieces that qualify as presort must fall within these guidelines:

- Letter size envelope
- Typed/printed mailing address
- Up to 2 oz. (approx. ≤ 10-12 sheets of copy paper)
- Up to 1/4" thick
- Minimum 5/8" H x 4" L blank space on lower right corner for barcode clearance

Additional recommendations for the mailing address:

- Left aligned
- Parallel to bottom edge, not slanted
- No punctuation

- Please include return address on all mailings

<i>DEPT./SITE</i>	
<i>LOCATION CODE</i>	
<i>NUMBER OF PIECES</i>	
<i>SIGNATURE</i>	

SPS Telecommunications Service Request

User's Name: _____ Date: _____
Please Print

User's Work Phone No: _____ User's Wireless Phone No: _____
To be completed by Purchasing

User's Department/School: _____

Service Request: Cell Phone: ___ Pager: ___ Phone: ___ Fax: ___ Radio: ___

State the Intended Use: Daily Business Use: ___ Travel Use: ___ Emergency Only: ___

What is the estimated number of minutes the service will be used each month? _____

Please provide details about the usage. This will help purchasing to select the best rate plan for the intended usage. For example if the service is to be used while traveling what would be the most common destination(s)? If the service is to be used for daily business, will that business be conducted in the 417 area code? What hours of the day will the business be conducted?

Budget code to be charged for the equipment purchased? _____

Budget code to be charged for monthly services? _____

If you have questions regarding the capabilities of various telecommunication equipment please contact the Purchasing Department for equipment information (except District telephone equipment).

I have read and understand the District's telecommunications equipment and service usage policy and Mobile Device Administrative Procedures. I have taken the appropriate steps to ensure that wireless services will be monitored and that personal usage of District purchased services and equipment will be kept to a minimum and reimbursed to the District per administrative policy.

Authorizing Name: _____

Authorizing Signature: _____ Date: _____
(Must be signed before purchase can be made)

Please forward this request directly to the Purchasing Department.

MOBILE DEVICE ADMINISTRATIVE PROCEDURE

DISTRICT AND PERSONAL CELL PHONE USAGE

DISTRICT CELL PHONES

The School District of Springfield, R-12 provides cell phones to certain staff for administrative purposes. The goal in providing these resources is to facilitate communication for district purposes. With access to district-provided cell phones, employees must use the device for district purposes only, and limit that usage to what is necessary to do their job. The Chief Financial Officer will oversee the district's cell phone usage. The Director of Accounting, or his/her designee, shall review the monthly statements for compliance with administrative regulations for cell phones.

Acceptable Use

Use of cell phones can be broadly categorized as acceptable or prohibited:

- Acceptable use of cell phones is legal use consistent with the mission of the *District*, i.e. use that furthers the district's mission of learning and teaching.
- Prohibited use is illegal use and all other use that is not acceptable, as explained in the areas of responsibilities below.

Building/Department Level Responsibilities

Immediate supervisor or designee is responsible for disseminating, collecting signed permission forms, returning forms to the Purchasing and Information Technology Departments, and enforcing the procedure for district cell phone usage at the building/department level. Any requests for District wireless services should be accompanied by the *SPS Telecommunications Service Request* form.

Individual Level Responsibilities

Cell phones are provided specifically to carry out official district business when other means of communications are not readily available. The following standards will apply to all users of district provided cell phones:

1. Cell phone users are responsible for all calls made on their respective phones.
2. Cell phones are not to be used when a less costly alternative is readily available, unless necessary for safety or emergency circumstances.
3. District cell phones should not be used for personal calls.
4. Employee should not give out district cell phone numbers, except to essential district personnel or others with whom the employee is required to communicate regarding essential district duties.
5. Cell phones are not to be loaned to others.
6. Employees issued a cellular telephone are responsible for its safe-keeping at all times.

Defective, lost, or stolen cell phones are to be reported immediately to the Purchasing and Information Technology Departments, which will in turn notify the service provider. Employees are responsible for the replacement cost of lost or broken phone, and are responsible for all call charges made prior to reporting phone loss to the Purchasing and Information Technology Departments.

7. Cell phones issued for employee use are to be returned to the Purchasing at the conclusion of the school year, activity, or as otherwise specified.
8. Cell phone use while driving a school bus is prohibited.
9. Any charges incurred for the convenience of the employee are the responsibility of the employee.
10. Internet access, data, e-mail, and text usage on district-provided cell phones is not allowed without approval of the Chief Financial Officer. The **District** also reserves the right to review the usage records, texts, email, and stored information on any cell phone, applications, etc at any time.
11. The use of cell phones, mobile devices or district email by non-exempt employees is only required during the user's normal work hours. Non-exempt employees should not use mobile devices for business purposes outside their normal work hours unless approved by their supervisor.

Consequences of Improper Use

Improper, negligent, or unethical use may result in disciplinary actions consistent with the existing district policy, procedures, the Missouri Law, or other applicable state and federal laws. This might also require restitution for costs associated with a lost or damaged cell phone, and costs incurred with improper use or due to non-reported theft.

Disclaimer

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district-provided cell phone.

Personal Cell Phone Connectivity

The Purchasing and Information Technology Departments will support wireless connectivity from personal cell phones to **District** e-mail for district office administration (superintendent, associate superintendents, CFO, executive directors, directors and assistant directors) and campus administration (principals and assistant principals). The *Request for Cellular Data Phone Use Agreement for District Email* form must be agreed to, signed and approved before connectivity will be provided.

Employee Responsibilities

1. All financial and security burdens fall to employee. (This includes data, mail, and internet service charges.)
2. The Purchasing and Information Technology Departments strongly recommends an unlimited data plan with service provider.
3. The employee is accessing **District** e-mail systems and conducting business as a **District** employee; therefore, Acceptable Use Policy, guidelines, and consequences apply when using a personal cell/smart phone for **District** e-mail.
4. If a technician determines an upgrade to software or firmware is necessary, the

employee is responsible for returning to the mobile service provider for the upgrades as to not void the warranty.

5. The phone must invoke PIN key access when powered on and when idle for more than 3 to 5 minutes.
6. Confidential data accessed through **District** e-mail or Web sites are not to be saved on the phone.
7. The Director of Purchasing and/or Information Technology or designee is to be contacted within 24 hours if the phone is misplaced, lost, stolen or replaced. To protect **District** data, the device may be remotely disabled/locked/wiped by the Purchase and Information Technology Departments. If phone is recovered by employee, the employee bears any costs if the phone is unusable or needs reprogramming.
8. To ensure data is unrecoverable, employees must hard reset (clear all memory and settings) disposed or trade-in phones prior to disposal or trade-in. (Refer to phone manual for directions.)
9. All requests for access and issues with access are to be referred to the Information Technology Help Desk through a work order in the Information Technology Help Desk.

Cell Phone Decorum

Cell phone use includes talking on the phone; text messaging, and/or any other activity the phone is capable of doing. Staff should adhere to the following standards:

1. Employees may carry a cell phone device. Classroom/instructional staff members that carry a cell phone should have the phone in off mode during instructional time. Having access to a cell phone should never disrupt instruction.
2. Employee personal calls are to be strictly limited and if necessary should be brief in nature. Calls are not to interfere with a person's job duties.
3. Having access to a cell phone does not preclude employees from following established protocols within specific departments or campus locations. Employees should refer to the department or building employee handbook for additional information and/or guidelines.
4. Cell phones should be in silent mode or off during meetings and professional development.

Supported Platforms

1. Windows Mobile 4.x or higher with ActiveSync functions only.
2. Apple iPhone with OS version 3.0 or above are supported with the ActiveSync only.

Information Technology and Help Desk Services Disclaimers

Information Technology and Help Desk Support cannot:

1. Upgrade firmware or software on devices.
2. Be held liable for loss of data due to conversion or remote wipe/lock.
3. Restore files/data if corruption occurs during conversion.
4. Be responsible for service-provider charges for using mobile data, e-mail, and Internet.
5. Held liable for loss of data or charges from service provider due to virus or malware transferred via district e-mail.

Request for Cellular Data Phone Use of District Email

This request is for the approval and use of the district email services to be setup and used on a non-district provided cellular data phone or referred to as an electronic cellular device (ECD).

The administrative employee below accepts the risk and possible liability of loss of information considered confidential and/or protected by the FERPA and/or HIPAA regulations. The use of non-district ECDs without district administrative approval is prohibited. In the case of a loss of the ECD, the employee accepts the responsibility to immediately notify their cellular service provider of the loss to shutoff the services at their expense. The employee shall immediately notify the district Information Technology Department to discontinue any email access to the district's email services.

The employee's ECD must be setup to lock automatically if unattended for more than 3 to 5 minutes of non-use. The employee's supervisor must approve this agreement below before any ECD can be setup on the district's network and email services. The failure to do so will result in the loss of access to district email services until further notice or approval is provided by district administration.

The Purchasing and Information Technology Departments of ***The School District of Springfield, R-12*** do not accept any liability for any damages, loss of data, applications or personal contacts on any ECD setup for access to the district's network or email services.

The Purchasing and Information Technology Departments cannot support non-district personal electronic cellular devices and will only setup the approved devices below.

The School District of Springfield, R-12 will not reimburse the costs for electronic cellular devices, services and/or calling plans for personal use.

Supported platforms:

1. Microsoft Windows 4.x and above with ActiveSync functions only.
2. Apple iPhone with OS version 3.0 or above is supported with the ActiveSync functions only.

By signing below I agree to all the procedures defined above and accept any liability for loss of my personal cellular device and do not hold ***The School District of Springfield, R-12*** responsible for any harm or loss.

Employee's Cellular Number: _____

Employee's Name: _____

Employee's Signature: _____ Date: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

EMERGENCY DRILL PROCEDURES

STORM DRILLS

1. Each school shall have a minimum of one (1) storm drill each school quarter. There must be at least one drill held during the first full week of the school year as well as the first week of a summer school session.
2. Schools should have the first drill as soon as practical after the school year begins.
3. After a drill, schools must email the drill information to "SPS DISPATCH."
The drill information should be placed on the appropriate form mailed from the dispatch center. The information should contain the date and time of the drill and the time needed to shelter.
4. The School Police Dispatch will maintain a record of each school's drills; however, it is recommended that each site maintain a duplicate record.
5. The correct procedure for executing a storm is listed in the Teacher Job Sheet.

IN-PLACE SHELTERING DRILLS (INTRUDER DRILL)

1. Each school must have at least three (3) in-place sheltering drills during the school year. During the summer school session each school will conduct one drill.
2. It is recommended that the first drill be conducted as a walk through exercise and occur shortly after the start of the school year. Subsequent drills can be conducted in the manner deemed appropriate by the building administrator. Information on how to conduct in-place sheltering can be located in the Teacher Job Sheet.
3. After each drill the school must email "SPS DISPATCH" with information containing the date and time of the drill.
4. The School Police Dispatch maintains a record of each school's drills; however, it is recommended each site maintain a duplicate record.

EARTHQUAKE DRILLS

1. Each school must conduct 2 earthquake drills per year. It is recommended the first drill be conducted during the first week of school. The second drill should be conducted in the second semester. (Missouri Statute 160.453)
2. The earthquake drills will follow current recommended drill procedures. Sources for the procedures are the Greene County Emergency Management guidelines or the Great Central States Shakeout website <http://www.shakeout.org/centralus>

FIRE DRILLS

1. Each school must have two fire drills during the first two full weeks of the school year, one of which may count as the monthly fire drill. During summer school each school must have one fire drill during the first full week of school and a minimum of one additional drill during the session.
2. Each school must have a total of ten (10) drills during the regular school year and two during summer school. It is recommended each school conduct one drill per

- month during the school year. If this cannot be accomplished the school can make up the drill during another month.
3. Each site must keep a log of the fire drills conducted. School Police Dispatch will email the proper format for the information to be e-mailed at the completion of the drill. The log is required to contain:
 - Date and time of the drill
 - Weather conditions
 - Number of occupants evacuated
 - Total time of evacuation
 4. Please note, fire codes require that "Drills shall be executed at different hours of the day or evening, during changes of classes, when the school is at assembly, during recess, or during other times to avoid distinction between drills and actual fires."
 5. Fire Drills are to be conducted by activating a pull station. Only a pull station activation will cause the fire communication system to work properly.
 6. The school must call the School Police Dispatch Center (523-2911) prior to having a drill. (The call should not be made more than thirty (30) minutes prior to having the drill.) SPS Dispatch shall be called after the drill at which time the evacuation information can be provided.
 7. Failure to call prior to having a drill may result in fire units being dispatched to the site. In consultation with the Fire Marshall, **we are not allowed to hold a fire alarm signal more than one (1) minute before the fire units are dispatched.**
 8. Fire Codes require that drill reports be submitted to the local Fire Chief's office. School Police Services will submit a district report on all school sites annually. A school's site log is subject to inspection by the Fire Marshall's office without notice.
 9. In the case of a false fire alarm, a school may use it as a fire drill provided all of the required information is collected and submitted as described above. In the case of a false alarm where an individual has been identified as being responsible and it appears that it was intentional, a report must be filed with a School Police Officer. This is a criminal offense and depending on the age of the perpetrator and the circumstances involved, local law enforcement may need to be notified.

FIRE ALARM EQUIPMENT MALFUNCTION

1. The General Services Center maintains all Fire Alarm Systems. All malfunctions should be reported immediately to 523-0400 extension 0401.
2. The main fire alarm system control panel and the fire alarm communicator at each site has a reset and/or alarm silence buttons/switches. Activating the alarm silencer will cause the audible alarm on the specific control panel to cease. However, the malfunction should still be reported. The fire alarm communicator is a red box generally located in or near the main office complex.

APPENDIX B:
SERVICE ANIMAL REGISTRATION/AGREEMENT

Owner of Animal _____	Staff	Student
Name of School/Facility _____		
Type of Service Animal: Dog _____ Other _____		
Name of animal _____		
_____ Letter from physician is attached		
Documentation attached that the service animal is:		
_____ Properly and currently vaccinated		
_____ Under the control of a properly trained handler Name of handler _____		
_____ Covered by adequate liability insurance		

I have read and understand the Springfield R 12 School District's Service Animal Procedure. I will abide by the terms of this procedure.

I understand that if my service animal is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the school district or if the service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, the school district has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to school district property, personal property and any injuries to individuals caused by my service animal. I agree to indemnify, defend and hold harmless Springfield Public Schools from and against any and all claims, actions, suits judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

OWNER

Signature
Date _____

APPROVAL

Signature: **Director of Human Resources**
(Required approval- staff member requests)
OR Superintendent or Designee
(Required approval-student requests)
Date _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

Springfield Public Schools

Technology Request Form for Additional Devices—Purchased & Donated

Directions: Email the completed form to amgeorge@spsmail.org. If you are not the supervisor of the site or program, please have the supervisor email the form as record of his/her approval. I.T. staff and the Cabinet member of the respective site/program will review the request and reply.

Requestor's Building	Click here to enter text.	Date Requested	Click here to enter a date.
Requestor's Name	Click here to enter text.	Date Required	Click here to enter a date.
Requestor's Email	Click here to enter text.	Room Number(s)	Click here to enter text.
Requestor's Phone#	Click here to enter text.	Reference # (Leave blank)	Office Use Only.

Request Details – Describe the (1) number and kind of devices; (2) projected costs; (3) funding source(s); and, (4) purpose or use of the technology.

Click here to enter text.

Impact Analysis - What indicators/measures will be used to determine impact on students, staff, and/or program effectiveness?

Click here to enter text.

Impact & Scope of Work - Please describe if data drops are available or if the use of wireless connections will be required.

Click here to enter text.

Decision – Approvals

Approval of Supervisor: Click here to enter text. **Date:** Click here to enter a date.

Approval of Technology Department: Click here to enter text. **Date:** Click here to enter a date.

Approval of Cabinet Member: Click here to enter text. **Date:** Click here to enter a date.

Springfield Public Schools

Technology Replacement Request Form

Directions: Email the completed form to amgeorge@spsmail.org. If you are not the supervisor of the site or program, please have the supervisor email the form as record of his/her approval. I.T. staff will review the request and reply. (**Note: This is only for replacement equipment only**)

Requestor's Building	Click here to enter text.	Date Requested	Click here to enter a date.
Requestor's Name	Click here to enter text.	Date Required	Click here to enter a date.
Requestor's Email	Click here to enter text.	Room Number(s)	Click here to enter text.
Requestor's Phone#	Click here to enter text.	Reference # (Leave blank)	Office Use Only.

Request Details – Describe the (1) number and kind of devices; (2) serial numbers of the equipment being replaced.

Click here to enter text.

Disposition Details - Description of Use or Disposal of Replaced Equipment (Please describe the condition of the equipment being replaced for disposal purposes)

Click here to enter text.

Decision – Approvals

Approval of Supervisor: Click here to enter text. **Date:** Click here to enter a date.

Approval of Technology Department: Click here to enter text. **Date:** Click here to enter a date.



Springfield Public Schools
REQUEST FOR APPROVAL TO CONDUCT RESEARCH

The Springfield Public School district encourages educational research by departments of the school system, advance degree candidates, agencies and institutions of higher learning. All research projects to be conducted in the schools must have prior approval by the Springfield Public Schools Research Review committee. The following instructions identify the forms/documents that must be submitted and describes procedures of the approval process.

I. Application for Request for Approval to Conduct Research

1. Name of Researcher: _____ Date: _____

2. Business Address of Researcher (City/State, Zip Code)

3. Email Address: _____

4. Telephone Numbers: (Area code and daytime phone number) _____

(Area code and work phone number) _____

5. Reason for conducting research:

a. _____ Necessary to complete a Masters level graduate course

b. _____ Necessary to complete the requirements for a Masters degree

c. _____ Necessary to complete the requirements of a Specialists level graduate course

d. _____ Necessary to complete the requirements for a Specialists degree

e. _____ Necessary to complete a Doctoral level graduate course

f. _____ Necessary to complete the requirements for a Doctorate degree

g. _____ Necessary to complete research for a community project

*(*Note: If the requested research is a component of a grant application for an outside agency or community group, contact with the Quality Improvement & Accountability department should be made prior to grant submission.)*

6. Name of participating institution/agency: _____

7. Name of Research Advisor or Project Director _____

Telephone Number: _____ Email: _____

8. Advisory or Project Director Signature _____

9. If your research proposal requires specific district data, please provide a brief description of your data needs:

CONDITIONS FOR MAINTAINING ANONYMITY AND SHARING PROJECT RESULTS

I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal articles(s), book(s), etc., which incorporate any information derived from the research conducted within the Springfield Public Schools. If permission is granted to conduct the research described in this request, I verify the research will be conducted in compliance with all federal and state statutes and the policies of the Springfield Public Schools.

I agree to provide the Quality Improvement and Accountability Department with a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.

Signature of the Researcher

Date

II. Directions for Application:

1. This form must be completed to satisfy Springfield Public School District R-12 Administrative Practice and Procedures 6.18 "Requests to Conduct Research."
2. The University advisor/organization administrator must sign this request. He or she will accept direct responsibility related to research activities.
3. **Five copies** of this form and **five copies** of all requested documents and attachments must be submitted.
4. The researcher may contact participating schools and/or departments for data collection **only after** the form has been officially approved by the district Research Review committee.
5. Application packets received at *least one week* before the Research and Review committee's monthly meeting will be reviewed.

III. Guidelines:

1. Researchers may request to do research with specific staff members or buildings and efforts will be made to honor these preferences.
2. Data derived from tests, school records, interviews, or survey/questionnaires, which have potential for invasion of privacy of students or their families, must have advanced written authorization of parents or guardians. These releases will be collected and filed with the building principal before the project is initiated.
3. Personnel records of the school staff are confidential and information will not be released from these records.
4. Public information will be available to researchers and other interested parties, but if time or other expense is involved, the requesting party will be responsible for such costs.
5. Instructional activities will not be interrupted unless there is clear significance for the improvement of educational programs in the Springfield Public School District.
6. Decisions of the committee will be granted within two weeks of formal review of the proposal. Please note formal review occurs at monthly committee meetings.
7. Should a request be denied the applicant will be offered an opportunity to make corrections/submit further documentation for review. Resubmitted requests will be subject to formal review and issued a decision within two weeks of the monthly committee meeting.
8. A copy of your final research report will be submitted to the Quality Improvement & Accountability department.

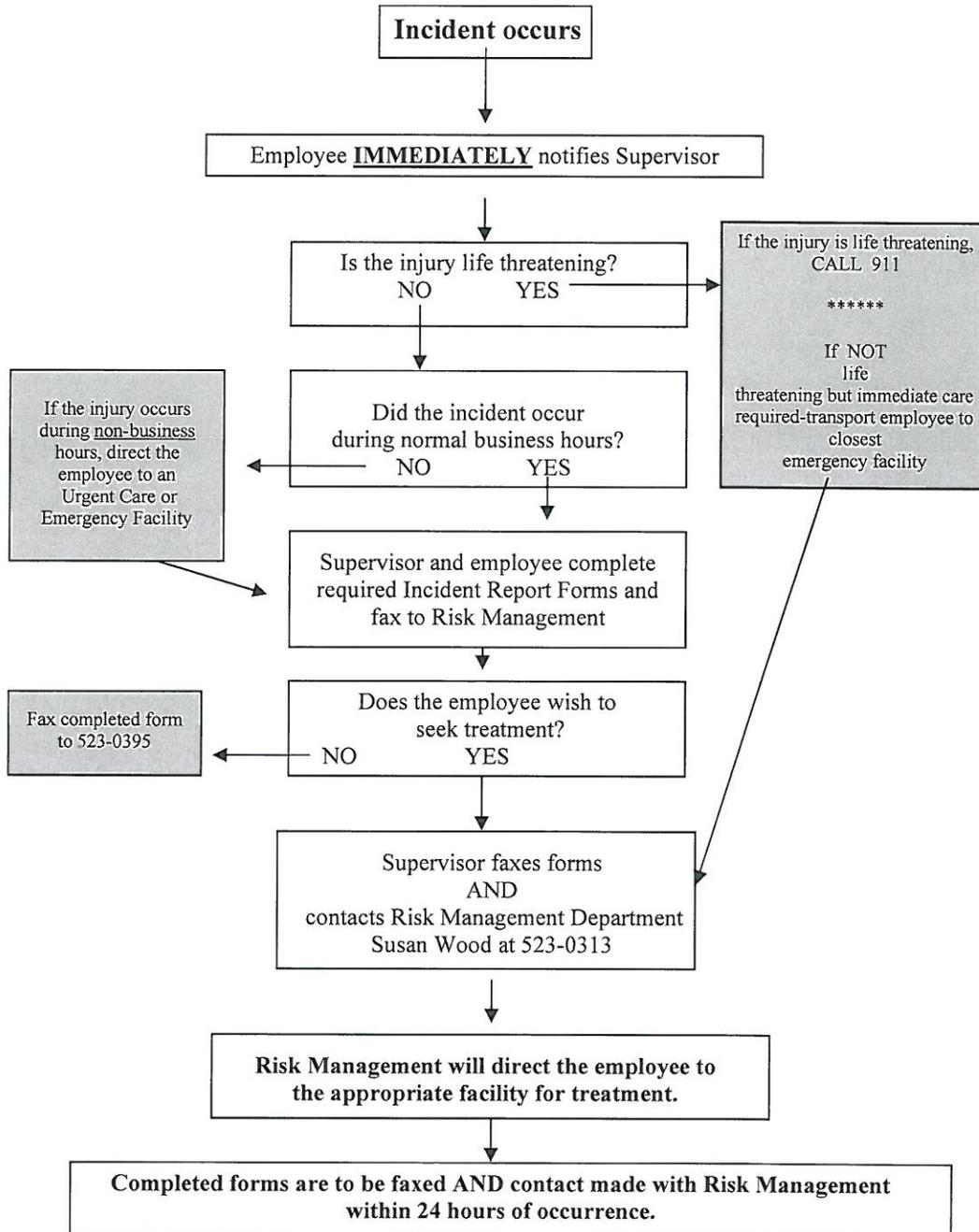
IV. Please attach the following documentation with your completed Request for Approval to Conduct Research form:

- Research Title
- Purpose
- Methodology
- Statement of Problem
- Hypothesis and/or Research Questions
- Description of variables
- Description of Sample
- Method of Sample Selection
- Data Collection Instruments (if applicable)
- Data Collection Timetable
- Samples of Consent forms (if applicable)
- Names of participating schools
- Identification of target population (i.e. teachers, administrators, students, grade levels, and expected number of participants)
- Anticipated Start Date of Research
- Completion Date of Research
- Copy of Institution of Higher Learning Internal Review Board (IRB) application form approved and signed.

Return this completed form and supporting documentation to: Kraft Administrative Center, ATTN: Cathy Galland, Research Review, 1359 E. Saint Louis Street, Springfield, Missouri 65802.



Workers Compensation Incident Procedures & Guidelines



SPRINGFIELD PUBLIC SCHOOLS
Workers Compensation Employee Incident Report
(to be completed by employee)
PLEASE USE TAB KEY TO MOVE FROM FIELD TO FIELD

Date of Incident: _____ Time: _____ Incident Location: _____

Employee Name: _____ Address: _____

City/Zip: _____ Date of Birth: _____

Marital Status: [] Unmarried [] Married [] Separated [] Unknown Time Began Work: _____ [] am [] pm

Employee Soc. Sec. No: _____ Telephone # Work: _____ Home: _____

Department: _____ Job Title: _____

Direct Supervisor: _____ Supervisor's Telephone #: _____

Duty being performed at time of incident: _____

Description of Incident (Be Specific)(please tab from line to line) _____

Multiple horizontal lines for describing the incident.

List all Witness Names _____

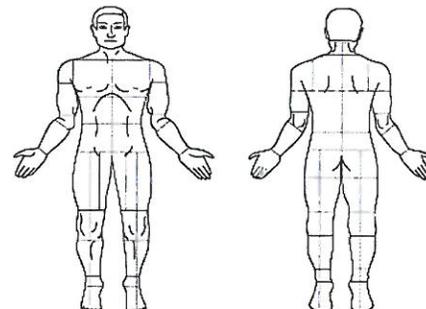
Body Part(s) affected: _____

Does the employee wish to seek treatment: [] Yes [] No

Indicate with an X the area of pain.

Employee Signature _____

Date Signed: _____



TO SEEK MEDICAL ATTENTION
CONTACT A WORKERS' COMPENSATION
REPRESENTATIVE AT 523-0313 or 523-0312

Completed form must be faxed to the Risk Management Office at 523-0395 immediately

SPRINGFIELD PUBLIC SCHOOLS

Workers Compensation Supervisor Incident Report

(to be completed by employee's direct supervisor)

A. Employee Information

EMPLOYEE NAME:	JOB TITLE:
DATE OF HIRE:	SHIFT <input type="checkbox"/> Day (normally scheduled) <input type="checkbox"/> Night (normally scheduled) <input type="checkbox"/> After hours <input type="checkbox"/> After hours (on call) (extracurricular meeting, etc)
EMPLOYMENT CATEGORY <input type="checkbox"/> Regular-Full Time <input type="checkbox"/> Probationary period <input type="checkbox"/> Regular-Part Time <input type="checkbox"/> Seasonal	INCIDENT LOCATION:
PHASE OF EMPLOYEE'S WORKDAY AT TIME OF INCIDENT <input type="checkbox"/> During rest period <input type="checkbox"/> Working overtime <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> During meal period <input type="checkbox"/> Performing work duties <input type="checkbox"/> Other: _____	TASK AND ACTIVITY AT TIME OF INCIDENT A: General Type of Task: _____ B. Specific Activity: _____ C. Employee was working: <input type="checkbox"/> Alone <input type="checkbox"/> With fellow worker <input type="checkbox"/> Witness Name: _____ Phone: _____

B. Contributing factor(s) (check all that apply)

<input type="checkbox"/> work practices	<input type="checkbox"/> inadequate instruction	<input type="checkbox"/> inadequate workspace	<input type="checkbox"/> assistance unavailable
<input type="checkbox"/> equipment failure	<input type="checkbox"/> equipment unavailable	<input type="checkbox"/> weather	<input type="checkbox"/> horse play
<input type="checkbox"/> lack of attention	<input type="checkbox"/> incorrect method	<input type="checkbox"/> terrain	<input type="checkbox"/> unsupervised

Describe in detail the incident: _____

C. PREVENTION OF INCIDENT RECURRENCE

Describe what action is planned or has been taken to prevent a recurrence of the incident, based on the key contributing factor(s)

(Immediate) _____

(Long Term) _____

Training Required?	Rehabilitation
New Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Is required
Task specific <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Is not required
Area specific <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Unknown as yet
Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Time Off Work Required

Is problem related to maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has problem been reported to maintenance for repair? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reported to Whom: _____ Date Reported: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

SCHOOL _____

Date _____

Authorized Signatures (Schools)

For Accounts Payable and Payroll

<i>Printed Name</i>	<i>Signature</i> <small>**Include initials** if used to indicate approval of PO or Batch</small>	Place check mark in box if authorized to sign.		
		Payroll (Principal Only)	Purchase Orders	Batched Invoices
Principal		✓		

Stamp: (Not to be used on Payroll Time Sheets)

Stamp used by:

Department _____

Date _____

Authorized Signatures (Sites)

For Accounts Payable and Payroll

<i>Printed Name</i>	<i>Signature</i> **Include initials** if used to indicate approval of PO or Batch	✓ Place check mark in box if authorized to sign.		
		Payroll (Supervisor Only)	Purchase Orders	Batched Invoices
Supervisor		✓		

Stamp: (Not to be used on Payroll Time Sheets) <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>	Stamp used by: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
---	---

Risk Management
District Property Loss or Damage Report
Fax to 523-0395

Note - Routine vandalism damage may be reported directly to Building Services; this form is not required. For all other types of damage or loss, complete this form. Incidents requiring School Police reports must also be reported directly to School Police. If you plan to request reimbursement of expenses from the district retained claims fund or from district or third party insurance, this form will be forwarded throughout the process. For questions contact Risk Management at 523-0312.

SECTION I: REPORT (Please USE TAB KEY rather than enter TO MOVE FROM FIELD TO FIELD)

Complete Section I and send to Risk Management as soon as possible after discovery of the damage or loss, even if estimates are not yet available. Retain a copy of the form to submit again later with your reimbursement request. (Section II below).

Date of incident: _____ **TYPE OF LOSS:**
 Site: _____ Storm/Weather damage
 Discovered by: _____ Theft
 Was a School Police report requested? _____ Mysterious disappearance
 _____ (no known incident)
 _____ Break-in/Vandalism
 _____ Damage due to equipment failure
 _____ Other: _____
 Person completing this form: _____ Contact information: _____

How was the damage or loss discovered? _____

Describe the damage or loss including cause if known (attach additional sheets or information if appropriate)

Estimated cost of repairs/replacement: _____ Work Order #: _____

SECTION II: REQUEST FOR PREAPPROVAL (optional) Date submitted: _____

Attach estimates or other supporting documents and submit to Risk Management.

Submitted by: _____ Contact information: _____
 Amount Requested: _____ Risk Management Approval: _____ Date: _____

SECTION III: REQUEST FOR REIMBURSEMENT Date submitted: _____

Attach copies of invoices and payment records and submit to Risk Management. Include GL account information.

Submitted by: _____ Contact information: _____

Amount Requested: _____ Risk Management Approval: _____ Date: _____

SECTION IV: RISK MANAGEMENT APPROVAL AND REIMBURSEMENT INSTRUCTIONS

Risk Management to complete and forward for processing, or notify site of any unapproved requests

- Approved –transfer from Retained Claims GL acct. 10-2541-6351-000-000
 to GL acct # _____
 Forwarded to Bldg. Services – transfer from Vandalism GL acct. 10-2541-6351-810-000
 Unable to reimburse

BY _____ Date _____

SECTION IV: REIMBURSEMENT

Accounting Analyst – record journal entries made. Retain completed form and supporting documentation.

Amount	From GL	To GL	By	Date



Springfield Public Schools

Athletic/Activity Transportation Parent Information Sheet

MIDDLE SCHOOL:

District transportation is provided to and from the student's school and event sites for middle school extracurricular events, including inter-city athletic competitions

HIGH SCHOOL:

District transportation is provided to and from the student's school and event sites for out-of-town events. District transportation is not provided for most inter-city high school athletic competitions. The exception is football, as equipment must also be transported.

INTER-CITY EVENTS WITHOUT TRANSPORTATION:

1. When District transportation is not provided, each family is responsible for providing or arranging transportation to and from practices and the event.
2. Students will be free to leave when dismissed by their coach. Parents should make specific arrangements with their student.

INTER-CITY EVENTS WITH TRANSPORTATION AND OUT-OF-TOWN EVENTS:

1. When the District transportation is provided, parents are responsible for delivering their student to the designated pick-up site as instructed by the coach or sponsor, and for picking up the student promptly upon return to the site.
2. At the end of the event, students will be transported back to their school for pickup unless they are signed out by a custodial parent/guardian. If the parent chooses to transport the student home, he/she must sign the student out at the end of EACH event with the head coach or sponsor of the activity and accept responsibility for the care and transportation of the student.

EVENTS WITHOUT TRANSPORTATION:

In rare cases, the District may not provide transportation for one or both parts of a trip that would normally involve District transportation. This typically occurs only for events with very few participants or irregular scheduling. In these cases, the parents will be notified by the coach in advance. The parents will be required to accept responsibility for providing or arranging transportation.

**SPRINGFIELD PUBLIC SCHOOLS PARENT RELEASE
ATHLETICS/ACTIVITIES SIGN-OUT CHART**

School: _____ Event: _____ Date: _____

As Parent/Guardian for the Student, I acknowledge that the School District of Springfield provides transportation for this event. Transportation is provided to and from the student's school to the event site. By signing my child out below, I am voluntarily rejecting the District's offer and am accepting responsibility for my child's care and transportation. I agree to release, indemnify, and hold the School District of Springfield R-XII, its Board of Education, and employees harmless from any and all claims, liability, or damages that may occur.

	Student Name (Print)	Parent Name (Print)	Parent Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			



Springfield Public Schools

Athletic/Activity Sign-out Exception Request

Requests must be submitted to site administration 48 hours in advance of the event and must be approved by 1)Site Administration, 2)District Activities Director, and 3)Associate Superintendent prior to the event.

Requests declined at any level will not be reviewed further.

School: _____ Student: _____

Event Description: _____

Event Date: _____ Event Location: _____

At the end of the above listed event, I hereby request and authorize the School District of Springfield to allow the following individual to sign my student out:

Name of person authorized to sign student out (must be 21 or over)

Relationship to student

By signing this authorization, I am voluntarily rejecting the District's offer for transportation back to their school, and am accepting responsibility for my child's care and transportation upon sign-out. I understand that this is an exception is for this event only. I agree to release, indemnify, and hold harmless the School District of Springfield R-XII, its Board of Education, and employees from any and all claims, liability, or damages that may occur as a result.

Parent Name: (print) _____

Parent Signature: _____ Date: _____

Approvals (may be via email, etc.): Site _____

District AD _____

Associate Superintendent _____



Springfield Public Schools

Specific Event - NO Transportation Notice

(for out of town exception situations – not necessary for routine inter-city non-transportation events)

Occasionally, it is not feasible or practical for the District to provide transportation for a specific extracurricular event. Your student is being asked to participate in the following event for which District transportation is not available for either all or a portion of the event:

Event: _____

Date: _____ Location: _____

By signing below, you are acknowledging that you will accept responsibility for your student’s transportation as follows:

Parent responsibility:

___ Transportation to and from the event (No District transportation will be available)

___ Transportation home at the end of the event (District will provide transportation to the event)

I accept responsibility for arranging my student’s transportation for the above listed event as indicated. I understand that I will be responsible for monitoring the event and making sure transportation is available for my student promptly at the end of the event. I hereby grant permission for my student to participate in the event under these conditions, and am releasing the District of Springfield R-XII, including its board of directors, officers, employees, and agents, from claims, causes of action or damages resulting from such transportation.

Student Name

Parent Name

Parent Signature

Date

DRIVER VERIFICATION FORM
PLEASE USE TAB KEY OR MOUSE TO MOVE FROM FIELD TO FIELD

Submit annually to Risk Management prior to transporting students in an employee-owned or rented vehicle.

SCHOOL NAME: _____

DRIVER INFORMATION:

Driver's Name: _____ Date of Birth: _____

Missouri driver's license number? _____ Expiration Date: _____

Driving violations in the past 3 years _____

VEHICLE INFORMATION:

Year/make/model of vehicles you **own** that you may use to transport students:

Year _____ Make _____ Model _____ Capacity _____

Year _____ Make _____ Model _____ Capacity _____

Will you be renting a vehicle to transport students? YES NO Type: _____

Note: Standard private passenger mini-vans up to 7 passenger capacity may be used. Higher capacity "church" type vans are not approved for student transportation and may not be used to transport District students.

INSURANCE REQUIREMENTS:

- EMPLOYEE MUST CARRY PERSONAL AUTO COVERAGE WITH MINIMUM LIABILITY LIMITS OF:
 - **300,000.00 COMBINED SINGLE LIMIT OR \$100/\$300/\$100 SPLIT LIMITS**
- EMPLOYEE Must attach a current verification of coverage showing limits. Verification may be a (1) copy of the policy declarations page (often available on line) or (2) Certificate of insurance from your agent or (3) insurance ID card IF limits are included.

- Drivers must hold a valid and uncompromised Missouri Drivers license
- Drivers are expected to drive in a safe manner and to follow the rules of the road. All occupants, including the driver, must use a seatbelt at all times.
- **The owner of the vehicle and the driver bear the primary liability.**
- The owner of the vehicle and the driver assume the risk of damage to the vehicle.
- The owner/driver of the vehicle and the driver assumes responsibility for maintaining insurance coverage and providing renewal certificates to Risk Management and for notifying the District of driving violations.

I have read and understand the above expectations. I verify that the above provided information is accurate and accept the personal liability exposure associated with transporting students.

Signature: _____

Date: _____