

**SECTION E
SUPPORT SERVICES**

EB	Safety Program
EBA	Building and Grounds Inspections
EBAB	Hazardous Materials
EBAB-R	Hazardous Materials (Handling and Disposal of Mercury)
EBAC	Asbestos Control
EBBA	Illness and Injury Response and Prevention
EBBA-R	First Aid
EBBB	Do Not Resuscitate (DNR) Orders
EBBD/EBBE	Fire Safety/Safety Glazing Procedures
EBC	Emergency Plans/Safety Drills
EBCC	Bomb Threats
EBCC-R	Bomb Threats
EBCD	Emergency Closings
EBCD-E-1	Emergency Closings (Wind Chill Table)
EBCD-E-2	Emergency Closings (Heat Safety Index)
EBCD-R	Emergency Closing (Inclement Weather Schedule)
ECA	Building and Grounds Security
ECAA	Weapons on School Property
ECAB	Vandalism
ECAB-R	Vandalism
EDBA	Maintenance and Control of Instructional Materials
EDD	Materials Resources Records and Reports
EEA	Student Transportation Services
EEAA	Walkers and Riders
EEAA-R	Walkers and Riders
EEAA-E	Application for Transportation Less than One Mile to School
EEAB	School Bus Scheduling and Routing
EEAB-R	Routing on Dead End Roadways or Cul-de-sacs

**SECTION E
SUPPORT SERVICES**

EEAC	School Bus Safety Program
EEACA	Bus Driver Examination and Training
EEAD	Special Use of School Buses
EEAE	Student Transportation in Private Vehicles/Common Carriers
EEAG	Student Transportation Records and Reports
EEBA	District Owned Vehicles
EEBA-E-1	District Owned Vehicles Agreement
EEBC	District Issued Cell Phones
EEBC-E-1	District Issued Cell Phones Agreement
EF	Student Nutrition Services Management
EF-R	Student Nutrition Services Management (Student Meal Charge Guidelines)
EFB	Free and Reduced Price Student Nutrition Services
EFB-R	Free and Reduced Price Student Nutrition Services
EGAAA	Reproduction of Copyrighted Materials
EGAC	Telephone Services
EHB	Technology Usage
EHB-R	Technology Usage (Technology Safety)
EHB-E-1	Internet Usage Agreement – Student
EHB-E-2	Internet Usage – Staff
EHB-E-3	Software Checkout Form
EHB-E-4	Laptop/Electronic Device Agreement
EHBC	Privacy Protection
EI	Insurance Management
EI-R	Insurance Management
EIA	Property and Liability Insurance

SAFETY PROGRAM

Maintaining healthful and safe conditions throughout the school district is the responsibility shared by the Board, superintendent, administrators, teachers, custodial and maintenance personnel and all other support staff.

Every attempt will be made to meet safety and health requirements as established by state and federal regulations and laws. Such hazards, as indicated by inspectors, will be reported to the Board and corrected.

Safe practices will be a scheduled part of instruction in classrooms, laboratories and school shops.

The building administrator will supervise the safety program in his or her facility, report hazardous conditions and hold employees and students responsible for the observance of all rules and regulations. The building administrator or his or her designee and a custodian of the building shall regularly inspect areas critical to the safety of pupils and staff. The superintendent of schools and/or building administrator shall take whatever action is necessary for the continued enforcement of the safety policies of the Board of Education.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

BUILDING AND GROUNDS INSPECTIONS

General

The principal of each school, together with the head custodian, will be responsible for making quarterly reports to the superintendent. The reports will identify conditions and suggest corrections.

Asbestos

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act as described in regulations of the Environment Protection Agency.

Adopted: December 3, 1990

Cross Refs: EBAC, Asbestos Control

Legal Refs: §§ 701.120, .122, .125, .127, RSMo.
The Asbestos Hazard Emergency Response Act of 1986

Fort Zumwalt School District, O'Fallon, Missouri

HAZARDOUS MATERIALS

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Fort Zumwalt School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Adopted: August 3, 1992

Cross Refs: EBAC, Asbestos Control

Fort Zumwalt School District, O'Fallon, Missouri

HAZARDOUS MATERIALS (Handling and Disposal of Mercury)

The purpose of this procedure is to reduce the risk of mercury exposure to students, staff and visitors of the district. Mercury is a neurotoxin that can damage the nervous system and kidneys as well as other systems and organs. Because mercury vapor is rapidly absorbed through the lungs, district staff must respond to a mercury spill immediately and appropriately.

Procurement

No employee of the district will purchase mercury-containing products when mercury-free substitutes are available. Where mercury-free products are not available, lower-mercury products will be used.

Inventory

The facilities director will conduct an audit to identify possible sources of elemental mercury in district facilities using the Mercury Audit Checklist from the Missouri Department of Natural Resources (DNR) or a similar document from another appropriate source. The results of the audit will be shared with building administrators.

Disposal

Unwanted mercury containing materials will be disposed of using universal waste procedures. Unwanted laboratory chemicals, including jars of elemental mercury, must be managed as hazardous waste and packaged, labeled, transported and disposed of in accordance with state regulations. Fluorescent lamps will be recycled.

Preparation

The facilities director will purchase commercial mercury spill kits and place them in every building that contains mercury. As an alternative to purchasing a commercial kit, the school principal may create a kit by assembling the following items:

1. Rubber, nitrile or vinyl gloves
2. Safety glasses
3. Eye dropper or syringe (no needle)
4. Playing cards
5. Rubber squeegee
6. Duct tape or other heavy duty tape
7. Plastic container with lid or heavy duty plastic zip bags
8. Flashlight

Training

The facilities director will regularly train a minimum of two (2) district staff members who regularly work in each building that contains mercury on the:

1. Sources of mercury in the building.
2. Location of the mercury spill kits.
3. Process for appropriately cleaning mercury spills as outlined in this procedure.

Small Spill Procedures

Note: Never use a vacuum cleaner or broom to clean up a mercury spill and never dump mercury down the drain or place it in the trash.

1. Evacuate the area of the spill leaving clothes, shoes and other articles splashed with mercury at the spill site.
2. Wash skin exposed to mercury with soap and water.
3. Turn off heating/air conditioning to prevent mercury vapors from spreading.
4. Isolate the spill site.
5. Ventilate the spill area by opening windows and using exhaust fans that ventilate to the outdoors, and continue to ventilate for 24 hours after clean up.
6. Remove jewelry from hands and wrists and put on protective gloves, safety glasses and clothing that can be easily discarded if contaminated.
7. Inspect the area with the flashlight to locate the mercury.
8. Pick up the mercury drops by following the directions in the commercial spill kit or by using the squeegee or playing cards to concentrate the spill in a small area.
9. Once concentrated, the beads can be picked up using the dropper or syringe.
10. Place the beads in the plastic container or zip bag.
11. After all visible beads have been picked up, reinspect with the flashlight and continue cleaning if necessary.
12. Double-bag all mercury and contaminated substances.
13. Call the Missouri Department of Natural Resources= Environmental Response 24-hour hotline at 573-634-2436.

Large Spill Procedures

For spills of greater than one (1) pound, follow steps one (1) through five (5) above and then contact DNR.

Adopted: June 28, 2007

Fort Zumwalt School District, O'Fallon, Missouri

ASBESTOS CONTROL

The Fort Zumwalt School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- A. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
- B. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- C. Describe corrective steps and long-range maintenance in a management plan available to all concerned persons and filed with the appropriate state agencies.
- D. Post warning(s) on all areas containing asbestos and a written notice will be sent to parents and employees apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

Adopted: December 3, 1990
Revised: August 21, 1995

Cross Refs: EBA, Building and Grounds Inspections
GBE, Staff Health and Safety

Legal Refs: The Asbestos Hazard Emergency Response Act of 1986
(AHERA)

Fort Zumwalt School District, O'Fallon, Missouri

ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering epinephrine, medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

Incident Reports

Employees must report all injuries to their supervisor immediately. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary.

Eye Protection

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the school district. These devices may be issued to the students or provided at work stations for individual activities.

The superintendent or designee will continuously review job descriptions and district activities to improve safety in the district. The district will provide protective equipment when it is required by law or when it is determined by the superintendent or designee to be necessary to maintain district safety standards. In accordance with law, students, staff and visitors must wear eye protective devices in vocational, technical and industrial arts courses and laboratories involving chemicals, welding, construction, vehicle repair or other activities as designated by the district. When provided, all persons are required to use protective equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

Adopted: April 5, 1982
Revised: August 21, 1995
Revised: June 20, 2011
Cross Refs: JHC, Student Health Services and Requirements
 JHCD, Administering Medicines to Students
Fort Zumwalt School District, O'Fallon, Missouri

FIRST AID

Emergency Forms

The district will regularly request medical information so it is better prepared to accommodate or assist students and employees with known medical needs.

The emergency contact forms will include the following information:

1. Name, address, and home phone number of the pupil.
2. Names, addresses, and home phone numbers, of parents or guardians.
3. Parents/guardians' business and emergency contact phone numbers.
4. Family physician's or pediatrician's name and phone number.
5. Special health problems if any.
6. Names, addresses, and phone numbers of at least two other person with transportation who may be contacted when parents/guardians cannot be reached.

The district will annually request that students and their parents/guardians provide the district with current information on any medical conditions that may impact the student's education or that may require medical care during the school day or during school activities. In addition, the district will request emergency contact information for the parents/guardians and other persons authorized by the parents/guardians to respond in an emergency. Information will be requested at the beginning of each school year and retained in a location readily accessible to the appropriate district personnel.

The district will also request that each employee provide information on any medical conditions of which the district needs to be aware for accommodation purposes or to adequately assist the employee in an emergency. Employees will be asked to designate persons the district may contact in an emergency.

General directives for illness and injury

Any individual who is taken ill or injured while on district property should report to the nurse's or principal's office. Any individual injured on district property, on district transportation or at a district activity will be given emergency first aid care by the nurse or designee if applicable. Emergency first aid treatment may be rendered by other district personnel if the nurse or designee is not available.

Evaluations of Illness and Injury

Evaluations of illness and injury should minimally include:

1. Taking a history of the symptoms, paying particular attention to any signs and symptoms of communicable diseases.
2. Determining whether an elevated body temperature is present.
3. Performing a physical assessment as indicated by symptoms.

Students should be isolated until a judgment using written protocols has been made by a professional nurse, physician, health paraprofessional or an individual acting as a temporary substitute for the professional nurse.

Disposition of Minor Illness or Minor Injury Cases

1. If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day; however, in the interest of school-parent/guardian relations, the principal or designee may contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the principal or designee will use the alternate contacts provided on the emergency form.
2. If a student requires non-emergency medical attention, the parents/guardians will be notified immediately by the principal or designee, and the parents/guardians will be responsible for transporting the student to the physician of their choice.

3. In non-emergency cases, if efforts to reach the parents/guardians or other responsible adults in the home are not successful, the child will be kept in school under the observation of the principal or designated personnel.
4. Disposition of minor illness or injury of staff members will be left to the discretion of the individual staff member.

Deposition of Major Illness or Major Injury Cases

1. If, in the judgment of the principal, nurse, or other designated employee, the injury or illness is serious enough to require hospitalization, the child should be transported immediately by ambulance. In case of a critical emergency, where immediate life-saving help is needed, the fire department, rescue squad, or other appropriate agency will be contacted to provide emergency assistance.
2. The school should be prepared to give rescue officials the individual's emergency information form.
3. The school will obtain information relative to the destination or hospital to which the child is taken.
4. The principal or designee will contact the parents/guardians, spouse or other appropriate parties. In the case of a student, if there is no telephone, an adult messenger from the school will directly notify the parents/guardians.

Medical Emergencies

1. Cardiopulmonary Resuscitation (CPR): The school nurse will maintain a list of staff members who have submitted certification that they are trained in CPR. The school nurse will provide the list to the principal, who will ensure that the list is disseminated and posted in the appropriate locations. The nurse will review certifications and update the list annually.
2. Emergency Medical Services (EMS): In the event that a situation warrants contacting EMS, the principal will also notify the parents/guardians or other appropriate parties immediately.
3. Automated External Defibrillators (AEDs): The superintendent will provide for training and supervision of personnel on use of the device, ensure that the locations of all AEDs are posted and ensure that the equipment is properly maintained and registered in accordance with law.
4. Pre-Filled Epinephrine Auto Syringes: Epinephrine will be administered only by the school nurse or other school employees trained and supervised by the school nurse in accordance with written protocols provided by the authorized prescriber, except for those students authorized to carry and self-administer epinephrine may do so in accordance with Board policy.

Transportation

No sick or injured student will be transported to his or her home by another student without parental consent. In addition, no sick or injured student will be knowingly left alone at his or her home without parental consent. When it is in the best interest of the student, the district may refrain from leaving the student alone despite parental consent to do so.

Providing for transportation and adult supervision is the responsibility of parents/guardians, except as otherwise provided in this procedure.

Emergency Transportation

In some cases, ambulance companies will only transport patients (or students/employees) to the nearest available hospital unless district personnel sign a liability waiver form. The liability waiver form negates the liability of the ambulance company for the distance between the nearest hospital and the hospital of choice. For consistency in handling the transportation to those injured patients, the following guidelines will be followed:

1. As a general rule, injured parties should be sent to nearest hospital.

2. Anytime a patient is to be transported to a hospital, the nurse/nurse's aid/building principal should have direct contact with the parent or guardian.
3. The person who should sign the liability waiver form should be the building principal.
4. In some cases of extreme emergency when the building principal is not available, the nurse should sign the waiver form.
5. The superintendent should be notified of occurrence.

Recording Emergency Treatment

Anyone giving emergency first aid to a pupil will record such treatment briefly in the daily log provided by each school.

Approved: April 5, 1982
Revised: October 3, 1988
Revised: July 17, 2006
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

DO NOT RESUSCITATE (DNR) ORDERS

The health and safety of all students of the school district are of vital concern to the Board. Therefore, it is the policy of the Board that school medical personnel and all staff members provide first aid or emergency treatment to students in the case of sudden illness or injury to the best of their ability, given the extent of their knowledge and training. Emergency medical resources available in the community will be used. Implementation of a "Do Not Resuscitate" (DNR) order is not consistent with this policy.

Should any disabled student's parent/guardian and physician present the district with a written DNR order, the IEP committee will be convened as soon as practical to review the student's current program and placement to determine appropriateness. Specialist consultations shall be obtained as appropriate.

In the unlikely event that parent and physician can demonstrate to the IEP Committee that special circumstances justify alternate life-sustaining approaches, an individually designed medical resuscitation plan may be incorporated into the IEP for life-threatening situations. This plan shall not deny all life-sustaining activities, but may describe emergency procedures appropriate to the individual student. Specialists shall be included in development of the plan and in training for implementation as needed.

It is the intent of the Board that the underlying principle of any response to a DNR order shall be that no student is to be denied the fullest genuine, appropriate efforts to preserve life and health.

Adopted: April 5, 1982
Revised: July 19, 1982
Revised: August 21, 1995

Legal Refs: P.L. 94-142, Individuals with Disabilities Education Act
P.L. 93-112, The Rehabilitation Act of 1973,
Section 504 Americans with Disabilities Act (42 U.S.C. 12101 et seq.)

Fort Zumwalt School District, O'Fallon, Missouri

FIRE SAFETY/SAFETY GLAZING PROCEDURES

All school buildings in the district which require stationary fire escapes as defined in state law shall be equipped with the appropriate iron or steel stair or fire escapes.

The Board directs the superintendent and administration to implement procedures to ensure compliance with state laws regarding the installation of safety glazing material in all appropriate areas of the school buildings of the school district.

Adopted: April 5, 1982

Revised: December 3, 1990

Legal Refs: § 320.010, 701.015, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

EMERGENCY PLANS/SAFETY DRILLS (Districts Required to Hold Earthquake Drills)

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

Emergency Drills

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

Earthquake Preparedness Disaster Plans and Drills

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a district wide school building disaster plan, in order to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

Community Emergency Plan

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

Adopted: June 17, 2002

Revised: July 18, 2005

Cross Refs: IC, School Calendar/Year/Day

Legal Refs: §§ 160.451, .457, .320.010, RSMo.
5 CSR 30 – 261.010

Fort Zumwalt School District, O'Fallon, Missouri

BOMB THREATS

In the event that a phone call or other notice is received indicating that a bomb has been placed in a school building, on the school grounds or on a school owned vehicle, the district shall have effective emergency procedures which can be implemented on short notice and which will ensure optimum safety for students and school personnel. The procedures established in cooperation with the police and fire department will be followed by telephone operators, secretaries, principals and school staff members.

These security measures have been reviewed and approved by the Board. Most of the details are classified information.

The safety of students is the prime consideration in the procedures authorized for use. The senior police officer present and the building principal or designated school official will determine what procedures to follow.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

BOMB THREATS

In the event that a phone call or other notice is received indicating that a bomb has been placed in a school building, on the school grounds or on a school-owned vehicle, the following procedures which have been developed in cooperation with the local police and fire departments will be implemented.

1. The person receiving a threat by phone will note the exact time of the call, become aware of any background noise that might aid in identification and attempt to get a voice description of the caller with regard to age, sex, identifying patterns of speech, etc. If at all possible a secretary should attempt to refer the call to an administrator or have a second person to listen in on the call.
2. Notification should be immediately made to the following:
 - A. Building principal or designated school official in charge of threatened area.
 - B. Police department (who will in turn notify the fire department and other emergency teams, if deemed necessary by police department personnel).
 - C. Superintendent of schools.
 - D. Telephone company (if arrangements have been made to follow through on a trace of telephone calls).
3. Police department personnel will respond.
4. The senior police officer present and the building principal or designated school official will determine what procedures to follow. They may order the building evacuated and implement such by means of a fire drill. Should there appear to be eminent danger to the students, the building principal or official designee may order evacuation of building or grounds immediately after receiving the call or notice of a bomb threat.
5. A search of the building or premises should be conducted under the direction of the senior police officer present. All police officers and designated school officials should assist in the search.
6. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by qualified persons.
7. If a thorough search has been conducted and nothing found, the building principal or official designee should be notified by the senior police officer that re-entry will be permitted. Pupils may return to the buildings only upon direction of the building principal or official designee following search notification from the senior police officer.
8. Investigation of the incident should be made by the local police department assisted by the state fire marshal's office if requested.

Any decision concerning the dismissal of school and subsequent make-up time, should the bomb threats become numerous and hinder instructional time, shall be made by the superintendent.

Approved: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

EMERGENCY CLOSINGS

Should it become necessary to close any or all of the schools by reason of weather or other emergencies, the superintendent or his or her designee may order the closing of any or all schools so affected. Notification of such closings will be given to the staff, students and public under a plan of notification developed by the superintendent or his or her designee.

If conditions vary from one area of the school district to another, the superintendent may close schools in that area only.

The superintendent encourages the staff to listen to district designated local radio and/or television stations for notification of school closings due to inclement weather.

The superintendent will also have the authority to delay the opening of any or all schools by one hour or to dismiss them early because of weather conditions and other emergencies.

If the district's schools are dismissed due to inclement weather after school has been in session for three hours, that day shall count as a school day, including afternoon session kindergarten. When the time lost due to inclement weather decreases the total hours of the school term below the required minimum number of hours by more than 12 hours for all day students or six (6) hours for one-half day kindergarten students, the time must be made up in one-half day or full day additions to the term unless the school calendar was sufficient to provide the required days and hours after subtracting those lost.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings, unless approved by the superintendent.

Opening/Closing Schedule

The Fort Zumwalt School District may use a delayed opening schedule during periods of inclement weather (snow, cold) when school could be in session. The district may also use an early closing schedule during periods of inclement weather, i.e., heat, cold, snow. The superintendent or his or her designee shall develop guidelines for operating such schedules.

Wind Chill Factor

The superintendent or his or her designee may use the wind chill factor (wind speed crossing flesh + temperature) as a determining variable in emergency closing of schools. The wind chill is classified as cold, very cold, bitter cold (20 - 30 minutes of exposure may result in frostbite or death) and extreme cold (1 to 10 minutes may result in frostbite or death). The Wind Chill Table is in FILE: EBCD-E-1.

Heat Safety Index

The superintendent or his or her designee may use the Heat Safety Index as a determining variable in emergency closing of schools. The heat safety index is classified as safe, alert, danger and emergency and is also used in determining whether outdoor activities, practices, or sports should be held outdoors. The Heat Safety Index is in FILE: EBCD-E-2.

Adopted: April 5, 1982
Revised: December 5, 1983
Revised: January 6, 1986
Revised: December 3, 1990
Revised: July 20, 1992
Revised: August 15, 1994
Legal Refs: §§ 163.021, 171.033, RSMo.
Mo. Atty. Gen. Op., No. 204-83
Fort Zumwalt School District, O'Fallon, Missouri

WIND CHILL TABLE

EBCD-E-1

AIR TEMPERATURE																		
(°F)		35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
WIND SPEED MPH	WIND CHILL INDEX (EQUIVALENT TEMPERATURE) - Equivalent to cooling power on exposed flesh																	
4	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	
5	32	27	22	16	11	6	0	-5	-10	-15	-21	-26	-31	-36	-42	-47	-52	
10	22	16	10	3	-3	-9	-15	-22	-27	-34	-40	-46	-52	-58	-64	-71	-77	
15	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51	-58	-65	-72	-78	-85	-92	
20	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60	-67	-74	-81	-88	-95	-103	
25	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66	-74	-81	-88	-96	-103	-110	
30	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71	-79	-86	-93	-101	-109	-116	
35	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-74	-82	-89	-97	-105	-113	-120	
40	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76	-84	-92	-100	-107	-115	-123	
45	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78	-85	-93	-102	-109	-117	-125	
WIND SPEEDS GREATER THAN 40 MPH HAVE LITTLE ADDITIONAL CHILLING EFFECT																		

COLD

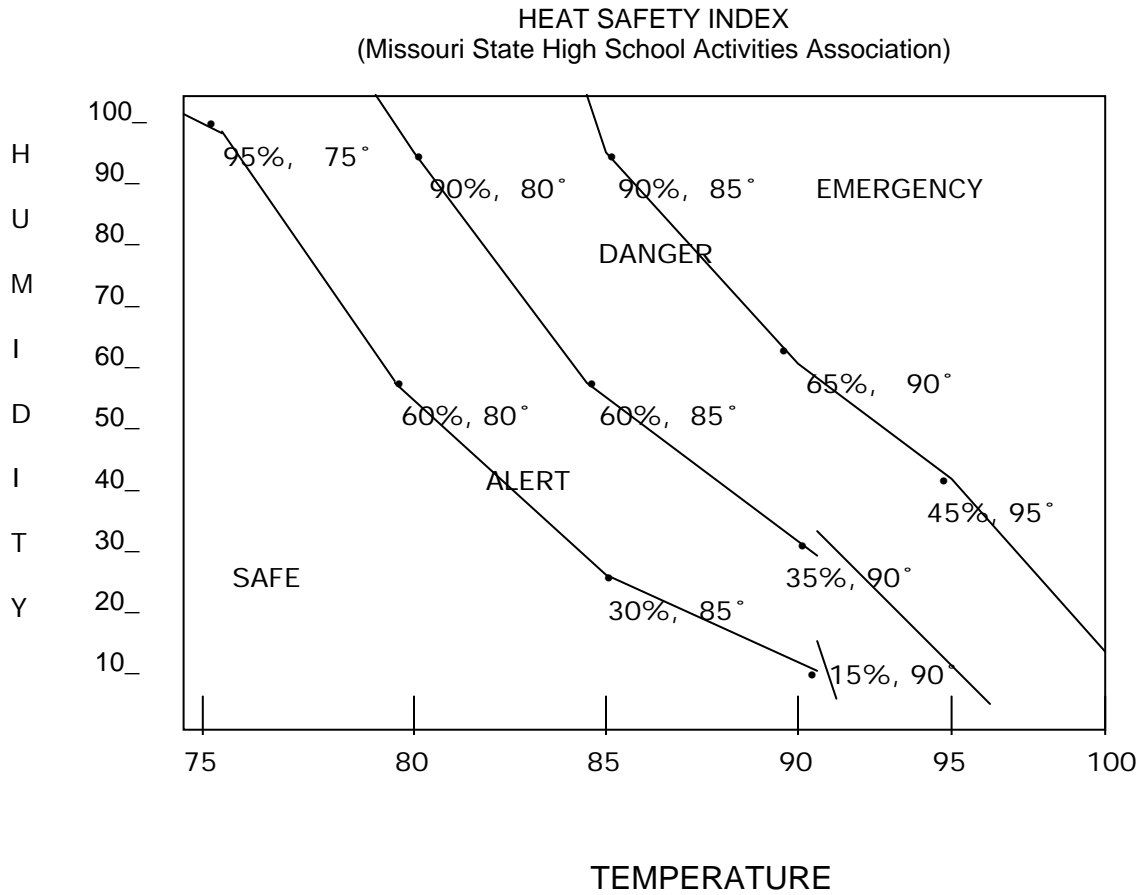
VERY COLD

BITTER COLD

EXTREME COLD

EMERGENCY CLOSINGS

No outdoor activities, including student recesses, physical education classes, and/or athletic team practices should be undertaken when conditions fall within the emergency range. When conditions reach a danger level, a decision will be made on a daily basis whether elementary outdoor activities will take place. Principals, Activity Coordinators, and coaches are encouraged to contact the National Weather Service to determine the conditions in affect.



Adopted: July 15, 1991

Fort Zumwalt School District, O'Fallon, Missouri

EMERGENCY CLOSING
(Inclement Weather Schedule)

Snow/Cold (Delayed Opening)

When inclement weather forces the district to delay the opening of school, all schools will begin one hour later than usual. The schedule applies to all students regardless of whether or not they ride a bus.

All schools will be dismissed at regular dismissal time. When buses are running on the inclement weather schedule they will stop at each stop normally made, whether or not children are standing at the stop. The drivers will allow time for students who are dressed and ready to come outside to the stop and board the bus.

Snow/Cold (Early Closing)

When inclement weather forces the district to dismiss school earlier than the normal end of the school day, the following schedule for transportation will be followed:

Walkers at the secondary schools should be dismissed with the bus riders. Elementary walkers should be held until buses are off the school ground except in those cases where parents have arrived to take them home. The individual schools should try to be aware of any special cases where parents are known not to be at home and take whatever steps are deemed appropriate.

Approved: April 5, 1982
Revised: December 5, 1983
Revised: October 5, 1987
Revised: August 21, 1989
Revised: June 15, 1992
Revised: August 16, 1993
Revised: August 21, 1995
Revised: August 19, 1996
Revised: August 29, 2001
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

BUILDING AND GROUNDS SECURITY

The patrons of the school district have provided the district with facilities for the education of its youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly, and treated with respect. The superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures as well as clear steps to follow when school property has been taken or damaged.

The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons.

All records of existing or proposed security systems and structural plans for property owned or leased by the district will be considered closed to the extent that disclosure would threaten public safety, as allowed by law. The public interest in nondisclosure outweighs the public interest in disclosure because the disclosure of these records would impair the district's ability to protect the security or safety of persons or real property.

When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property.

Firearms and Other Weapons

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, on any school property, onto any school transportation, or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity, if approved by the superintendent or his/her designee. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

Vandalism

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the Fort Zumwalt School District.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges, and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons – and, in the case of minors, from their parents/guardians – under the laws of this

state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby; and may be suspended or expelled as provided by law.

Revised: December 3, 1990
Revised: June 18, 2001
Revised: July 21, 2003
Revised: October 20, 2003

Cross Refs: BDC, Closed Sessions
IGD, Student Suspension and Expulsion
KG, Community Use of School Facilities

Legal Refs: §§ 168.201, 171.011, 177.031, 211.181, .185, , .188, 537.045 571.030, .094, 574.085, 610.021,
RSMo

Fort Zumwalt School District, O'Fallon, Missouri

WEAPONS ON SCHOOL PROPERTY

In accordance with its commitment to providing a safe and secure educational and work environment, the Board of Education prohibits the possession of weapons by any person, except a law enforcement officer acting within the scope of duty, while on school property for any purpose. The term "school property" includes buildings, grounds, athletic fields, parking lots, school buses and at school-sponsored events. This prohibition includes any Board of Education meeting, whether or not the meeting is conducted on school property. It also applies to weapons present in vehicles parked on school property, regardless of whether such weapon is concealed or openly displayed. For purposes of this policy, the term "weapon" includes, but is not limited to, concealed or visible firearms and all other items listed in the Board's weapons policies applicable to students.

Persons who fail to comply with this policy will be required to leave the premises and may be excluded from school property for such period of time as deemed appropriate by the Superintendent and/or the Board of Education. All District employees are authorized to deny entry to and to order persons violating this policy to leave the premises. District employees are not allowed to give consent to anyone other than a law enforcement officer acting within the scope of duty to carry a concealed weapon into any school facility, property or activity. Failure to comply with this policy may also result in referral to law enforcement authorities.

Under Board policy JFCJ and student discipline codes, students are strictly forbidden from bringing weapons to and/or possessing weapons while on school property or at school activities, whether on or away from school property, for any reason. Such Board policies and codes remain in full force and effect.

District officials are authorized and directed to post signs at conspicuous places on school property stating that the carrying of concealed weapons is prohibited.

Adopted: October 20, 2003

Fort Zumwalt School District, O'Fallon, Missouri

VANDALISM

Because incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Fort Zumwalt School District are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community, the Board shall seek all legal redress against persons found to have committed such acts.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible.

Students found guilty of willfully defacing or injuring any school property shall pay for all damages caused thereby; and may be suspended or expelled as provided by law.

The superintendent and/or principal shall be authorized to sign a complaint and to press charges against perpetrators of vandalism against school property. Restitution for the damages caused will be sought from such persons--or, in the case of minors, from their parents/guardians--under the laws of this state.

Following any act of vandalism to school property, the appropriate principal is responsible for filing a full report of the incident with the superintendent and the appropriate law enforcement agency. Vandalism and/or burglary report forms are contained in the District Office Procedures Handbook and are available in each principal's office.

Adopted: April 5, 1978
Revised: July 19, 1982
Revised: December 3, 1990
Revised: July 21, 2003

Cross Refs: JGD/JGE, Student Suspension and Expulsion

Legal Refs: §§ 165.021, 168.201, 177.031, 537.045, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

VANDALISM

Reporting Vandalism

Law enforcement agencies will be notified when there is an act of vandalism in progress or there is evidence that an act of vandalism, damage or theft has occurred.

The principal will prepare a full and complete report of any vandalism or damage to school property including school buildings, facilities, furniture, equipment or other property. The Vandalism AND/OR Burglary Report is located in the District Office Procedures Handbook. Copies can be obtained from any principal's office or from the district administrative office. Copies of the report will be forwarded to the superintendent and the appropriate law enforcement agency.

The superintendent and/or principal, whenever he or she deems such action to be necessary, may sign a complaint against the person or persons involved in the act of vandalism or damage to school property.

Restitution for Damages

The restitution program will seek restitution for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles.

Adults who are apprehended can be held responsible for payment for any loss or damage. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism loss and damage, caused by their children, up to an amount as dictated by law. Legal procedures may be instituted if the superintendent so recommends.

After the administration has been notified of any loss of, or damage to, district property, the building principal and maintenance chief will investigate the incident. The cost involved in repairing the damage will be obtained from the maintenance office. Cost estimates for replacing stolen equipment will be obtained from the employee responsible for the equipment. This will apply to any item, from office equipment to classroom materials.

When a juvenile is involved, the building principal will contact the parents/guardians at the conclusion of his or her investigation and apprise them of their legal responsibility. The superintendent will then notify the parents/guardians in writing of the amount of loss or damage sustained by the district. A routine procedure will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments will be made by juveniles or their parents/guardians to the office of the assistant superintendent of student personnel services, and their accounts will be credited accordingly. Students of legal age will be held responsible for their own payments. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time will be processed for legal action.

Approved: April 5, 1982
Revised: July 19, 1982
Revised: July 21, 2003

Legal Refs: §§ 165.021, 168.201, 177.031, 537.045, RSMo. 1978

Fort Zumwalt School District, O'Fallon, Missouri

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment of the school system will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence and the special instructional needs of the students.

All textbooks purchased by the schools are school property. Principals will be responsible for textbooks assigned to teachers and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to pupils. A pupil responsible for damaging or losing any textbooks or other instructional materials will be required to pay for the damaged or lost items.

Every book or other instructional material issued will bear the stamp of the school system.

All media materials, equipment and audio-visual aids will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

MATERIALS RESOURCES RECORDS AND REPORTS

The superintendent or his or her designee shall be responsible for maintaining the permanent property and materials resources records. The records shall contain the description, name, identification numbers, and original cost on all items acquired. Said inventory record shall contain the date of acquisition, location of use, and the time and mode of disposal, when applicable.

The superintendent or his or her designee shall also develop procedures to insure that when equipment is transferred from one location to another, the permanent inventory file reflects said transfer. These procedures shall also include provisions for the disposing of obsolete and unused equipment and for the removal of said equipment from the district's inventory and permanent property and materials resources records.

Adopted: April 5, 1982

Cross Refs: DN, School Properties Disposal Procedures
DN-R, School Properties Disposal Procedures

Fort Zumwalt School District, O'Fallon, Missouri

STUDENT TRANSPORTATION SERVICES

The Board, in accordance with state law, may provide free transportation for eligible students attending the district schools. The superintendent shall ensure that the transportation services of the district meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

Only those students who meet eligibility requirements by means of residence will be permitted to use school bus transportation for the purpose of travel to and from school. Students living three and one-half miles or more from school will be entitled to free bus transportation to and from school. The Board of Education may also provide transportation to students who live less than three and one-half miles from school.

Transportation for a student with disabilities will be provided between schools if services determined in the IEP cannot be met at the student's home school.

Buses carrying school children will be considered extensions of the school environment. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his or her right to school bus transportation suspended for such period of time as deemed proper by, the superintendent or principal. Uniform rules of conduct and disciplinary measures will be enforced. Students with disabilities will be disciplined according to law.

The Director of Transportation shall be assigned the responsibility for the operation of the district's pupil transportation system and shall see that all laws, Board policies, and administrative regulations are implemented. The director shall prepare all bus routes and assist the district principals concerning specific transportation matters relative to their respective schools. Finally, the Director of Transportation shall inspect the road conditions during periods of inclement weather prior to the time that buses are scheduled to depart for their respective routes and make decisions relative to the closing of school due to such conditions.

The superintendent will present to the Board a plan for student transportation services for the district no later than the end of October of each year for initial approval and no later than the end of June for final approval of modifications made during the school year. The plan should follow the procedures set by the State Board of Education.

Access to all buses is limited to authorized riders and staff. All District staff and bus drivers shall report any instance of "trespass of a school bus" to appropriate administrators and law enforcement agencies.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: January 4, 1993
Revised: August 15, 1994
Revised: August 21, 1995
Revised: August 17, 1998
Revised: August 9, 1999
Revised: June 18, 2001
Revised: June 17, 2002

Legal Refs: §§ 162.670 - .995, 163.161, 167.231 - .251, 178.510, 301.010,
596.155, 302.272, 304.050, 304.060, RSMo. Individuals With Disabilities Education Act
Missouri Pupil Transportation Administrative Handbook
Missouri Minimum Standards for School Buses
Missouri Certified Bus Driver Instructor's Manual
Missouri School Bus Driver Manual

Fort Zumwalt School District, O'Fallon, Missouri

WALKERS AND RIDERS

The Board of Education shall provide bus transportation to and from school for children living one mile or more from school. The one mile or more is defined as being from a point at the edge of the roadway nearest the front door of the home to a point at the edge of the driveway nearest the front door of the school by the nearest traveled roadway. (The east door of the "200" wing is defined as the front door at the North Middle School.) The Director of Transportation in cooperation with the principal of each school shall be responsible for establishing the one-mile limit for each school.

The Board of Education may provide transportation for pupils living within the one-mile limit who:

1. Have a disability necessitating transportation as verified by a physician's statement and approved by the superintendent or his or her designee.
2. Must walk along a walkway that has been declared hazardous by the Board of Education.
3. According to established administrative guidelines.

Adopted: April 5, 1982
Revised: July 19, 1982
Revised: April 20, 1987
Revised: August 16, 1999
Revised: June 17, 2002

Legal Refs: 167.231, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

FORT ZUMWALT SCHOOL DISTRICT

APPLICATION FOR TRANSPORTATION LESS THAN ONE MILE TO SCHOOL

Date _____

Name of Student _____ Age _____ Grade _____

Name of Parent/Guardian _____

Address _____ Phone _____

School To Which Transported _____

If applying for transportation to and from a babysitter's home or child care center, please give name and address below:

Name _____

Address _____

OFFICE USE

Date Received _____ Time _____

Application accepted contingent upon parent signature on form.

Bus Assigned _____ Bus Stop _____ Time _____

Application Denied, Reasons:

- _____ No available seats
- _____ Available seat to younger child
- _____ Available seat to child with further distance to school
- _____ Other: _____
- _____
- _____

Approved: July 9, 1982
 Revised: October 3, 1988
 Revised: August 16, 1999

WALKERS AND RIDERS

I. Transportation of Students Less Than One Mile - Hazardous Walk Areas

The Board of Education may transport pupils living less than one mile from their assigned school when, in the opinion of the district, conditions are such that walking to school constitutes a serious hazard to the safety of the pupils due to vehicular traffic. The following factors are relevant in determining whether children walking to school are endangered by a serious safety hazard: (a) grade of pupil; (b) absence of a shoulder, sidewalk, or pathway along the roadway on which pupils are required to walk; (c) speed and volume of traffic; (d) length of hazardous section; (e) width of intersection and absence of traffic control; (f) and presence of railroad tracks.

Transportation may be provided to students required to walk to school where one or more of the following conditions exist:

1. The only walkway to school has been designated hazardous by the district (see below) because no shoulder or walkway exists along the pavement and students are required to walk in the traffic lane.
2. A student must cross railroad tracks where no crossing guard is provided.
3. A student must cross a three or four-lane roadway where there are no stop controls, traffic signals, or adult crossing guard.

Walkways within a one-mile distance of schools which are designated hazardous are identified yearly.

A hazardous walkway list will be maintained at the District Administrative Offices and with the Director of Transportation.

Students who live in an area where there is an alternate route to school whereby walking would not constitute a serious hazard to safety will be expected to use the alternate route up to a distance not to exceed one mile. Hazardous walkway designations shall be reconsidered by the district whenever residential expansion and/or roadway improvements provide alternate or safer walkways to school.

II. Transportation of Students Less Than One Mile-Seats Available

Applications will be taken for transportation to school for students who live less than one mile from the school building. Interested persons may pick up an application form (see FILE; EEAA-E) in any principal's office.

Transportation will be provided using only the existing bus and bus routes. If there are empty seats available on the bus, they will be assigned to children living less than one mile on the following guidelines:

- Younger children will receive consideration before older children, those living farther from school will receive consideration before those living closer to school. Only existing routes will be used for pick up points and parents/guardians must sign a form stating their understanding that should seats be necessary for children living more than one mile from school, their child may lose the privilege of bus transportation.

Approved: April 20, 1987
 Revised: July 15, 1991
 Revised: August 16, 1993
 Revised: May 20, 1996
 Revised: August 16, 1999
 Revised: June 17, 2002

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules and stops will be developed under the direction of the superintendent following procedures set by the Board of Education. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses, rendering reasonable and equal service to all eligible students.

School bus routes will be approved by the Board no later than October for initial approval, and no later than June for the final modifications made during the school year.

Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate as many turn-around points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. Stops for students living on dead end streets or roads will be established at the nearest intersection, through street or road except where an approved turn around is available. New routes will be established only when capacity of the existing routes has been reached or is imminent.

District students are expected and encouraged to walk reasonable distances to bus stops or to school.

Authorized bus stops will be located at convenient intervals for students and in places where students may board and get off, cross highways and await arrival of buses with the utmost safety permitted by highway conditions. The location of the students' residences, the age and grade of the students, the road conditions and the funds available will be considered when determining bus routes.

District students shall be assigned to one bus for pick up and return to their home, and will ride their assigned bus and embark at their regularly assigned stop, except for divorce situations where parents have joint custody. In a special case when parents/guardians have a valid reason to have their child picked up and dropped off at a stop other than their assigned stop, the parent/guardian must call the office of the Director of Transportation to request such a change.

Consideration will be given to special requests for assigning students to two buses, one bus for pick up and another for return, when childcare/work situations create a problem for the parent/guardian. The parent/guardian must write a letter to the Director of Transportation explaining their situation. The request may be approved if there are empty seats on the buses, however, approval may be rescinded if the number of students assigned to the buses increases during the year due to residential growth.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: July 20, 1992
Revised: August 17, 1998
Revised: August 9, 1999
Revised: June 17, 2002

Legal Refs: §§ 163.161, 167.251, RSMo.
Missouri Pupil Transportation Administrative Handbook
Missouri Minimum Standards for School Buses

Fort Zumwalt School District, O'Fallon, Missouri

ROUTING ON DEAD END ROADWAYS OR CUL-DE-SACS

District buses will be routed on through streets where buses can safely travel and pick up students without having to back up. **Dead end roadways** require backing up to turn the bus around. Approval of routing of buses to these locations will be granted only when extenuating circumstances exist. As a general rule **cul-de-sacs** are not large enough for school buses to turn around without backing up. Approval of routing into a cul-de-sac must be done on an individual basis, taking into consideration the size of the cul-de-sac, distance students must walk, and safety.

Approval for turnarounds on dead end roadways or in cul-de-sacs may be granted by the Superintendent or his designee when one of the following conditions exists:

- The Assistant Superintendent of Special Services approves a home pick up for a disabled student.
- The site where the bus would stop at the nearest intersection or through street would be unsafe because of limited visibility (curve, hill, etc.) or speed/volume of vehicular traffic.
- The bus stop at the nearest intersection or through street where children would have to wait for the bus would be unsafe, e.g., speed limit, volume of traffic, no suitable place for students to stand (no sidewalk, ditches on either side), students not visible to all drivers.

When a request is received for routing into a dead end area when one of the above conditions does not exist, consideration will be given to the age of students, the distance they must walk, whether there is a suitable turnaround site where the bus could safely back up, or if the cul-de-sac is large enough for a bus to turn without having to back up. The size of the regularly scheduled buses will not be changed to accommodate a turnaround or cul-de-sac.

School buses will not travel into dead end area when snow accumulations prevent access for the bus. If parked cars or other obstructions cause frequent delays or problems for buses in a dead end area or cul-de-sac, service will be temporarily stopped until the problem is corrected.

When turnarounds are approved, students shall be loaded on the bus before backing up, and unloaded after backing up is completed.

Adopted: August 16, 1999

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BUS SAFETY PROGRAM

The safe transportation of district students to and from school is to be of primary concern to school officials in the administration of the school bus program of the school district. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students and district personnel. All school buses used to transport children shall be inspected by an official inspection station not more than sixty (60) days prior to operating the vehicle during the school year as required by law. Furthermore, all school buses which meet specific weight and structural requirements must be equipped with a crossing control arm as required by law.

The superintendent, in cooperation with the principals, is responsible for developing and publishing rules governing student conduct during transportation.

A program to acquaint all students with safe riding, loading, unloading and emergency bus evacuation procedures shall be implemented and continued throughout the year. The superintendent will establish administrative regulations and procedures to enforce this policy.

Adopted: April 5, 1982
Revised: October 3, 1988
Revised: December 3, 1990
Revised: August 17, 1998
Revised: August 9, 1999
Revised: June 19, 2000

Cross Refs: EEAA, Walkers and Riders

Legal Refs: §§ 167.251, 304.050.307.375 RSMo.
Missouri Pupil Transportation Administrative Handbook
Missouri Certified Bus Driver Instructor's Manual
Missouri School Bus Procedure Manual

Fort Zumwalt School District, O'Fallon, Missouri

BUS DRIVER EXAMINATION AND TRAINING

The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. Therefore, each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

The following qualifications for bus drivers have been established by law or by regulations of the Missouri Department of Elementary and Secondary Education and/or by policies of the Fort Zumwalt Board of Education.

- A bus driver shall hold a valid commercial driver's license and school bus permit in accordance with section 302.272, RSMo. and shall submit all drivers license numbers to the office of the superintendent prior to the first day of school.
- A driver shall be at least 21 years old at the time he or she applies for a school bus permit.
- A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs, and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually no more than 90 days before school begins by a licensed physician and present a signed physical examination certificate to the office of the superintendent prior to the first day of school. For those drivers aged 70 and over, the school bus permit shall be renewed annually. The driver shall pass the required examinations prior to receiving the renewed permit. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the Board of Education, must submit a release by the attending physician prior to resuming school bus operation.
- A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics, or drugs; and display appropriate conduct.
- A driver shall undergo testing for drug and alcohol use/abuse, in compliance with the state law.

The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

Adopted: April 5, 1982
Revised: October 3, 1988
Revised: December 3, 1990
Revised: August 16, 1993
Revised: November 18, 1996
Revised: August 9, 1999

Legal Refs: §§ 302.272, 304.060
Missouri Pupil Transportation Administrative Handbook
Missouri Certified Bus Driver Instructor's Manual
Missouri School Bus Driver Manual
Commercial Motor Vehicle Safety Act of 1986,
Title XII of Pub. Law 99-570

Fort Zumwalt School District, O'Fallon, Missouri

SPECIAL USE OF SCHOOL BUSES

All school buses and transportation equipment purchased by the school district shall be used for school purposes only. This policy is in keeping with the definition of "school bus" as provided in Section 301.010 (42), RSMo. which states:

School Bus -- Any motor vehicle used solely to transport students to or from school or to transport students to or from any place for educational purposes.

School buses shall not be used by or on behalf of private, commercial or religious organizations.

Any bus purchased after August 28, 1996, used to transport children to or from a federal Head Start program shall bear signs indicating that it is a Head Start school bus. Any bus that was used to transport children to or from a Head Start program prior to August 28, 1996, which continues to transport these children may also bear Head Start signs.

Adopted: December 3, 1990
Revised: July 20, 1992
Revised: November 18, 1996
Reaffirmed: August 9, 1999

Legal Refs: § 301.010, 304.076, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

STUDENT TRANSPORTATION IN PRIVATE VEHICLES/COMMON CARRIERS

Private Transportation for Handicapped Children

The Board of Education may reimburse parents/guardians of special education students for the transportation of such students to and from school.

Parents/guardians who have been authorized reimbursement for the transportation of special education students will be reimbursed at a negotiated amount not to exceed the maximum allowable rate of the IRS.

Transportation of Students in Vehicles Other Than Approved School Buses

Section 304.060 RSMo., authorizes vehicles other than approved school buses to be used for transportation of students. Authorized vehicles shall transport no more children than the manufacturer suggests as appropriate for such vehicle. The following regulations shall apply when teachers, coaches, principals, parents or volunteers transport students to any school sponsored activity by private automobile:

1. The number of students that may be transported at any one time shall not exceed the manufacturers' recommended maximum passenger load for the motor vehicle including the driver (number of seat belts).
2. Motor vehicles designed for enclosed passenger transportation may be used subject to approval by the Board of Education.
3. The vehicle must be licensed according to state law and display a current state safety inspection sticker.
4. The driver of a privately owned motor vehicle who is not paid to transport students to and from school or school activities by the school district shall have a valid Missouri operator's license. The driver of the other vehicles transporting to and from school shall be licensed in accordance with Section 302.272, RSMo. Private automobiles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire.
5. Vehicles shall have liability insurance coverage in accordance with section 537.610 RSMo.
6. Drivers not under contract with school district shall be at least 21 years of age and comply with applicable state regulations.
7. If transportation service in vehicles other than school buses is contracted, there shall be a written contract between the district and the individual or firm providing the service.
8. When transportation services are provided in a private automobile, the driver of the vehicle must provide a "Statement of Assurance" to the District giving his or her license number and expiration date of license, verifying that the above conditions and insurance requirements are met. This form must be filed with designated school district administrators prior to the trip.
9. A parent/guardian permission form must be completed for each student. The forms required in #8 and #9 above can be obtained in the office of the building principal and/or the Activities Coordinator's office.

Requirements for Transportation of Students in Authorized Common Carriers

1. Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this policy, are over-the-road intercity-type coaches equipped with reclining seats, air conditioning and restroom facilities and holding authority from the Missouri Division of Transportation or the Interstate Commerce Commission.
2. There shall be a written contract between the district and individual or firm providing the vehicle.
3. All contracts with authorized common carriers shall include:
 - A. Proof of liability insurance in the amount of five (5) million dollars per accident.
 - B. Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
4. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

Adopted: April 5, 1982
Revised: August 21, 1989
Revised: January 4, 1993
Revised: August 16, 1993
Revised: August 15, 1994
Reaffirmed August 9, 1999

Cross Refs: DLC, Expense Reimbursements
IICA, Field Trips and Excursions

Legal Refs: § 304.060, RSMo.
§ 537.610, RSMo.
5 C.S.R. 30-261.045 (1-3)

Fort Zumwalt School District, O'Fallon, Missouri

STUDENT TRANSPORTATION RECORDS AND REPORTS

The Board of Education shall provide for the proper accounting of student transportation records and reports in the school district. The Superintendent or his or her designee shall be responsible for keeping student transportation records and submitting all necessary reports to the Missouri State Board of Education for the apportioning of state transportation aid, and for statistical purposes.

A listing shall be made of pupils scheduled to be transported on each Board of Education's approved routes on the second Wednesday of the month for the months of October and February. Pupils included on this list must have been scheduled to ride a school bus to and from school on a regular basis during the semester and enrolled as a student in the school district on the list preparation day. The school district listing of pupils scheduled to be transported by route must be signed and maintained by the Superintendent of the schools or an appointed designee approved by the Board of Education.

Adopted: December 3, 1990
Revised: August 9, 1999

Cross Refs: JEE, Student Attendance Accounting

Legal Refs: § 304.060, RSMo.
5 CSR 40-261.010, (98 MoReg 968, 969, 1446, 1447)

Fort Zumwalt School District, O'Fallon, Missouri

DISTRICT OWNED VEHICLES

Vehicles owned by the Fort Zumwalt School District and provided to staff are to be used solely for school district business, except for commuting between the school district and the employee's home. The District will provide for the fuel and maintenance of all district owned vehicles. Employees provided with a vehicle are on call twenty four hours a day for district emergencies.

Adopted: June 30, 2008

DISTRICT OWNED VEHICLES AGREEMENT

I have read policy EEBA and understand that the district vehicle, _____
Identification # _____, issued to me; is to be used for
school district business only. I am aware that the district will provide fuel and maintenance for the vehicle.
I understand that misuse of the vehicle may result in disciplinary action up to and including suspension or
termination. I will report damage, accidents and any encounters with law enforcement while in the district
owned vehicle to my supervisor immediately.

Signature

Date

Adopted: June 30, 2008

DISTRICT ISSUED CELL PHONES

Cell Phones issued to employee's are for school district business only. Employee's issued cell phones should have the phones on and be prepared to respond to requests throughout the work day and monitor the phone during non work hours for work related issues. Employee personal use should be limited to emergency situations and should be reported to a supervisor. Misuse of the cell phone may result in disciplinary action up to and including suspension or termination.

Cell phones and any equipment associated with the phone should be returned upon termination of employment with Fort Zumwalt.

Adopted: June 30, 2008

DISTRICT ISSUED CELL PHONES AGREEMENT

I have read policy EEBC and understand that the cell phone, model # _____ issued to me is to be used for school district business only. I understand that misuse of the phone may result in disciplinary action up to and including suspension or termination. I will report any emergency personal use, damage, or loss of the cell phone to my supervisor.

Signature

Date

Adopted: June 30, 2008

STUDENT NUTRITION SERVICES MANAGEMENT

The district's student nutrition services program is designed to provide wholesome, appetizing, hot lunches to students and employees of the district. Lunches shall be sold to pupils and others at a moderate price which will pay for the cost of maintaining the student nutrition services program. In instances when meal charges are necessary, the building principals will follow established procedures for student meal charges.

School lunches prepared by district personnel are important in contributing to good nutrition which is so vital to mental and physical growth during a student's formative years. As such, the student nutrition services program operates as an integral part of the total school program and shall offer opportunities to promote good personal hygiene, well-balanced nutritional habits and social graces. In order to promote the student nutrition services program, school lunch menus shall be posted monthly. In addition, students who bring lunches shall be accommodated in the cafeteria and milk shall be available for purchase by these students.

The Board of Education is responsible for any school lunch program operated on school property. The Board shall fix the price of meals, approve all personnel involved, and determine the adequacy, safety, and conformity to all legal standards and statutes regarding facilities, apparatus, and procedures used. The Board of Education directs the superintendent to subscribe to the Federal School Lunch Program which provides a subsidy for balanced hot meals.

The program leadership, direction and supervision at all levels of the student nutrition services program shall be completed by trained staff. The superintendent or his or her designee is charged with administering the total program, implementing Board policy as it pertains to school student nutrition services, and making recommendations pertaining to the program and student nutrition services personnel to the Board. Student nutrition services personnel in the schools will be directly responsible to the director of student nutrition services. The school principal will be responsible for maintenance of student discipline in the cafeteria or lunchroom area.

School student nutrition services will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal programs.

School student nutrition services receipts will be used only to pay regular student nutrition services operating costs. All monies derived from the operation, maintenance, and sponsorship of the student nutrition services facilities shall be deposited in the student nutrition services or cafeteria account, in the same manner as other monies belonging to the school district. Said monies shall be expended in such a manner as may be approved and directed by the Board of Education, but no amount shall be transferred from the student nutrition services or cafeteria account to any other account or fund except in the manner authorized by the Board of Education.

When student nutrition services facilities are used by outside agencies, an adequate fee approved by the Board will be charged. If facilities are for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used. A school student nutrition services employee must be present when out-of-school agencies use any district kitchen facility.

Adopted: April 5, 1982
Revised: August 21, 1989
Revised: July 17, 2006

Legal Refs: §§ 167.201, 167.211, RSMo.1978
P.L. 79-396, National School Lunch Act, as amended and accompanying regulations P.L. 89
642, Child Nutrition Act of 1966, as amended and accompanying regulations

Cross Refs: KG, Community Use of School Facilities
KG-R, Community Use of School Facilities

Fort Zumwalt School District, O'Fallon, Missouri

FREE AND REDUCED COST STUDENT NUTRITION SERVICES

School officials will determine student eligibility based on guidelines established under the national school lunch program and state and federal law. Eligible students will be provided nutritionally acceptable meals, snacks and milk free or at a reduced cost (if state and federal resources for school food programs are available). The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and "reduced cost" lunches for the student will be outlined and published each year by the district. The criteria and procedures are established at the state and federal level.

The district will establish a school breakfast program and or will adopt a resolution requesting a waiver excusing the district from this requirement in accordance with law. The resolution, if adopted, will be filed with the Missouri Department of Elementary and Secondary Education.

The students who participate in free or "reduced cost" meals program will not be overtly identified, distinguished or served differently than other students and will have the same choice of meals or milk as other students. The district may charge all students for 'a la carte menu items. The names of students receiving free and reduced-cost meals will be kept confidential and will only be released to district personnel or persons administering the district's program on a need-to-know basis, in accordance with law.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: January 4, 1993
Revised: July 15, 2002
Revised: July 21, 2003
Revised: July 17, 2006

Cross Refs: JO, Student Records
KB, Public Information Program

Legal Refs: §§ 167.201, 167.211, RSMo.
42 USC § 1751 et seq.
7 CFR Part 210-250
5 CSR 30-680.010, .020, .030, .050, .060, .070

Fort Zumwalt School District, O'Fallon, Missouri

FREE AND REDUCED PRICE STUDENT NUTRITION SERVICES

The criteria set forth herein are to serve as guidelines for the Fort Zumwalt School District's participation in the free and reduced price student nutrition services programs as provided through federal and state channels.

I. Application Procedures for Free or Reduced Price meals for Needy Pupils

A. Eligibility

Free or reduced meals will be made available to all pupils whose family income falls within the limits established by the federal minimum wage scale as adopted by the state of Missouri. Court appointed foster children will be considered as a family of one in application of the income scale; other dependent children residing in a household who are not members of the immediate family will be considered as members of the family for the purpose of determining family size.

B. Nondiscrimination

There shall be no physical segregation or discrimination against any student because of the inability to pay the full price of the meal. The names of students eligible to receive free or reduced price meals shall not be published, posted or announced. There shall be no overt identification of any such children by use of special tokens, tickets, or by any other means. Children eligible for free or reduced price meals shall not be required to:

1. Work for their meals;
2. Use a separate lunchroom;
3. Go through a separate serving line;
4. Enter the lunchroom through a separate entrance;
5. Eat meals at different time;
6. Eat a different meal from the meal sold to students pay full price.

Under no circumstance shall a student be discriminated against because of race, sex, color, handicap or national origin.

C. Notice to Parents/Guardians

At the beginning of each school year and whenever there is a change in eligibility criteria, an informative letter shall be sent to the parent or guardian of each student including a form on which to make application for free or reduced price meals. Information shall be included setting forth prices for the school lunch and procedures for applying for a free or reduced price meal. Such documents shall be supplied to parents or guardians enrolling a student in school for the first time and at any time during the school year.

D. News Media Publicity

At the beginning of each school year and whenever there is a change in eligibility requirements, a public release containing all pertinent information relating to the free and reduced price meal policy will be distributed for publication in the local news media.

E. Determining Official

The determining official shall be designated by name and title by the Board of Education upon recommendation of the superintendent. The determining official will review applications and make determinations of eligibility. The determinations of eligibility. The determining official will use the criteria outlined in this policy to determine which individual students are eligible for free or reduced price meals.

F. Applications

Applications for free or reduced price meals received at each school will be date marked and forwarded the same day to the determining official. Students for whom applications are made will immediately be authorized meals at reduced price to continue until a decision as to degree of eligibility has been reached by the determining official.

G. Review of Application

All applications for free or reduced price meals will be reviewed by the determining official and the parents/guardians notified of the decision within ten working days.

H. Disapproval of Applications

Parents or guardians whose applications for free or reduced price meals are disapproved by the determining official shall be notified directly of the decision, the reasons therefore, and shall be informed of the hearing procedure. Hearing procedure after disapproval of application for free or reduced price meals for needy pupils is available in each principal's office as well as the director of student nutrition services and superintendent or his or her designee.

I. Hearing Officer

The superintendent or his or her designee is designated as the hearing officer. The hearing officer will follow the criteria outlined in this policy in conducting hearings of appeals of decisions rejecting applications for free or reduced price meals.

J. Hearing Procedure

Parents or guardians of students who are determined to be ineligible to receive free or reduced price meals may appeal the decision.

The hearing procedure will provide:

1. A simple, publicly announced method for a family to make an oral or written request for a hearing;
2. An opportunity for the family to be assisted or represented by an attorney or other person presenting their appeal;
3. An opportunity to examine prior to and during the hearing the documents and records presented to support the decision under appeal;
4. The hearing shall be conducted with reasonable promptness and convenience to the family as to the time and place of the hearing;
5. An opportunity for the family to present oral or documentary evidence and arguments supporting their position;
6. An opportunity for the family to question or refute any testimony or other evidence and to confront and cross-examine any witnesses;
7. The hearing will be conducted and the decision made by the hearing officer;
8. The hearing officer shall not have participated in making the decision under appeal;

9. The decision of the hearing officer shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
10. The family and any designated representative shall be notified in writing of the decision of the hearing officer;
11. A written record shall be prepared with respect to each hearing which shall include the decision under appeal, any documentary evidence, and a summary of any oral testimony presented at the hearing, the decision of the hearing officer, including the reasons therefore and a copy of the notification to the family of the decision of the hearing officer.
12. Said written record of each hearing shall be preserved for a period of three years and shall be available for examination by the family or its representative at any time and place during such period.

I. Operation of the Free or Reduced Price Meals for Needy Pupils Program

a. Method of Payment

The method of meal ticket or cash distribution employed in each school will be such that identity of pupils receiving free or reduced price meals will in no way be disclosed to other pupils.

b. Meal Tickets

Coded meal tickets shall be used for all free and reduced price meals. Similar tickets bearing different coding shall be available to all students for purchase at full price for the meal. Other coded tickets may be used for student cafeteria helpers and for children who arrive at school with no lunch and no funds with which to purchase one.

c. Cash

Cash may be used in lieu of meal tickets.

d. Participation in Payment

The Board of Education seeks to encourage families to pay whatever they reasonably can toward the price of the meal. to accomplish this, the levels are established as follows:

Reduced Price Meals: The amount to be charged for reduced price meals will be determined annually by the Board of Education within the maximum established by the Missouri Department of Elementary and Secondary Education.

Free Meals: The principal, nurse, and director of student nutrition services shall encourage the recipient family to pay whatever they can, but under no circumstances should a child be denied a meal because of inability to pay all or part of the price of the meal.

e. Monthly Report of Free and Reduced Price Meals

The names of all students authorized to receive free or reduced price meals shall be entered on the appropriate form and a notation made each day a meal is taken.

Approved: April 5, 1982
Revised: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

STUDENT NUTRITION SERVICES MANAGEMENT
(STUDENT MEAL CHARGE GUIDELINES)

Elementary Schools: Elementary students who forget or lose their lunch money will not be deprived a meal. In these instances, students may charge a meal. However, parents are to be notified of charges due as they occur. Payment is expected to be paid by the next school day.

Secondary Schools: Due to cashiering procedures, middle and high school students are usually not allowed a meal charge. The building principal is the only person authorized to approve that a student can receive an alternative meal with an appropriate charge applied.

All student meal charges are to be paid prior to the next school year's registration.

STUDENT MEAL CHARGE PROCEDURE

The following procedure will be followed by the assigned building staff for issuing and collecting student meal charges.

1. Charges will be issued on a daily basis by the assigned building staff member.
2. Each student charge will be tracked in an accountable manner. Records need to include student name, date charge occurs, amount of charge, date of parent notification, amount paid and date paid.
3. Parent is to be notified twice weekly of each charge and total amount due.
4. Payment should be forthcoming by the next school day.
5. After the third unpaid charge, a letter to the parent is to be sent home with the student. The letter indicates the option of sending a lunch with the student until charge(s) is paid, or qualified families may apply for free or reduced price meals. An alternative meal will be provided at an appropriate charge.
6. After the fifth charge, a phone call is to be made to the parent by the principal stating the district meal charge policy. The phone call should include (1) information regarding sending a lunch with the student until the charge(s) is paid, and (2) that qualified families may apply for free or reduced price meals.
7. After the eighth charge, the principal is to call the parent and request payment for total charges incurred and for the parent to send lunches until the charges have been paid.
8. Report cards may be held until payment is received for those students with unpaid charges at the end of the school year. The parent is to be notified by mail of the reason for holding the report card.
9. Other building principals are to be notified of students transferring to other district buildings that have outstanding meal charges. These charges are to be collected prior to student registration.

Approved: August 21, 1989

Revised: July 17, 2006

Revised: August 21, 2006

Fort Zumwalt School District, O'Fallon, Missouri

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees.

Copyrighted materials, whether they are print or nonprint, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Adopted: April 5, 1982

Legal Refs: Title XVII, U.S.C. (P.L. 94-553)

Fort Zumwalt School District, O'Fallon, Missouri

TELEPHONE SERVICES

The superintendent or his or her designee shall establish regulations governing the use of telephones which shall restrict phones for school use only, except for emergencies. Telephone calls for teachers and students may be received by the school, but only in case of extreme emergency shall a teacher or student be called from the classroom.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

TECHNOLOGY USAGE

The Fort Zumwalt School Districts technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with professional enrichment of the staff and Board and increased engagement of student's families and other patrons of the district, all of which positively impacts student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources - Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password - A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

TECHNOLOGY USAGE

The Board of Education recognizes that it is important for students and staff to have access to appropriate technology for their application to learning, problem-solving, production of work and presentation of information. With this in mind, the Board of Education authorized the formation of a technology committee to oversee the acquisition of technological tools for instructional and administrative purposes.

The mission of this committee will be to provide guidance and resources that help enrich instructional effectiveness and improve student instructional performance by determining the appropriate computer hardware necessary. Effective technology integration is a slow process that requires a great deal of planning and forethought. The ultimate goal is to enable the instructional staff to better facilitate student learning, expand local curriculum and diversify instructional practices. In addition, administrative use of technology should increase the effectiveness of communication, data management, and information exchange.

Annual Board of Education updates by the technology committee will provide recommendations for enhancement of the technology plan already in place. The superintendent or his/her designee should develop procedures to ensure that the technology hardware is appropriately utilized in classroom and offices.

Approved: July 17, 2006
Adopted: June 30, 2008

Fort Zumwalt School District, O'Fallon, Missouri

Privacy Protection

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

District employees will only access personally identifiable confidential information if necessary to perform their duties. The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law.

The superintendent or designee is directed to create and review district procedures on securely maintaining confidential information and to provide adequate training to employees and others with access to the information. All employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

District employees, contractors and agents will notify the superintendent or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person, whether intentionally or otherwise. The superintendent or designee will investigate immediately and take any action necessary to secure the information and issue all required legal notices.

The district may seek all legal recourse against any person who accesses confidential information without authorization or who fails to maintain the confidentiality of confidential information. District employees who violate district policies or procedures regarding the confidentiality of information may be disciplined and/or terminated. The Board may publicly admonish Board members who violate this policy.

Adopted: June 20, 2011

Cross Refs: GBL, Personnel Records
IGBA, Programs for Students with Disabilities
JO, Student Records

Legal Refs: §§ 210.150, .865, 407.1500 RSMo.
Federal Privacy Act of 1974, 5 U.S.C. § 552a
E Sign Act of 2000, 15 U.S.C. § 7001
Fair Credit Reporting Act, 15 U.S.C. § 1681a
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400-1417
29 C.F.R. § 1630.14

Fort Zumwalt School District, O'Fallon, Missouri

INTERNET USAGE AGREEMENT

Access to INTERNET provides the opportunity to interact with the world at large. This opportunity brings with it certain responsibilities. Please read the following carefully:

1. The use of INTERNET is a privilege which may be revoked by the Fort Zumwalt School District administration at any time for abusive conduct. Such conduct would include, but is not limited to, the placing or receiving of unlawful information on or through the computer system and the use of obscene, abusive or otherwise inappropriate language or images in either public or private files or messages.
2. Violating copyright laws, vandalizing another person's data, wasting finite resources, gaining unauthorized access, invading privacy and posting falsified and/or anonymous messages is forbidden.
3. The Fort Zumwalt School District reserves the right to edit or remove any material stored in files which the administrative staff, in its sole discretion, believes may be in conflict with district usage standards.
4. Information services and features contained on the INTERNET are intended for the private use of authorized individuals and any commercial or other unauthorized use of these materials, in any form, is expressly forbidden.
5. Information contained on the INTERNET is available for general information purposes and is in no way recognized by the Fort Zumwalt School District to refer to, or be applicable to, any specific person, case or situation.
6. E-mail responsibilities include checking E-mail regularly deleting unnecessary messages, remaining within limited disk quota and not interfering with other users by sending chain letters or broadcasting messages to lists or individuals and logging out after use. Students may use e-mail if they have their own e-mails account through a service provider and can access e-mail through the internet browser; i.e., NETSCAPE for instructional use only.
7. ETIQUETTE - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c) Do not reveal your personal address or phone number or the names, addresses or phone numbers of other individuals.
 - d) Note that E-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
9. VANDALISM – Vandalism will result in the revocation of all INTERNET privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another local or networked user. This includes, but is not limited to, the uploading or creation of computer viruses.

CONSEQUENCES OF MISUSE

- Suspension/Revocation of Internet access
- Suspension/Revocation of computer access
- Suspension or Expulsion from School
- Possible notification of Law Enforcement officials

(This Copy to Students/Parents)

I have read the provisions of the Fort Zumwalt School District's Internet Usage Agreement and hereby agree to adhere to the standards of usage within.

As a parent or guardian and student, I/We understand that the Fort Zumwalt School District cannot control information on the INTERNET and cannot effectively limit specific content access or restrict access to all controversial materials. I/We agree to follow the standards of usage as specified.

I/we have read the terms and conditions of this INTERNET USAGE AGREEMENT. I/we understand that access is designed for educational purposes. Should this agreement be violated, the user is subject to loss of all INTERNET-related privileges, as well as other disciplinary action appropriate to the circumstances.

_____	_____
Print Student Name	Grade Level
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student Signature	Date

Entered in SIS

_____	_____
Date	Initials

- Adopted: November 20, 1995
- Revised: March 15, 1999
- Revised: July 17, 2000
- Revised: July 21, 2003
- Revised: June 30, 2008
- Revised: June 21, 2010

Fort Zumwalt School District, O'Fallon, Missouri

(Return this portion to School)

DISTRICT TECHNOLOGY AGREEMENT

Access to District Technology provides the opportunity to interact with the world at large. This opportunity brings with it certain responsibilities. Please read the following carefully:

1. The use of District Technology is a privilege which may be revoked by the Fort Zumwalt School District administration at any time for abusive conduct. Such conduct would include, but is not limited to, the placing or receiving of unlawful information on or through the computer system and the use of obscene, abusive or otherwise inappropriate language or images in either public or private files or messages.
2. Violating copyright laws, vandalizing another person's data, wasting finite resources, gaining unauthorized access, invading privacy and posting falsified and/or anonymous messages is forbidden.
3. The Fort Zumwalt School District reserves the right to edit or remove any material stored in files which the administrative/technical staff, in its sole discretion, believes may be in conflict with district usage standards.
4. Information services and features contained on the INTERNET are intended for the private use of authorized individuals and any commercial or other unauthorized use of these materials, in any form, is expressly forbidden.
5. Information contained on the INTERNET is available for general information purposes and is in no way recognized by the Fort Zumwalt School District to refer to, or be applicable to, any specific person, case or situation.
6. E-mail responsibilities include checking E-mail regularly deleting unnecessary messages, remaining within limited disk quota and not interfering with other users by sending chain letters or broadcasting messages to lists or individuals and logging out after use
7. When using District Technology, including email and internet, it is strictly prohibited to:
 - Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks.
 - Forward or copy a message to another user without acquiring permission from the originator.
 - Send unsolicited e-mail messages or chain mail,
 - Forge or disguise your identity when sending mail.
 - Open unsolicited or suspect attachments.
 - Subscribe to a newsletter or news group without permission from the Building Principal.
 - Utilize encryption software.
8. ETIQUETTE - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c) Do not reveal your personal address or phone number or the names, addresses or phone numbers of other individuals.
 - d) Note that E-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
9. VANDALISM – Vandalism will result in the revocation of all INTERNET privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another local or networked user. This includes, but is not limited to, the uploading or creation of computer viruses.

10. Activation of the e-mail account will indicate that the user agrees to comply with these guidelines.

Accounts may be accessed over the Internet by navigating to mail.fz.k12.mo.us. Building level assistance may be obtained by submitting an IT work order. Log-in problems should be reported to District Network Specialist at District Administrative Office (636-240-2072). Employees are responsible for safeguarding their passwords and private information.

11. Technology usage should not be excessive or interfere with job responsibilities.

Employees should not connect personal equipment without authorization from District Network Specialist at the District Administrative Office.

District employees will only access any student information system or Information Warehouse if it is necessary to perform their duties. Employees will only access student, employee or parents/guardian information as it pertains to their position/location or that has been assigned to them by the superintendent or designee. At no time will employees view or manipulate district information for personal use and will strictly safeguard information associated with FERPA and HIPAA laws.

CONSEQUENCES OF MISUSE:

- Possible disciplinary up to and including suspension or termination
- Possible notification of Law Enforcement Officials

I have read the terms and conditions of this DISTRICT TECHNOLOGY USAGE AGREEMENT. I/we understand that access is designed for educational purposes. Should this agreement be violated, the user is subject to loss of all technology related privileges, as well as other disciplinary action appropriate to the circumstances.

Print Staff Name

Staff Signature

Date

Adopted: November 20, 1995
Revised: March 15, 1999
Revised: July 17, 2000
Revised: July 21, 2003
Revised: June 30, 2008
Revised: June 29, 2009
Revised: June 21, 2010
Revised: June 20, 2011

Fort Zumwalt School District, O'Fallon, Missouri

Software Checkout Form

(Please Print)

First Name: _____ Last Name: _____ Phone Number (____) ____ - ____

 Software Requested: _____ Address where used: _____

By signing below, you agree to the following:

1. I am faculty or staff member of the Fort Zumwalt School District and desire to run the indicated software on one personally owned or leased PC (laptop or desktop) for work related activities.
2. I agree to run the indicated software, for work related activities, on a single personally owned or leased PC. I further agree to comply with the terms of this document and the corresponding license agreement of the indicated software.
3. If I cease to be employed by the Fort Zumwalt School District, I agree to delete and remove the installed software from my personally owned or leased PC. I further agree to delete or remove the installed software from my PC in the event the District does not renew the license agreement.
4. I agree that I will return the checked out media/documentation kits **within 2 business days of checkout**. I understand that this document will be retained on file with the Technology Department for the duration of the license agreement or my employment with the District.
5. I agree not to duplicate, distribute, or run the software covered by the license agreement except in accordance with this document and the license agreement.
6. I understand that any technical issues that may be encountered in the use of this software is solely my responsibility to resolve and the Fort Zumwalt School District support personnel and Microsoft Technical Support are not responsible to provide technical assistance.

Signature of Employee: _____ Date: ____ / ____ / ____

Checkout of Software (Media/Documentation Kits) for Microsoft School License Agreement.

The Fort Zumwalt School District has entered into a license agreement with Microsoft for use of specific software products. In addition to use on District PC's, this license also allows faculty and staff the right to run (copy, install, use access, display, run, or otherwise interact with the software) those products on PC's owned or leased by the District faculty and staff for work related activities during the term license.

This Fort Zumwalt School District faculty or staff member is authorized to perform job-related duties from home. He/She requires the indicated software on his/her personally owned or leased PC (laptop/desktop) for work related activities.

Signature of supervisor: _____ Date: ____ / ____ / ____

Adopted: June 30, 2008

TECHNOLOGY USAGE
(Laptop/Electronic Device User Agreement)

The following agreement is for the protection of all district staff regarding the use of district laptop computers/electronic devices.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and students technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

District staff members are permitted to:

1. Take the laptop computer/electronic device home after school hours – evenings, weekends, and vacations, including summer vacation.
2. Install software pertinent to his/her curriculum/job responsibilities or for evaluation as part of a site-based software review committee. Users must present proof of license on any third-party software.

District staff members are encouraged to:

1. Store documents on removable storage or in their personal space on the building server.
2. Use the laptop computers/electronic devices to support their educational growth while enrolled in district approved workshops, training or coursework.
3. Enroll in district approved technology related training or workshops to enhance their skills.

District staff members must:

1. Attend any and all district required training.
2. Keep the laptop computer/electronic device in a locked location at all times when not in use.
3. Report repair needs immediately to the building principal or most immediate administrator and have a Technology Service Request form completed and signed by their building principal or administrator.
4. Report the loss or theft of a district laptop computer/electronic device and the pertinent inventory information immediately to their building principal or supervisor.
5. Use the laptop computers/electronic devices to support instruction in their classroom and integrate technology into teaching and learning or in completion of their job responsibilities.
6. Have or obtain adequate homeowner's or renter's liability insurance policies or have the financial means that will cover damage or loss of the laptop computers/electronic devices. District staff members will be responsible for any deductible incurred as a result of damage or loss of the laptop computer/electronic device.

District staff members are prohibited from:

1. Allowing students to use the laptop computers/electronic devices unless under direct supervision by district staff members.
2. Downloading information or files that are not related to classroom instruction or job responsibilities.

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

NOTE: District staff members are expected to exercise reasonable care and security for the laptop computers/electronic devices. If a district staff member is negligent in the care or use of the laptop computer/electronic device and the laptop computer/electronic device is damaged as a result of such negligence, the district staff member will be liable for the repair or replacement of the laptop computer/electronic device. Likewise, if a district staff member is negligent and as a result of such negligence the laptop computer/electronic device is lost or stolen, the district staff member will be liable for its replacement cost. A district staff member will also be liable for damage to or loss of the laptop computer/electronic device due to intentionally reckless use or security of the laptop computer/electronic device. Lost or stolen laptop computers/electronic devices due to negligence will not be replaced with district funds.

I have received a copy of the laptop/electronic device user agreement and agree to adhere to all policies and regulations regarding the use of the laptop computer/electronic device assigned to me.

Signature

Building

Date

Computer Number

Adopted: July 17, 2006
Revised: June 30, 2008

Fort Zumwalt School District, O'Fallon, Missouri

TECHNOLOGY USAGE (*Technology Safety*)

Student Users

No student will be given access to the district's technology resources until the district receives an *Internet Usage Agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *Internet Usage Agreement* without additional signatures. Students who do not have an *Internet Usage Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

Employee Users

All employees will be provided with a copy of policies EHB prior to having access to district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies, regulations or procedures, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable.

Because computers are shared resources, it is not appropriate for an employee to access, view, display, and store, print or disseminate information via district resources, including e-mail or Internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the district.

Board Member Users

Members of the school Board may be granted user privileges, including an e-mail address, after receiving policies EHB. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

External Users

Consultants, counsel, independent contractors and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of an *Internet Usage Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and students technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

Employee's and students using district technology resources to access email or the internet must remember they are representing the Fort Zumwalt School District and should exercise personal responsibility as outlined in this policy. Misuse may result in serious disciplinary action.

Standards of Usage

1. Access to district technology including the internet is a privilege which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to the following:
 - a) the placing of unlawful information on or through the computer system
 - b) the receiving of unlawful information on or through the computer system
 - c) the use of obscene, vulgar or other inappropriate language or images
 - d) the violation of copyright laws such as using someone else's work for your own or downloading copyrighted software
 - e) vandalizing the data of another user
 - f) wastefully using finite resources such as downloading excessive information or in other ways monopolizing district technology resources
 - g) gaining unauthorized access to resources or other entities
 - h) invading the privacy of individuals
 - i) using an account owned by another user
 - j) posting falsified personal communications
 - k) posting anonymous messages
 - l) Usage should not be excessive and should not interfere with job responsibilities
 - m) Outside equipment should not be connected to district resources

FILE: EHB-R
Page 3

2. Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their studies or employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The connections represented by the Information Superhighway allow users to access a wide variety of media. Even though it is possible to download most of these materials, students

and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

3. Activation of the e-mail account will indicate that the user agrees to comply with these guidelines. Accounts may be accessed over the Internet by navigating to <http://fz.k12.mo.us>. Building level assistance log submitting IT work order request.
4. When using District e-mail it is strictly prohibited to:
 - Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks, as well as inappropriate or immoral personal emails.
 - Forward or copy a message to another user without acquiring permission from the originator.
 - Send unsolicited e-mail messages or chain mail, unless as an employment related function.
 - Forge or disguise you identity when sending mail.
 - Open unsolicited or suspect attachments.
 - Subscribe to a newsletter or news group without permission from the Building Principal.
 - Utilize encryption software.

5. **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

6. **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. Archived records will be maintained on the District server for one year.

7. Unless authorized by the district, non-educational Internet usage is prohibited.
8. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

FILE: EHB-R
Page 4

9. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district technology, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors,

obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing or disseminating information using school or district technology, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
14. Any use that has the purpose or effect of discriminating, harassing or bullying any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
15. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
16. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
17. At no time will district technology or software be removed from the district premises, unless authorized by the district.
18. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
19. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

FILE: EHB-R
Page 5

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

The unauthorized copying of system files is prohibited.

Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

The introduction of computer viruses, hacking tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

Online Safety – Disclosure, Use and Dissemination of Personal Information

1. All users will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Users shall promptly disclose to their most immediate supervisor any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
5. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
6. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
7. No curricular or noncurricular publication distributed using district technology will include the address, phone number or e-mail address of any student.

FILE: EHB-R
Page 6

Electronic Mail

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Exceptions

Exceptions to district rules will be made for district employee or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designee. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Adopted: July 17, 2006
Revised: June 30, 2008
Revised: June 29, 2009

Legal Refs: *Reno v. ACLU*, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629 (1968)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. District No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corporation of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
Henerey by Henerey v. City of St. Charles School District, 200 F. 3d. 1128 (8th Cir. 1999)
Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d. 747 (8th Cir. 1987)
Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)
J.S. v. Bethlehem Area Sch. Dist., 757 A.2d 412 (Pa. Comw. 2000)
Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. Ed 1175 (E.D. Mo 1998)

Fort Zumwalt School District, O'Fallon, Missouri

INSURANCE MANAGEMENT

The Board of Education shall maintain adequate insurance programs to cover district property, liability and personnel, within the requirements of good insurance management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the district property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service, by obtaining quotations or by negotiations, whichever method is advantageous to the district.

Adopted: April 5, 1982
Revised: December 3, 1990

Cross Refs: BHE, Board Member Insurance
GCBC, Professional Staff Fringe Benefits
GDBC, Support Staff Fringe Benefits

Legal Refs: §§ 67.150, 162.013, .063, 376.696, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

PROPERTY AND LIABILITY INSURANCE

The district will maintain full insurance coverage on all buildings and capital outlay contents.

The district will maintain liability coverage of at least the statutory caps set pursuant to §537.610, RSMo., for individuals and single occurrences. The contract for insurance will be submitted to competitive bidding at least every six (6) years.

This policy does not waive any sovereign immunity available to the District.

Adopted: December 3, 1990
Revised: August 16, 1993
Revised: June 19, 2000
Revised: June 17, 2002

Cross Refs: BHE, Board Member Liability/Insurance
DJC, Bidding Requirements

Legal Refs: § 376.696, 537.610 RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

INSURANCE MANAGEMENT

The following provisions shall outline the insurance program of the Fort Zumwalt School District:

PROPERTY INSURANCE

- Combined Comprehensive Bodily Injury and Property Damage Liability

Liability insurance shall be written in a comprehensive liability insurance policy covering all legal liability and false arrest of all members of the Board of Education, employees, and agents of the district when acting within the course and scope of their duties.

The Board of Education shall constantly evaluate both the single and multiple limits to ascertain whether the district has adequate and desirable protection.

- Fidelity Bonds

All employees in the district shall be covered by a blanket bond. The minimum amount of coverage shall be \$10,000.00.

- Fire and Allied Perils Insurance

The school district shall insure its buildings and its equipment on a replacement cost basis, and shall carry insurance at a minimum of the 80% level with a deductible, if this procedure is the best economic value and is feasible. The policy shall be blanket coverage for both buildings and contents.

Extended coverage shall be written as a rider to the fire insurance policy.

The fire insurance policy shall be for a five year term if possible, with premiums being paid annually. The company or companies writing the fire insurance shall be rated satisfactorily from the standpoint of financial stability and general reputation for performance. Satisfactory minimum qualification for companies shall be a Best's rating of A-AAAA.

BOILER INSURANCE

Blanket boiler insurance shall be placed on boilers, storage water heaters, coil water heaters, air tanks, hot water tanks, electric water heaters, expansion tanks, and heat exchangers.

The minimum limit per accident shall be \$100,000.00. The policy shall specify a minimum of two inspections per year per installation. Broad term type coverage shall be used on all cast iron boilers that are fired.

VEHICLE INSURANCE

Fire, theft, and collision insurance shall be placed separately from liability insurance. Insurance on vehicles shall be on an actual cash value basis excluding collision. Collision insurance on district owned vehicles shall be on an actual cash value basis less established deductible. Vehicles valued at less than \$500.00 shall not be insured against collision.

STUDENT ACCIDENT INSURANCE

The Board of Education shall make available for purchase by parents/guardians, and student accident insurance program for students in grades K-12.

BUILDERS RISK INSURANCE

The school district shall carry a builder's risk insurance policy on all new construction until such time as the improvements are accepted by the Board of Education. At that time the improvements shall be incorporated in the regular fire insurance program.

WORKER'S COMPENSATION INSURANCE

The school district shall have a worker's compensation policy which complies with the requirements of the state of Missouri.

OTHER INSURANCE

The Board of Education instructs the superintendent to recommend desirable coverage to the Board of Education whenever he or she deems it advisable. Such insurance may include employee insurance programs, errors and omissions insurance, and others considered necessary by the Board.

Approved: April 5, 1982
Revised: December 3, 1990

Fort Zumwalt School District, O'Fallon, Missouri