

SUPPORT SERVICES

Building Maintenance

Policy 5110

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board shall maintain the buildings and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Chief Operating Officer shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Chief Operating Officer shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

SUPPORT SERVICES

Hazardous Materials

Policy 5210

GCCS will follow written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

SUPPORT SERVICES

Eye Protection

Policy 5211

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

1. Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten materials, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

“Industrial quality eye protective devices” means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

SUPPORT SERVICES

School Bus Safety

Policy 5220

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

GCCS has develop rules for student behavior expectations. These rules will be published annually in student handbooks to be distributed to students and parents or guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

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

SUPPORT SERVICES

Accident Reporting

Policy 5230

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

SUPPORT SERVICES

Weather, Earthquake and Fire Emergencies

Policy 5240

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

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

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

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

SUPPORT SERVICES

Emergency School Closings

Policy 5241

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Principal, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board.

SUPPORT SERVICES

Use of Tobacco Products

Policy 5250

The Board recognizes that the use of tobacco, nicotine and other similar type products represents a health and safety hazard. Therefore, the use of tobacco products, vapes or other smoking devices/apparatuses shall be prohibited in all GCCS facilities, grounds and vehicles. This policy applies to all employees, students and patrons attending GCCS sponsored activities and meetings.

SUPPORT SERVICES

School Safety Plan and Emergency Closing Procedures

Policy 5260

GCCS will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

The Board further authorizes the Superintendent to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten their safety, welfare, or health of students or employees and to take whatever measures he or she deems necessary to protect students and staff.

Superintendent shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

At the Superintendent's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Superintendent shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SUPPORT SERVICES

Security of Buildings and Grounds

Policy 5270

The Administration will develop procedures to ensure that GCCS facilities are safeguarded against criminal acts and negligent use. All GCCS employees are responsible for the care and proper use of GCCS property. Maintenance personnel are responsible for the care, repair and annual maintenance of School equipment and facilities. After school access to GCCS facilities is limited to authorized individuals and groups.

SUPPORT SERVICES

Vandalism and Theft

Policy 5280

GCCS will take appropriate actions to discipline individuals determined to have vandalized GCCS property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

SUPPORT SERVICES

Purchasing Furniture and Equipment

Policy 5310

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

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

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease or purchase agreements with vendors. Any agreement which may result in GCCS ownership of the leased object must contain a provision which allows GCCS an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease or purchase agreements shall be considered expenditures for capital outlay.

SUPPORT SERVICES

Preference for Missouri Products

Policy 5320

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

SUPPORT SERVICES

Inventory Requirements

Policy 5410

Annual Inventory

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on GCCS's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the School.

The building Principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, shop, home economics and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems).

"Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$500.

SUPPORT SERVICES

Maintenance and Control of Instructional Materials

Policy 5420

All GCCS instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by GCCS are school property and will bear identification of GCCS ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

SUPPORT SERVICES

Equipment on Loan

Policy 5440

GCCS equipment is not to be lent to individuals or groups outside of GCCS. Deviation from this policy requires permission from the Superintendent.

SUPPORT SERVICES

Food Service Management

Policy 5510

The Superintendent will have input into the development and implementation of the food services program. The Chief Operating Officer will monitor the quality and efficiency of GCCS's food service program.

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

The Board may elect to contract with a food service management company to manage GCCS's food service program. The duration of contracts with food service management companies will be as set by the Board.

SUPPORT SERVICES

Uniform Policy for Free and Reduced-Price Meals

Policy 5520

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

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

SUPPORT SERVICES

Food Sales

Policy 5530

GCCS will provide Breakfast and Lunch to students that comply with the nutritional requirements of the School Breakfast Program and National School Lunch Program respectively.

SUPPORT SERVICES

Food Safety

Policy 5540

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

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

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

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

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

If food is prepared by an outside vendor, the contract with the food service provider will require that the food services provider adhere to this Policy.

SUPPORT SERVICES

Transportation

Policy 5610

Car Riders

To ensure the safety of all students, staff, and visitors, the Superintendent shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load and un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

Parents, guardians, day-care buses and vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Superintendent. The Superintendent is authorized to take measures, including debarment from access to the property, to address habitual non-compliance with GCCS's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

GCCS will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

Busing

Students may be transported to and from school in contracted vehicles, which are compliant with applicable laws and state regulations related to transporting public school students, including obtaining a copy of the driver's proof of legally required minimum insurance and the appropriate certifications from the Public Service Commission or similar certifying agency.

Any Bus company that is performing transportation services for GCCS must comply with all federal and state regulations pertaining to the care, maintenance and record keeping pertaining to school buses.

Field trips or other GCCS related activities

For fieldtrips and other off-site events where transportation is provided, GCCS shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. Contracted buses
2. Alternate transportation
3. Parent's private vehicles

Students shall be required to follow all safety regulations required of passengers riding in school vehicles.

Students or children under the age of 18 who are not enrolled at GCCS shall not be permitted to ride in vehicles provided by GCCS.

Walking and Biking

The Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, GCCS prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the school are not present.