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2024-2025 Administrative Practices and Procedures

(Note: There will be additional updates to this document)

The Administrative Practices and Procedures (APP) provides quick reference information regarding the operations of the School District of Springfield, R12 (District) to administrators and other staff. The information is not intended to be all inclusive of Board of Education (BOE) policy, administrative procedures, handbooks or other procedural documentation. Questions relating to the information provided may be directed to the administrator or other staff indicated. General questions may be directed to Ysabel Hill at extension 33214 or ymhill@spsmail.org.

Additional information and procedures can be found in the [Employee Handbook](#) and [Student Handbook 2024-2025](#).

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Board of Education

School Board Study Sessions and Regular Meetings

Study Sessions are typically held the second Tuesday of each month at 5:30 p.m. Regular Meetings are typically held the fourth Tuesday at 5:30 p.m. For agendas and meeting details click [here](#).

Board of Education Policies

The word policy refers to official Board of Education Policies. BOE Policies may be accessed [here](#).

School and Community Relations

Engagement processes for school/community relations, including advisory councils and open forum structures, are in development and will be announced when complete.

PTA Council Meeting Dates and Locations

All Springfield Council of PTA general meetings are scheduled for the first Wednesday of the month and begin at 9:30 a.m. to accommodate K-8 and middle school parents dropping off their students. There is no general meeting in January.

Latest info @ [SCPTA Calendar](#)

*Principals are required to attend this meeting, plus any one other meeting.

Open House Dates

SPS University & Open House will take place between the first day of school and September 13, 2024 district-wide.

No Open House activities are to be scheduled on October 2 - October 4, 2024 due to Rosh Hashanah, which starts at sunset on October 2, 2024, or October 12, 2024 due to Yom Kippur, which starts at sunset on October 11, 2024. A list of Open House dates and times will be compiled and sent to all Principals, Superintendent's Cabinet, and the Board of Education. Principals are encouraged to have a "Meet Your Teacher" activity before school starts; however, this is not a substitute for Open House.

College and Career Fair will be held on October 1, 2024, from 5:00-7:00 p.m. at Kickapoo High School.

Kindergarten registration for the 2025-2026 school year is scheduled during the month of March. Dates and times are determined at each site.

Conference Schedule - October 21 – November 1, 2024

To encourage all parents to attend Parent/Teacher Conferences, conference schedules should accommodate working parents by providing conference options before and after school during the October 21 – November 1 conference window.

November 4 is designated as a contract day (7 hours, 15 minutes) for Parent/Teacher Conferences. The contract time may be used in a variety of schedules to meet the needs of the parents:

1. Scheduled entirely on November 4, and ending no earlier than 7:30 p.m.
2. Scheduled on November 4 (1/2 day) and one evening during Conference Week (the evening to end no earlier than 7:30 p.m.).
3. Scheduled one evening during Conference Week (the evening to end no earlier than 7:30 p.m.) with the remainder of the contract time to be added to other evenings within the week. This option means that staff will not be required to work on November 4.

Any deviation from the established dates in the Board adopted calendar will require that a waiver request be approved by the appropriate Executive Director of Schools.

Limited English Proficient (LEP) Parent Meetings

Outreach activities for parents of English Learners (ELs) who may have Limited English Proficiency, are provided to inform parents of ways to be involved in the education of their children, including encouragement of active participation in assisting their children to learn English, and supporting high level academic achievement which meets the state standards established for all children. Teachers at school sites hold periodic meetings for parents, and interpreters are provided on an as needed basis.

Foundation for Springfield Public Schools

The Foundation for Springfield Public Schools is an independent 501c3 organization with a mission to raise, manage and distribute private investment to benefit the students of Springfield Public Schools. Through programs, like the Back to School grant program, the district-wide grant program, the student scholarship program, and the many permanent and temporary funds managed by the FSPS, it provides immediate and ongoing support to enhance the academic experience of students across the district.

The Foundation provides additional support by working with the school system and the community at large to help bridge the gap and connect partners to the areas of greatest need. Additional programs include a crowdfunding platform for all SPS staff and community supporters, the SPS Ambassador Program partnering with Springfield Public Schools, the Lunch & Learn educational series and the SPS Alumni Connecting keeping our alumni engaged with our schools and students.

To learn more visit www.supportSPS.org or call the Foundation directly at 417-523-0144.

Instruction

Teacher in Charge/Lead Teacher

When the elementary principal, early childhood principal, or site leader is absent from the building, a teacher is designated who will be in charge in case of an emergency. Principals are to provide the teacher with written guidelines about how to deal with emergencies. Please email the name of the teacher who will be in charge when the principal is out of the building to the Executive Director of Elementary Schools.

School Parties

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

Holiday Activities

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

Special Education – ([Policy IGBA-1](#))

SPS serves students in accordance with IDEA regulations. Our [local compliance plan](#) outlines detailed information.

Child Find - It is the policy or responsibility of this agency that all children with disabilities, residing in the district, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. This requirement applies to highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in need of special education even though they are advancing from grade to grade. This agency also ensures that it has procedures in place to determine which children are receiving needed special education and related services. Contact Tanya Rapert, Director of Special Services at 417-523-7500.

Evaluation / Identification - The Individuals with Disabilities Education Act (IDEA) defines students with disabilities as those children, ages three (3) to twenty-one (21), who have

been properly evaluated as having Intellectual Disability, Hearing Impairments and Deafness, Speech or Language Impairments, Visual Impairments, including Blindness, Emotional Disturbance, Orthopedic Impairments, Autism, Traumatic Brain Injury, Other Health Impairments, a Specific Learning Disability, Deaf Blindness, or Multiple Disabilities and, who because of that disability, require special education and related services. SPS ensures that it establishes and implements procedures for evaluation and determination of eligibility that meet the requirements established per IDEA. Contact Tanya Rapert, Director of Special Services at 417-523-7500.

Early Childhood Special Education - The State of Missouri also defines a child with a disability to include children ages three (3) through five (5) who have been properly identified as a young child with a developmental delay. Detailed information about ECSE can be found [here](#) on the Missouri Department of Elementary and Secondary Education website. Contact Christy Davis, Director of Early Childhood at 417-523-7642.

Extended School Year (ESY) - Services to students with disabilities in accordance with IDEA regulations. Detailed information about ESY eligibility can be found [here](#) on the Missouri Department of Elementary and Secondary Education website. Contact Tanya Rapert, Director of Special Services- Grades 6-12 and Misty Ramsey, Director of Special Services - Grades K-5 at 417-523-7500.

Due Process / Mediation / Child Complaint - Parents are provided, at least annually, the IDEA [Procedural Safeguards](#) and the [Parent Bill of Rights](#), which outline the rights of families, including due process. Information regarding complaints can also be found [here](#) on the Missouri Department of Elementary and Secondary Education website. Contact Tanya Rapert, Director of Special Services at 417-523-7500.

Legal Note - Program Accessibility

The School District is required to comply with federal guidelines of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act regarding program accessibility. All administrators are reminded not to locate or relocate single source program or class in inaccessible areas of the building.

A single source program is a class or service that is the only one of that type in the building. Administrators are also reminded that reasonable accommodations are necessary due to a disability for students, parents, patrons and employees in all buildings. When structural barriers cannot be removed, transfer to more accessible facilities is an option. If you have a staff member, student, or parent who wishes to attend any function that is being held in a non-accessible building, call the contact number listed below and request appropriate accommodations. A two-week notice is preferred. When advertising programs or meetings, a statement should be included indicating how to obtain a reasonable accommodation, if needed. For additional information contact the Human Resources Office at 417-523-4647.

Accommodation of Students with Disabilities – ([Policy IGB](#))

Section 504 of the Rehabilitation Act of 1973 requires entities that receive federal assistance to ensure that they do not discriminate against any person based on disability. The District is required to evaluate a student where there is a reason to suspect a Section 504 disability which is defined as a physical or mental impairment that substantially limits one or more major life activities. Once a referral has been made to the Section 504 Compliance Coordinator, a meeting will be held to address eligibility and to implement accommodations if warranted. Plans are reviewed at set intervals and may also be reviewed upon request by parent or district. Contact Tanya Rapert, Director of Special Services at 417-523-7500.

Students in Foster Care – ([Policy IGBE](#))

The “Foster Care Bill of Rights” ensures the Educational Stability of Children in Foster Care. A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child’s best interest. If it is not in the child’s best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment. Foster students entering the district should have Travel Papers proving foster care status and identifying foster parents caring for them with contact information. Scan and attach Travel Papers and the BID in eSchool by using the paperclip and file under the category of Legal Documents. If the child needs transportation to the school of origin, contact the Counseling Services Office. Alison Roffers, Director of Counseling Services 417-523-1124.

Federal Program Introduction

Annually, SPS receives the following federal grants; Title IA Improving the Academic Achievement of the Disadvantaged, Title IA School Improvement, Title ID Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk, Title IIA Preparing, Training, and Recruiting High-Quality Teachers and Principals, and Other School Leaders, Title III EL Language Instruction for English Learners, Title IC Education of Migratory Children, Title III Immigrant Language Instruction for Immigrant Students, Title IV Student Support and Academic Enrichment Grants, and Title X McKinney-Vento Homeless Assistance. These plans are collaboratively developed with parent, district, state agency, and regional and local partnership input and support. The consolidated application is submitted by the Director of Federal Programs no later than July 1st each year. For further information specific to Title IA practices and procedures, please see the [Title IA SPS Planner](#). Contact Brian Hubbard at 417-523-1131.

Title I Comparability – ([Policy DJFA](#))

SPS may receive funds under Title I.A only if state and local funds are used to provide services in Title I.A schools which, taken as a whole, are at least comparable to services provided in schools within SPS which are not receiving Title I.A funds. Each year, ESEA Finance staff will use specific student/teacher FTE data from the October cycle of the MOSIS/Core Data Report

to verify compliance using Student/Teacher FTE Ratios - Comparability is achieved when the student/teacher FTE ratios in Title I.A schools do not exceed 110% of the average for non-Title I.A schools. Student/teacher FTE ratios will be tracked by the Executive Director of Elementary and the Executive Director of Secondary when projecting FTE based on projected enrollment to ensure staffing at sites receiving Title I funds remain comparable to non-Title schools. The ratios will be checked on a monthly basis throughout the year to ensure comparability of student/teacher ratios is maintained. Contact Brian Hubbard at 417-523-1131.

Instructional Interventions – ([Policy IGAB](#))

Reading Intervention Plans for Students in Grades K-3 According to Board Policy IGAB, students enrolling in, or currently attending, grades K-3 who are reading below grade level or otherwise failing to meet the district's objectives will be provided a reading intervention plan that includes reading improvement instruction designed to assist the student to read at grade level by third grade. All students enrolling who are identified as reading below grade level will receive an individual plan of reading intervention developed by the teacher in the workshop model lesson planning. The plan may include individual and group activities, and the parents/guardians may be consulted. Hours of reading improvement instruction that fall outside the normal school hours may be counted in the calculation of average daily attendance for state aid. The current structures of Club Encore (after school tutoring) and Explore (summer school) are designed to meet these reading needs. Contact: Matt Rosebrough at 417-523-5554.

Reading Improvement Plans for Students in Grades 3-6

The district will administer reading assessments and implement reading improvement plans for students in grades three through six in accordance with law. Reading improvement plans will include at least 30 hours of additional reading instruction or practice outside the regular school day. The current structure to meeting these reading improvement plans is through Voyagers programming. The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan in grades three through six. The current structure to meet these reading improvement plans is through Explore programming. Contact Jason Steingraber at jsteingraber@spsmail.org.

Dyslexia and Related Disorders

SPS adheres to the screening requirements outlined in [HB 2379](#).

The [SPS Dyslexia Plan](#) includes detailed information. Contact Matt Rosebrough at 417-523-5554.

Remediation as a Condition of Promotion

Students identified by the district as failing to master essential grade-level skills and competencies must remediate those skills and competencies before they are promoted to the next grade level. The superintendent or designee shall determine what skills and competencies must be mastered, how they are to be assessed and what remediation is appropriate. The district may operate remediation programs outside the regular school day, including summer school. Such remediation shall recognize that different students learn differently and shall

employ methods designed to help these students achieve at appropriate levels. The district will pursue all available state or federal aid for such programs. Contact: Director of Elementary Schools at 417-523-0088.

Teaching About Sexual Health – ([Policy IGAEB](#))

Policy [IGAEB](#) communicates that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Springfield Public Schools has the following responsibilities required by state law.

Health Instructors are responsible for:

1. Notifying parents/guardians of each health student of the basic content of the human sexuality instruction and their right to remove their student from any part of the district's human sexuality instruction using the "[SPS Notice to Parents](#)".
2. Using district curriculum and course materials to ensure instruction related to human sexuality and sexually transmitted diseases shall be medically and factually accurate.
3. Receiving approval from PE/Health Coordinator for guest speakers delivering Human Sexuality instruction.

For additional information please contact Brad Brummel, Coordinator of Health and PE, at 417-523-5518.

Programs for Gifted Students – ([Policy IGBB](#))

Springfield Public Schools is committed to improving student learning opportunities for all students in the district and authorizes a program for meeting the educational needs of identified gifted students in an educational environment beyond that offered in the regular classroom. Policy IGBB outlines program expectations, oversight responsibilities and parent request for review of data. The Gifted Education Director and/or designee (School Psychological Examiner) will review the student's test and meet with the parents/guardians to assist in understanding/interpreting the student's assessment results and answer any questions relating to the evaluation process. For more information, please contact Dr. Lenae Lazzelle, Gifted Education Director at 417-523-3310.

Gifted Education Programs

Students participating in the K-8 gifted program WINGS, are involved in a shared homeschool/Phelps Center curriculum. Because participation results in students being in another location one day each week, this presents unique situations to the District's professional staff, participating students, and the involved families. Principals are asked to review the following guidelines with their staff at the beginning of each school year:

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

The home school shall avoid scheduling major tests, assignment due dates for major projects, field trips, honor programs, etc. on the day students attend the gifted program. Students attending WINGS should be considered fully enrolled and not be penalized for grades dependent on class participation, attendance, and daily assignments that occur on their day of attendance at one of these programs.

Home school teachers should communicate their strategy for addressing these practices and procedures with participating students and parents at the beginning of the school year.

For additional information contact the Phelps Center for Gifted Education at 417-523-3300.

SPS Liftoff -

SPS Liftoff provides virtual enrichment opportunities for students in grades 1-5. SPS Liftoff was developed by Phelps Center for Gifted Education Teachers and is delivered on the Launch Virtual Learning platform. Students who tested for gifted programming, but did not qualify, or students who qualified but are unable to attend WINGS are encouraged to participate. Courses open for enrollment and begin programming in late September. For additional information, please contact the Launch Virtual Learning Center at [\(417\) 523-0417](tel:4175230417).

Parent and Family Involvement and Engagement – ([Policy IGBC](#))

SPS and schools that receive Title I funds will, during the first quarter, annually develop written parent and family involvement and engagement policies that address how:

- The district will build capacity to support parent and family involvement and engagement.
- The policies will work in coordination with other federal, state and local programs.
- The policies will be evaluated by parents and district officials, with a focus on support for parents and family members.
- Parents and families will be involved in creation, review and revision of the policies at the district level and Title I sites

An annual Title I parent and family engagement meeting will be held at each Title I site during the first quarter, to which all parents of participating students will be invited and encouraged to attend. The purpose of the meeting is to inform parents about the school's involvement in the Title I program, the requirements of Title I and the right of parents to be involved. By the end of fourth quarter, SPS and each Title I school will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content of the parental and family involvement and engagement policy and its effectiveness in improving the academic quality of the schools served. Title I school will work jointly with parents of students in the program to develop a ***school-parent compact*** that outlines how parents, the entire school staff and students will share responsibility for improved academic achievement and the means by which

the school and parents will build and develop a partnership to help students achieve the Missouri Learning Standards. Compacts will be signed by parents and teachers at parent teacher conferences.

To the extent practical, SPS will provide opportunities for the informed participation of parents and family members, including parents and family members who have limited English proficiency, parents and family members with disabilities and parents and family members of migratory students. Information and school reports will be provided in a format and, to the extent practicable, in a language the parents understand. Contact Brian Hubbard at 417-523-1131.

Programs for Homeless Students - ([Policy IGBCA](#))

The Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. Therefore, the district, in accordance with state and federal law and the Missouri state plan for the education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. Additional information can be found [here](#). Contact Courtney Martin at 417-523-0352.

Program for Migratory Students – ([Policy IGBCB](#))

The Board of Education of the School District of Springfield R-XII recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges. Contact Merica Clinkenbeard at 417-523-1135.

Identification of Migratory Students

At the time of enrollment, all schools in the district must identify students who potentially qualify for the Migrant Education Program (MEP) in accordance with Board Policy IGBCB. This is accomplished with the Migrant Parent Survey (MPS) form. The English Language Learners (ELL) Department maintains copies of the MPS form translated into a variety of languages under the “Staff Information” section of the department’s web page. MPS forms that indicate a move within the past three years for one of the qualifying reasons will be forwarded by the ELL Department to the administrative assistant in charge of Migrant Identification and Recruitment at DESE’s Migrant, EL, Immigrant, and Refugee Education office. A Migrant Identification Specialist from DESE reviews these forms to determine eligibility and sends a Certification of Eligibility (COE) to the district for qualified students. Qualified students are then brought to the attention of our Migrant Liaison, who conducts a needs assessment and coordinates support services, parent engagement activities, and professional development as needed.

Migrant Education Program (MEP) Parent Meetings

In accordance with board policy IGBCB, parents/guardians and families of migrant students will be invited and encouraged to participate in parent/guardian and family involvement and engagement activities hosted by the district's Migrant Liaison. Information about the district's MEP program will be provided and parents/guardians will have opportunities to meaningfully participate in the program.

Extended Instructional Programs - Summer School ([Policy IGC](#))

The district shall establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students with a reading improvement plan. The district may offer summer school programs for the enrichment of district students and may also offer a pre-kindergarten summer school program for students who will reach the age of five before August 1 of the school year beginning in that calendar year.

In accordance with law, the district will establish a summer school program for reading instruction with a minimum of 40 hours of reading instruction and practice for all students who have a reading improvement plan. Summer school may also be utilized for remediation as a condition of promotion. Contact Jason Steingraber at jsteingraber@spsmail.org.

Non-Traditional Instructional Options – ([Policy IGCE](#))

In accordance with the policy IGCE, Springfield Public Schools provides a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek methods of instruction outside the traditional classroom setting when doing so would assist students toward graduation or provide postsecondary and vocational preparation. Instructional options may include off-campus instruction, virtual instruction, dual enrollment, and school flex programs. The district may offer credit for these off-campus opportunities in accordance with DESE requirements. The amount and type of credit awarded will depend on the hours spent in the activity and the extent to which those activities are consistent with the student's individual career and academic plan (ICAP). Contact Alison Roffers, Director of Counseling Services at 417-523-1124.

Competitive/Discretionary Grant Applications

Grants must be approved as required by Board of Education Policy DD. For approval to apply for a grant, contact your Building Principal or Department Leader. The Principal or Leader will work with the district staff member submitting the grant application to ensure alignment with the strategic plan. Prior to submission of the application, grant documents must be sent to Business Services for final budget review. Procedural information will be made available on the district website.

Use of Educational Videos

Board Policy IIA, Instructional Materials notes that materials are to support the educational curriculum and goals of the district. If a teacher plans to use a video, this process should be followed:

- The teacher will identify how the video supports the adopted curriculum (Board Policy IIA).
- Any video with a rating of PG 13 used at the elementary or 6th-grade level requires parent notification and written permission for their child to view the video. The teacher will provide alternate appropriate instructional activity for students not viewing the video.
- The use of education videos is allowed; however, entertainment videos should not replace instructional time.

The use of video clips that support the Major Instructional Goals is recommended as an appropriate use of instructional time. The use of videos rated PG-13 and above are not recommended. A video clip supporting the Major Instructional Goals is recommended rather than showing the entire video. For additional information contact the Office of Schools Support at 417-523-5551.

Curricular Connections and Special Commemorations – ([Policy IND](#))

BOE Policy IND, Ceremonies and Observances, sets forth the special ceremonies and observances that teachers and students should observe with appropriate exercises, as required by law. Suggested program and/or activity ideas may be found in Canvas via the following path: Curriculum, Instruction, and Assessment course, select grade span, select Social Studies, click Observed Holiday Resources. The following dates must be commemorated this year:

- 1) Constitution Day and Citizenship Day: September 17, or the preceding day of following week if this day falls on a weekend or holiday. Pursuant to legislation passed by Congress, educational institutions receiving federal funding are required to hold an educational program about the United States Constitution on September 17 each year commemorating the signing of the Constitution. When September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Public Law 108-447 addresses this requirement.
- 2) Missouri Day: the third Wednesday of October
- 3) Veteran's Day: November 11, Senate Bill 600 requires Missouri schools to schedule a period of time at least equal to one class period leading up to an observance that conveys the meaning and significance of Veterans Day, in addition to the observance. Veteran's Day is celebrated on November 11th each year.
- 4) Pearl Harbor Day: December 7
- 5) Bird Appreciation Day: March 21
- 6) National Prisoners of War/Missing in Action Recognition Day: September 20
- 7) Patriot's Day: April 15

Schools have flexibility as to how they commemorate these days. An educational program may range from a whole school assembly to individual classroom activities, but the expectation is for all students to be involved in learning about these important dates.

Test Security and Administration

School administrators must ensure compliance with Board Policy ILA, Test Integrity and Security, which applies to MAP Grade-Level assessments and End-of-Course (EOC) assessments, district formative assessments, diagnostic, common and end of course assessments, and all other standardized testing required by the state or district. Any accusations of test security violations or unfair testing procedures must be documented and reported to the district test coordinator of assessment for immediate investigation.

Building principals appoint a building Site Test Coordinator, who is responsible for administration of all federal, state or district assessments. Typically standardized assessments are administered by the classroom teacher in grades K-5 and by designated teachers or counselors in grades 6-12. All individuals administering federal, state or district required assessments will strictly follow all procedures as outlined in the test administration manual or guidelines, and must complete all required training(s) before testing. As with all district activities involving students, a certificated staff member must be in attendance at all times during the test administration period. For additional information contact the Office of Data Analytics & Accountability at 417-523-7665.

Procedure for Reconsideration of a Book or Other Educational Materials

BOE Policy IIA outlines the selection of “instructional materials of the highest quality that will support the educational curriculum and goals of the district.” IIA also notes that “the value and impact of any textbook, library, or other instructional material will be judged as a whole, taking into account the purpose of the material rather than individual and isolated expressions or incidents of the work.” Occasionally, a concern is raised regarding the use of particular curriculum materials, textbooks and ancillary items, library books, and nonprint media.

The Procedure for Reconsideration of District Instructional/Media/Library Materials will provide information on the process. To begin the reconsideration process you will use the Citizen’s Request for Reconsideration of Educational Material form. Both documents can be accessed at the following [link](#). Additional information may be obtained by contacting the Curriculum department at 523-5530.

Promotion and Retention of Students ([Policy IKE](#))

The 1999 HB 889 law stated, “Students cannot be promoted when their reading ability is more than one grade level below their current grade. This prohibition does not apply to students receiving special education services in the area of reading.” The Board of Education and Administration recommends the District continue to follow HB 889 that meets and exceeds the requirements of SB 319. If you have any questions regarding retention based on Policy IKE, contact the appropriate Executive Director.

Assignment of Students to Grade Level

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. For more information about Student grade level assignments please contact Dr. Alison Roffers, Director of School Counseling Services at 417-523-0063.

Promotion and Acceleration of Students – ([Policy IKE](#))

When determining whether students should be promoted, accelerated or retained, the district will make use of all available information, including results of teacher-made tests, classroom performance assessments, other measures of skill and content mastery, standardized test results and teacher observation of student performance. For more information about Grade Promotion and Acceleration, please contact Elementary Learning at 417-523-0088.

Graduation Requirements - ([Policy IKF](#))

Board policy IKF provides vital information regarding the requirements students must meet in order to graduate from Springfield R-XII that includes total number of credits earn, course requirements, DESE assessment obligations and cardiopulmonary resuscitation (CRR) training. The policy also outlines exceptions, substituting credits, and alternatives. For more information pertaining to administrative processes and procedures please contact Dr. Alison Roffers, Director of Counseling Services at 417-523-0063.

Virtual Education - ([Policy IGCD](#))

In accordance with policy IGCD, Launch virtual courses are offered to students interested in taking course content online. All courses offered at the secondary level are listed in the High School Education Planning Guide. All K-12 students participating in virtual courses will complete required state and local assessments. These are required to be proctored in person. All Launch courses are built to Missouri Learning Standards and taught by Missouri DESE certified teachers. Launch courses can be taken as part of a student's schedule or in addition to a student's schedule. Students seeking virtual course options outside of Launch via [MOCAP](#) should enroll directly with the provider. Please contact Dr. Nichole Lemmon, Director of Virtual Learning, to discuss virtual options (nlemmon@spsmail.org). Additional information regarding virtual programming can be found in the [SPS Virtual Course Handbook](#).

Individual Program of Study

Some students will need exceptions to Policy IKF, Graduation Requirements, while still meeting state and local requirements. To facilitate a consistent and easy application of this policy, the Individual Program of Study (IPS) must be followed. This process may begin as early as elementary school, but usually no later than the end of the tenth grade. A committee comprised

of the student's parent(s) or guardian(s), building principal, counselor and a representative from any level that the IPS will address, will meet together to develop the program. A high school representative, usually a counselor, is involved in the development of the IPS to ensure that all local and state graduation requirements will be met, especially if the IPS is being developed in grades K-8. For additional information contact Dr. Alison Roffers, Director of Counseling Services at 523-1124.

Volunteers

Any volunteer who will be working with students or will be in the school building on a regular basis should have a background check processed by the Communications Office. Individuals interested in becoming a school volunteer must register every school year by completing the Volunteer Application, located on the SPS Volunteer Program website, and apply for a fingerprint background check, if needed. A volunteer must have a new fingerprint background check every six years to remain eligible. Current SPS Employees may volunteer. Their employee background check must meet the current requirements for volunteering within the district. Once the background check is cleared and approved, the individual will be eligible to volunteer. No individual should begin volunteering until approved. The site principal will act as the administrator of the program at the site, will ensure policies and procedures are being followed and have final approval of all site volunteers. A volunteer coordinator will be appointed at the beginning of each school year by the principal. The volunteer coordinator will act as the liaison between the volunteer, school site and the Communications Office. This individual will be expected to handle confidential information with the highest regard. Springfield Public Schools requires all registered volunteers to check in using the visitor/volunteer management system at the building. This system allows for tracking of volunteer hours. The Volunteer Coordinator from each school will manage and maintain any volunteer records. Volunteer records should be destroyed in a five-year rotation pursuant to the State of Missouri Record Retention laws.

High Holy Days

Dates of the 2024 High Holy Days are listed below. School conferences, tests, or other major activities should be avoided on these days.

Rosh Hashanah	
Evening	Wednesday, October 2, 2024 Friday, October 4, 2024
Yom Kippur	
Evening	Friday, October 11, 2024 Saturday, October 12, 2024

Student Accident Insurance

A supply of enrollment instruction handouts with instructions (see attachment 1) is provided for each school prior to the beginning of each school year. The school principal is responsible for distribution each year. Immediate distribution to the students is encouraged to expedite coverage which becomes effective upon receipt of the premium by the company. Do not accept enrollment money at the school site. For additional information contact the Office of Risk Management at 417-523-0312.

Weather Guidelines

WARM WEATHER GUIDELINES

Weather	Recess Held
Heat index of 90 degrees or below	Outdoors - normal recess
Heat index between 91 and 94 degrees	Outdoors - 10 minutes
Heat index above 95 degrees	Indoors

Water access: students should have access to water before and/or after recess. Additionally, recess supervisor will move students who show any signs of heat exhaustion or heat-related illness (i.e., heavy sweating, weakness, muscle cramps, nausea, weak pulse, clammy skin, etc.) to a cool down area provide immediate access to water, and notify the school nurse.

Precautionary measures if holding recess outdoors:

Activity level: students should participate in only light to moderate physical activity.

Student preparedness: students should wear appropriate attire during warm weather.

Playground equipment: check playground equipment and surfaces prior to recess; do not allow students to play on equipment that is extremely hot to the touch.

Principals should review the practice or rehearsing procedure during excessive heat hours with coaches and sponsors of extracurricular groups. The Director of Athletics provides procedures to principals on an annual basis.

Health Services will provide heat index alerts electronically.

COLD WEATHER GUIDELINES

Weather	Recess Held
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Above 32 degrees with or without wind chill	Outdoors - normal recess
20-32 degrees with or without wind chill	Outdoors - 10 minutes
Below 20 degrees with or without wind chill	Indoors

Schools should exercise the following precautionary measures if holding recess outdoors:

Precipitation: evaluate snow and icy conditions for student safety and attire.

Student preparedness: appropriate outdoor attire to stay warm and dry during recess includes coats, gloves (without strings), hats, and boots.

Playground safety: evaluate the playground equipment and surface (i.e., icy conditions) to determine whether students can safely play outdoors.

****"With or without wind chill" means how cold it feels, whether it is caused by wind chill or not. For example, if the straight temperature reading is 10 degrees or if it is 20 degrees with a wind chill of 10 degrees, hold recess indoors.

For additional information, contact Health Services 523-1632.

Student Wellness

The primary goals of the School District of Springfield R-12's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day. The school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events. Refer to SPS [District Wellness Program BOE Policy ADE](#), [Wellness Guidelines and Procedures \(Rev 06 07 2022\)](#) and [Wellness Guidelines FAQ's Can-Cannot Considerations \(Rev 04 12 2023\)](#).

Top three reminders:

- Do not use food/beverage items as a reward or negative consequence for behavior.
- Food/beverage trucks or food delivery services are considered competitive food/beverages and therefore not allowed on campus during breakfast/lunch service. If outside meal service time, food/beverage items offered must meet USDA Smart Snack Guidelines/SPS Wellness Policy.

- School stores, snack carts, concession stands, fundraisers (food sold for consumption during the school day), must meet USDA Smart Snack Guidelines and not be available during meal service times.

In addition, only commercially prepared, prepackaged items (no homemade food items) that meet the [Smart Snack Guidelines \(May 2022\)](#) with a list of ingredients on the package offered during the school day. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided. Refer to **SPS District Student Allergy Prevention and Response Policy JHCF** [here](#).

For additional information, contact the Health Services office at 417-523-1630 or the Nutrition Services office at 417-523-1110.

Field Trip Approval and Permission

All student trips and arrangements must have approval from the school principal prior to announcement to students and parents/guardians. Each student must have written parental consent, see link below, prior to participation in an offsite trip. For additional travel information contact the Office of [Risk Management](#) at 417-523-0312.

Student Travel

All student travel shall be conducted in compliance with the procedures detailed in the [Student Travel Manual](#). All individuals who schedule trips on behalf of the District, regardless of funding sources, must adhere to the procedures contained in the Manual, as well as to policies established by the Board of Education. School Employees are not to use District resources of any type, including facilities, to solicit students to participate in any commercial or non-school sponsored trips or excursions. All student travel must be approved through the appropriate channels PRIOR to trip information being shared with students or parents.

*Please complete the form for Nutrition Services indicating how many students will be out of the building during lunch, and if sack lunches are required.

Charging Fees for Co-curricular Activities

A co-curricular activity is a student activity that practices or competes outside of the school day, and is connected to a course that takes place during the academic school day (i.e. marching band, choir, or speech and debate). While students may be charged a fee for the cost of competition fees or travel related to the extracurricular component of the activity, the fee may not be connected to the companion course unless the fee is for a consumable item a student keeps. An example of an allowable fee might include charging students for a t-shirt to be worn at a competition. An example of an unallowable fee might include charging students for sheet music they are required to learn as a part of their grade in the class. Co-curricular activity sponsors must develop a list of items students are paying for with an estimated cost per student and submit to the appropriate Learning Support coordinator and supervisor prior to collecting student fees. Additionally, sponsors must develop a procedure to assist students who are

unable to pay for all or part of the program fees. If you have any questions regarding fees for co-curricular activities, contact the Athletics office at 417-523-0084.

Athletic & Activity Camps, Clinics, and Leagues

1. No school coach or other school representative may directly or by implication direct a student to attend a specialized sports camp, clinic, or outside league as a condition for team membership - per MSHSAA guidelines.
2. Any student who wishes to participate in a MSHSAA sponsored activity, as well as any activity that would represent the Springfield Public Schools outside the District will need to complete a "Citizenship Card", MSHSAA Pre-Participation Annual Requirements, Mercy Consent to Treat and current Physical prior to the start of their activity. For athletic programs and MSHSAA sponsored activities, this traditionally means during the first days of practice. For other clubs/organizations, this may mean at the start of the school year or whenever that club/organization begins to conduct activities. In addition to having students sign the "Citizenship Card", all coaches, directors, or sponsors should discuss the "Citizenship Card" details with students and preferably their parents/guardians. "Citizenship Cards", MSHSAA Pre-Participation Annual Requirements and Mercy Consent to Treat will be filled out online using e-school, along with an eligibility roster or list of students engaged in that activity, and all students involved in activities should be coded according to their participation in the student software package. Any student who is participating in a club that will be strictly internal to the Springfield School District does not need to sign a "Citizenship Card" however, a list of these students must be coded in the student software package, in order to generate a report if requested.
3. School employees involved in off-site camp, clinic, or league activities, whether by offering information, coordinating attendance, collecting applications and fees, or accompanying students, must understand the level of responsibility they are assuming by such actions. Refer to [Athletic & Activity Camp/Clinic/League Sponsor Guidelines](#) for details. For all camps, clinics, and leagues, the [District Camp/Clinic Parent Information and Consent Form](#) is required to inform parents of trip details and to obtain parental permission. Camps or events involving overnight stays or travel exceeding 250 miles one way must be conducted in compliance with procedures for extended travel as detailed in the [Student Travel Manual](#) (including using District-approved transportation). Day camps and summer leagues do not require the use of District-approved transportation, however, organizers should consider the option of utilizing District-approved transportation whenever feasible. If District-approved transportation is not being provided, a [District Summer Athletic and Activity Camp/Clinic/League No Transportation Notice](#) must be obtained from each student/family.

All forms referenced can be accessed through the Risk Management [website](#).

Reporting of High School Grades, Credits Earned by Middle School Students, Acceleration of Middle School Students

In order to clarify existing practices at the high school level of how grades and credits earned prior to a student being enrolled in high school are recorded, the following guidelines have been written for use by counselors and principals.

1. A middle school student who takes a seated or online Springfield Public Schools high school level course(s) is not eligible to receive high school credit for the course(s).

- The academic benefit to the student is to promote a rigorous course of study as well as to encourage acceleration in specific subject areas upon entering high school.
- If the student receives a grade of “A” or “B” in the course, the student may accelerate to the next level of the high school course in that subject area.
- If the grade received is a “C”, a student may accelerate upon recommendation of the teacher. The high school course(s) will count toward meeting the requirements of the college prep certificate.
- After a student enters high school, if it is determined that he/she desires to pursue graduation in less than four years, needs credit for the course in order to meet specific subject area graduation requirements, or has a schedule conflict which prohibits pursuing a chosen area of interest, an Individual Program of Study (I.P.S.) may be written in consultation with the student’s high school counselor. **If approved**, the I.P.S. would allow for the high school course(s) taken in middle school to count toward meeting the graduation requirements as specified in Board Policy IKF. The grade will be recorded as a “P” and added to the transcript, but will not be computed in the student’s GPA or class rank.

Note: While these courses may meet the graduation requirements for Springfield Public Schools, they may not satisfy specific requirements for college admission or for the NCAA.

2. A middle school student enrolled in the Springfield Scholars Program who takes a seated or online Springfield Public Schools high school course will receive high school credit for the course.

- The grade and credit will be recorded on the student’s high school transcript.
- The grade will be included in the student’s high school grade point average, which is used to determine class rank.
- Once the course is completed and the grade is recorded on the transcript, it may not be removed from the student’s transcript.
- If the courses are needed to count toward meeting graduation and subject area requirements, an Individual Program of Studies (IPS) will be required in order to document the exceptions to the district graduation requirements.
- If the course is weighted, it will count toward the total number of weighted classes for the student’s ninth grade year.
- The course will count toward meeting the requirements of the college prep certificate.

- If the student wants to retake the course again in high school, the rules regarding Repeated Grades in “ High School Education Planning Guide” would apply.

3. A student who is promoted early one or more grades and enrolls in high school, must have completed an I.P.S. Once enrolled in high school, all local and state graduation requirements apply.

Student Lists

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

Privacy of Student Data

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

Legal Notice - Release of Directory Information

Since directory information is legally available upon request without parental approval, principals need to be aware of the provision which allows parents to request that information not be included as directory information for their child. We must honor the wishes of any parent who contacts your school requesting that information not be included. Parents should sign the form contained in the student handbooks to verify this request (Attachment 2). Principals must ensure that this change is made on the computer so it can be referenced and taken into account in the event of a request for student information.

Procedure for Interviewing/Photographing Staff and Students

Springfield Public Schools has a duty to inform the public and engage stakeholders in an open dialogue. The news media assists in this communication effort by reporting relevant information through various channels such as newspaper, television, radio and the Internet. When the news media seeks to interview students or employees, the Communications Office will coordinate these requests. Interviews, photographs or video images may be taken of students and

employees as part of normal school activities for public relations and informational use by the district or by official SPS partners in promotion of their organization and its partnership with the district.

The following approved procedures apply:

1. The news media should notify the Communications Office prior to contacting a school. If the media contacts a school directly, the principal or principal's designee will inquire about the topic of the story and the reporter's deadline. The principal or designee will then inform the Communications Office (417-523-0117) about the request, at which time a determination will be made about who will conduct the interview regarding the requested topic.
2. The Communications Office will notify the principal or school secretary if news media has been approved to visit a school.
3. Upon arrival at a school, reporters and photographers will report to the Principal's office to obtain a visitor's pass and for further directions or instructions.
4. At the beginning of the school year, parents/guardians should review the Directory Information and News Media Opt-Out Form printed in the student handbook. If a parent/guardian does not want their child to be interviewed or photographed by news media, this form must be signed by a parent/guardian and be returned to the school office.
5. Students who have a Directory Information and News Media Opt-Out on file in their record may not be photographed or interviewed by news media.
6. All students who appear in student directories, yearbooks or other school publications may be photographed, videotaped, interviewed or recorded by school and commercial broadcast and print media unless parents have signed and returned the Directory Information and News Media Opt-Out Form.
7. All student athletes, participants in music, debate and other school-related extracurricular activities consent to being photographed, videotaped, interviewed and/or recorded by the news media as a part of their participation.
8. When a media request involves a sensitive issue, the Communications Office may request explicit parental permission before allowing students to be interviewed or photographed. These instances will be determined in consultation with the school principal.

NOTE: The opt-out form does not protect a student from being photographed, videotaped, interviewed or recorded at public events such as assemblies, athletic events, graduation, theater productions, concerts and competitions.

Student and Parent Internet Agreement

The student's use of the Internet enriches learning in the classroom. The District recognizes that not all web sites and information found on the Internet are appropriate for K-12 students. In order to ensure that students and parents are adequately informed about these issues, the District provides an Internet Use/Waiver form which can be accessed in the [Student Handbook 2024-2025](#) on page 90. This is an "opt-out" form and should be signed only if the student should have restricted internet access using District equipment. This waiver excludes online curriculum resources along with state and district-required online testing. If signed, the form will be collected and stored at the school site. If the student transfers to a different school within the District, a new form will be completed and signed by the student and parent if the parent(s) choose to "opt-out" their student's access to the Internet using District equipment. For additional information contact the Office of Information Technology at 417-523-0156.

Enrollment

Principals are reminded that state law allows partial day enrollment for any student. Students that are age 7 to 17 years of age must also be enrolled in a state-approved education setting such as private, parochial, or home school to meet the compulsory attendance law. Children who are age five (5) before August 1 are eligible for kindergarten admission. Children who are age six (6) before August 1 are eligible for first grade.

Portable Breath Test – ([Policy JFCH](#))

Board Policy JFCH, Student Alcohol/Drug Abuse includes the following excerpt: "When a student is suspected of having consumed alcohol, and when confronted, denies the accusation, the administrator may offer the student the opportunity to demonstrate innocence by use of a breathalyzer test, if available. A student's refusal to submit to this test shall not constitute evidence of guilt or innocence. The test will be administered in an area away from public view, with school employees present."

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

Reporting Suspected Child Abuse and/or Neglect – ([Policy JHG](#))

Missouri state law and SPS Board Policy JHG, Reporting and Investigating Child Abuse/Neglect, requires any school official or employee to report suspected child abuse and/or neglect to the Family Support/Children's Division. A report should be made when a school official or employee has reasonable cause to suspect abuse or neglect. It is not the responsibility of the school official or employee to investigate or prove that the child has been neglected or abused. Reports are to be made by calling the child abuse and neglect hotline at 1-800-392-3738. Please refer to the district information page for [Mandated Reporter Procedures](#).

Student Interviews

Unless circumstances dictate otherwise, student interviews conducted by local law enforcement while the student is under the supervision of school officials, shall be conducted away from viewing by other students. Additionally:

- An administrator, counselor or school police officer shall be present as an observer of the interview.
- A student in school may not be interviewed by any law enforcement authority without the knowledge of the school official and proper notification of parents/guardians.
- A student may not be released into the custody of persons other than parents or legal guardians unless the student is placed under arrest by legal authorities.
- If a student is removed from the school by legal authorities, the student's parents/guardians should be notified of this action by school officials as soon as possible.

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

Health Care/Social Service Provider Requests

When health care providers request information in the form of student records or questionnaires about a student from one or more school district personnel, the following procedures will be followed:

- All such requests must be reviewed by the school principal or designee who will direct them to the appropriate school personnel. Electronic questionnaires, rating scales, and/or behavior checklists may be sent directly from the parent/guardian to other school personnel, such as nurses, counselors or teachers. School personnel should notify the principal of the receipt of any electronic request for input from the school on questionnaires, rating scales, and/or behavior checklists.
- The school or Health Services Department must have an "Authorization to Release/Disclose Information" form signed by a parent or legal guardian. This can be the district form or one from the provider as long as it is signed by a parent or legal guardian and specifies the information to be released and the recipient of the information. The electronic requests include a security access code and embedded release of information statement allowing disclosure directly to the provider.
- Information requested from the provider must be sent by the principal or designee directly to the provider and not sent through a third party, even if that third party is the parent or legal guardian.
- For additional information contact the Health Services Office at 417-523-1630.

Classroom Observations by Non-District Mental Health Professionals

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

- Requests to observe a student must be made to the building principal at least 24 hours in advance.
- The mental health professional must present written documentation of parent permission to observe the student prior to or upon arrival for the observation. Principal will maintain a signed copy of the permission form in the student record.
- Principals will require the mental health professional to sign the “Confidentiality Agreement for Classroom Observation by Non-District Personnel” and will maintain a signed copy of the form in the student record. A copy of the Agreement ([Attachment 4](#)) is attached.
- The number and duration of classroom observations should not interfere with the instructional program. Therefore, principals may restrict the number, time, and/or length of observations.

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

Mental health counseling for students by non-district personnel is not permitted on school premises. If a parent provides written permission, non-district personnel may transport a student to a location off school premises for a counseling session. These sessions should be scheduled during non-core instructional time. (This does not apply to Burrell staff meeting with students enrolled in School Based Mental Health Services).

Programs for English Learners – ([Policy IGBH](#))

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Contact Merica Clinkenbeard at 417-523-1135.

Identification of English Language Development (ELD)

At the time of enrollment, all schools in the district must identify students who come from non-English language backgrounds in accordance with Board Policy IGBH. This is accomplished with the online application. All students enrolling in the district must complete relevant questions in the online application. If the answer to questions on the application indicate the use of a first language other than English, the student must be identified for

potential screening for English language proficiency. Proficiency assessments are facilitated by the ELD Department (417-523-1136). The ELD Department will contact school secretaries and designate assessment personnel to arrange language assessments once information from the online application has been received.

Parental permission is not required to assess a student's English language proficiency. However, the district must provide notification to parents of assessment results and eligibility for the English Language Development program within 30 days of enrollment, in accordance with state and federal law. Parents will receive written notification detailing their child's scores in English language proficiency and, for students who are eligible, a recommendation for placement in the ELE program. School personnel will be notified of the results of the assessment by the ELD department. Scores are also accessible in eSchoolPlus.

Screening must be conducted using an English language proficiency assessment which assesses reading, writing, speaking, listening and includes a measurement of comprehension. Missouri's Department of Elementary and Secondary Education (DESE) has selected the WIDA – ACCESS Placement Test (W-APT) and WIDA Screener for use as the initial assessment of language proficiency. Students not proficient in reading, writing, speaking, and listening will receive language support services through the ELD program.

Annual Assessment - Each Missouri Local Educational Agency (LEA) must annually assess the English proficiency of all K-12 English Learners. The WIDA ACCESS assessment is the English language proficiency assessment selected by DESE to meet the requirement of ESSA to annually assess Missouri's students eligible for ELD services. The WIDA ACCESS assesses proficiency in speaking, listening, reading, writing, and comprehension. It must be given to all ELs for state-reported progress monitoring.

Students who have exited the ELD program (as determined by language proficiency on the WIDA ACCESS assessment and other academic performance criteria) are monitored for a period of 2 years in accordance with state and federal regulations, during which time they are not assessed with WIDA ACCESS.

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

Procedures for Exiting a Student from the ELD Program at an ELD Instructional Site

Once a student attending an ELD Instructional Site is eligible to exit the ELD program (as determined by demonstrated language proficiency on the ACCESS assessment and other academic performance criteria), parents are notified of eligibility to exit the program and students are placed on academic monitoring for a period of two years. A student may continue to attend the ELD Instructional Site for the remainder of the school year in which he or she exits the program. Thereafter, the student must attend the building of residence or request a transfer according to district policy.

Assigning Student Grades/Competencies Accountability

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

- Elementary (K-5): 15-20 school days;
- Middle Schools (6-8): 10 school days;
- High Schools (9-12): Student performance must always be assessed and reported once a student has been enrolled within a building. Assessment and the awarding of credit will be determined on a case-by-case basis and take into consideration all performance information for the current grading period. Though the awarding of credit may not always be possible, the building will strive to maximize a student's credit earning potential and avoid loss of credit earning opportunities.

When assigning competencies/grades for students who have attended another school(s), the current site should make efforts to take previous student achievement for the quarter/semester into account, if possible. Delaying student enrollment due to close proximity of scheduled report grade card date is not an option.

Transfer Procedures

Individuals living within the SPS school district who wish to attend a SPS school other than the one they are assigned to based on their address, must request a transfer. Transfer requests are processed in the order they are received. There are two types of transfers, transitional and immediate. Requests for transitional transfers are only accepted during a specific time frame and are only available for specific grade-levels. Immediate transfers for the current school year are accepted any time prior to the fourth quarter. Immediate transfers for the next school year are available year-round. Immediate transfer requests for elementary students for the next school year may not be processed until the first week of the new school year to allow the status of class size or building capacity to be determined. Immediate transfer requests for secondary students for the next school year will be processed between May 1 and the end of the current school year. Please refer to the [transfer procedures](#) for more information.

Transgender Students

It is the goal of Springfield Public Schools to foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender expression and facilitate compliance with Board of Education policies, Federal, State, and local statutes, regulations and ordinances concerning bullying, harassment, and

discrimination. For additional information please see [Transgender Student Recommendations](#) or you may contact Shayna Peery, Andre Illig, or Mykie Nash.

Student Pronouns

Most of the language surrounding the practice of a student requesting a public (school-wide) name or pronoun change is usually in relation to Transgender/Non-Binary students. But procedures for legal name changes remain the same for all students. For additional information, please see [Student Pronouns Recommendations](#).

General School Administration

News Media Guidelines for Employees

The Communications Department is responsible for sharing clear, timely and accurate information with the district's key audiences. Part of that work includes supporting schools and departments in communicating about events, activities and achievements related to students and staff. The Communications Department utilizes a variety of outlets, including The Latest, SPS.org, social media and news media, to share information. The Communications Department is the district's designated contact for news media so individual employees should not contact reporters directly. Coordinating with the Communications Department ensures that all proper procedures are followed, which helps protect the safety and privacy of students and staff.

Employees should keep in mind the following:

- If a reporter contacts you directly, instruct them to contact the Communications Department.
- If an interview is granted, a member of the Communications team will contact you to prepare for the interview.
- Typically, a member of the Communications team will be present when students or staff are interviewed or photographed by news media.
- In instances where a topic affects more than one school or is sensitive or controversial in nature, a district leader may be designated to conduct the interview.
- If you have information or story ideas that may be of interest to the news media, contact the Communications Department at communications@spsmail.org or call 417-523-0021.

Threats of Violence at School Sites

There may be times when a student makes a written, verbal or electronic threat that might involve a specific, credible plan to cause harm to students, staff or school. Additionally, students may continue to display repeated patterns of aggressive behaviors even with evidence of implemented interventions. In these instances, a Threat Assessment team may convene and proceed to:

- Assess threats of potentially harmful or lethal behavior
- Determine the level of concern and action required

- Organize school and community resources and strategies
- Manage situations involving students that pose threats to others
- Help to maintain a sense of psychological safety within the climate of the school community

Types of Threat

The first step in a threat assessment is assessing the type of threat. Threats fall into four basic categories:

- Direct threat—a threat that identifies a specific act against a specific person(s) or target(s) delivered in a clear, plausible, and explicit manner.
- Indirect threat—a threat that is unclear, ambiguous, or lacks specificity. Violence is implied, but the threat is phrased tentatively, suggesting that a violent act could occur, not that it will occur.
- Veiled threat—a threat that strongly implies, but does not explicitly threaten, violence.
- Conditional threat—a threat often seen in extortion cases. It warns that a violent act will occur unless certain demands or terms are met.

Levels of Threat

A second determination concerns the level of threat posed by the situation which include the following:

- Low level of threat
 - Poses a minimal risk to the victim and public safety
 - Is vague and indirect
 - Information is inconsistent, implausible, or lacks detail
 - Content suggests the person is unlikely to carry out the threat
- Medium level of threat
 - Could be carried out, although it does not appear totally realistic
 - More direct and more detailed than a low level of threat
 - Wording suggests some thought has been given to how the act will be completed
 - Includes a general indication of place and time, but still falls well short of a detailed plan
 - No strong indication that preparatory steps have been taken
 - Statements seek to convey that the threat is not empty (e.g., “I’m serious!” or “I really mean it!”)
- High level of threat
 - Direct, specific, and plausible
 - Appears to pose imminent and serious danger to safety of others
 - Suggests detailed steps have been taken (e.g., stalking or acquisition of weapons)
 - Almost always requires involving law enforcement

Threat Assessment Steps

1. Threat of violence toward others is heard or reported.
2. Contact School Police Services if imminent danger to others (417-523-2911).
3. Site administrator follows Student Handbook Scope and Sequence.
4. Site administrator notifies the Director of Student Services.
5. If found to be a low level threat with unfounded concerns, monitor and provide needed [supports](#).
6. If found to be medium to high level threat or repeated pattern of threatening behavior, Director of Student Services asks for Level 1 Screening team to convene. Parent notification should occur at this step to discuss Level 1 Site Screening team referral.
7. Level 1 Screening team meets to discuss facts, data collected, and interventions deployed. If the team determines Level 2 Assessment is not needed, the site screening team will implement a [student supervision plan](#).
8. If Level 2 Assessment is needed, the Director of Student Services will work with school psychologists to determine the best way to assess the student's [threat level](#).

Fundraising Activities

Principals are requested to monitor the number and the timing of fundraising events throughout the year. When possible, schedule fundraisers, and other events soliciting funds, throughout the year rather than a single month to avoid causing a financial hardship for families. Student participation in selling is necessary and acceptable on the secondary school level for approved projects. Fundraising projects may not involve students in direct selling at the elementary level. These projects must be conducted by the adult members of the organization. Elementary students are encouraged not to engage in door-to-door sales. Any questions regarding the handling of the fundraising monies should be referred to the Business Services office.

Emergency School Closings

Every effort is made to make decisions regarding school closings by 5 a.m. so that employees and parents can be alerted as soon as possible. The decision is announced immediately via SPS [Twitter](#) and [Facebook](#) accounts, the SPS website and local news media. Employees and parents will also be sent an email. Employees and parents who have a current phone number in our emergency notification system will be notified via telephone message beginning at 6 a.m. and immediately by text if they have opted in for that service. Individuals may also call the School Closing Line at 417-523-0110. Please do not rely solely on one method of notification. At times, in extreme weather conditions, internet access or telephone service may be disrupted preventing or delaying the use of some communication channels.

School Food Service

Breakfast and lunch prices for the 2024-2025 are as follows:

Lunch Program:

<i>Elementary Students</i>	<i>\$3.15</i>
<i>Secondary Students</i>	<i>\$3.40</i>
<i>Reduced Price/Elem. & Sec.</i>	<i>\$0.40</i>
<i>Adults</i>	<i>\$4.60</i>

Breakfast Program:

<i>Elementary Students</i>	<i>\$1.80</i>
<i>Secondary Students</i>	<i>\$1.80</i>
<i>Reduced Price/Elem. & Sec.</i>	<i>\$0.30</i>
<i>Adults</i>	<i>\$2.60</i>

If the site is BIC (Breakfast in Classroom) then breakfast is free to all students.

Other Nutrition Services Information

Please refer to the Nutrition Services [website](#) for additional information on DESE guidelines, Guidelines for Use of Kitchen, Special Dietary Needs, and Nutrition Education.

Bus Loading-Unloading Supervision

Principals are required to arrange for the supervision of students when buses are loading and unloading.

Bus Evacuation Drills

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

To ensure the safety of students and staff accompanying them, drivers will perform a brief bus evacuation presentation approximately 2-3 minutes in length before leaving schools on out-of-town trips.

Mail and Delivery Service

Blue bag mail service is provided daily by the Transportation Department via school buses while school is in session. Delivery schedules while school is not in session will be released as needed by the Distribution Center. Do not send money via the blue bag or delivery service. This

service is provided for school business only, and not for the transportation of personal materials. Do not send books in the blue mailbags. Mailbags should not weigh more than 20lbs. Books should be delivered via the Distribution Center delivery service. It is important that each site notify the Distribution Center of a specific delivery and pick up point.

Distribution Center deliveries are made to sites/buildings twice each week. North side sites are set up on a Monday/Wednesday route and South side sites are set up on a Tuesday/Thursday route. The specific delivery chart is available on the Purchasing and Distribution Center webpage at the following [link](#).

Fridays are set up to deliver furniture and heavy equipment that otherwise couldn't be delivered on the normal delivery routes. Fridays may also be used to schedule pickup of surplus property.

Distribution of Non-School Materials

District-wide

In an effort to manage our resource effectively, paper copies will no longer be distributed via student backpacks. Materials that meet the following criteria will be approved for sharing on the community table at each site:

- The organization must be an SPS Partner. There is no charge to register as a partner, and partners may do so at this [link](#).
- The event is school related.
- Organizations submitting information concerning activities with associated fees will be required to offer reduced costs or scholarship options for students eligible for free and/or reduced price lunch.
- The event/request must be in compliance with board policy KI.
- Receive approval from the Student and School Services Office PRIOR to distributing material and include this disclaimer:
- Content must be free from faith-promoting statements and imagery and not attempt to promote or proselytize beliefs.

All fliers must include this language: "Use of District facilities does not constitute the District's endorsement of the activity, organization, organization's mission, organization's message or any opinion expressed by the organization, its members or persons who attend the activity."

Once approved, sites will be notified that the material may be shared on the community table. Organizations are responsible for duplicating and delivering items to the site. The Student and School Services office will also create and maintain a shared Google folder [Approved Fliers for Distribution](#) to provide access to all approved materials.

Select School(s) Distribution Only

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

These materials will be placed on the community table at the site for self-selection.

For additional information contact Jessica Blake, Coordinator of Community Relations, at 417-523-0046.

Presort Mailing Discount

Blue bag daily delivery service is provided by school buses so that all sites may send their daily mail to the Distribution Center for processing and provides for significant savings to the postage budget. If mail cannot be presorted, then it will be processed manually and charged the regular 1st class postage rate. A discount applies to certain types of mail pieces weighing from 1.1 – 2.0 ounces. The following are guidelines for presort mailing pieces in order for them to qualify and be read and encoded by the presort scanner:

- Mailing address must be typewritten (nothing handwritten)
- Envelopes must be letter size up to a maximum of 6 1/8" x 11 1/2"
- Envelopes must be white or very lightly colored (manila envelopes will not go)
- Up to 2.0 ounces (2 oz. = approximately 9 sheets of copy paper + envelope)
- Up to 1/4" thick
- Minimum of 5/8" H x 4" L blank space on lower right corner for barcode clearance

Additional recommendations for the mailing address:

- Left aligned
- In black ink on a white background
- Clear and sharp without touching or overlapping characters
- Clearly visible in window envelopes, even when insert shifts
- Parallel to bottom edge, not slanted
- No punctuation, use spaces
- Please include return address on all mailings

Additional requirements:

- Large envelopes must be sealed. The postage machine will not seal large envelopes.
- If the envelope has a clasp, the clasp must be taped over or secured. The clasp can damage the postage machine.
- No stapled envelopes, the staples can damage the postage machine.
- Non-glossy postcards are required. The postage machine will not print on glossy cards
- You must leave room for the postage in the top right corner of the postcard
- Certified letter with return receipt, green card must be filled out and attached to the back of the envelope.

Questions may be directed to the Distribution Center/Mail Room at 417-523-0073 or 36223.

Procedure for Obtaining Printing Services

A site or department that needs printing services should send the samples to the Ozarks Technical Community College (OTC) Print Shop for an estimate of the work to be done. The

contact is Jeff Warner warnerj@otc.edu. Telephone calls are discouraged as it is difficult to estimate costs sight unseen. It is recommended that estimates be sought since the cost can change from year-to-year. In addition to the material costs, OTC will also charge a reasonable rate for the labor costs involved plus some overhead. District staff may also obtain estimates and utilize outside printers. Bidding is not required when using OTC for printing needs. The use of outside printing companies must follow District purchasing/bidding procedures.

Wireless Phone Service

The District wireless phone service provider is AT&T Wireless. Information on the Mobile Device Administrative Procedure for District and Personal Cell Phone Usage and the service request form can be found [here](#). Questions may be directed to Information Technology at 417-523-4357.

Telephone System

To support school and community relations, phones should be covered at all times, including the lunch period. All requests for maintenance, repair service, and/or telephone service changes should be referred to the Help Desk at 417-523-4357.

Capital Planning Requests - Capital Projects, Capital Purchases

A SchoolDude Work Order is the means to submit a Capital Planning request for consideration. All Capital Planning items should be submitted as a Work Order request through School Dude. For Emergent items (see Emergency Priority Definition under Facilities) the building/department administrator should ensure a Work Order is entered in School Dude, marked Emergency priority, and then contact the Executive Director of Operations by telephone. The Capital Planning cycle occurs annually with a submittal deadline occurring in late September with specific due dates communicated to the Senior Leadership Team through District email. The number of personnel authorized to submit work orders is kept at a minimum to allow building administrators control over the capital planning requests for their buildings and to prevent duplicate work orders from being submitted. The following personnel in each school building has the access and authority to submit work orders at the direction of the building principal:

- Building Principal / Assistant Principal
- Building Secretary
- Head Custodian
- Food Service

By late August/early September Administrators should meet with their teams and assess their Building/Department/Program needs to determine which items will be submitted as Capital Planning requests. Some items, such as cafeteria tables are replaced on a rotating schedule managed by Facilities in collaboration with the Purchasing department. The Purchasing department maintains a catalog of frequently requested classroom items for quick reference, with a link available on the Purchasing department web page. Item numbers from the catalog should be referenced in the Description field of these Capital Planning Work Orders. Any

questions regarding the Capital Planning process can be submitted to @kekargel@spsmail.org for assistance.

Night Security

The School Police Office is open 24 hours per day and can be contacted at 417-523-2911. The answering machine at the main number at the Kraft Administrative Center is now providing an emergency number of 417-523-2911, which is the School Police Dispatch Center.

Emergency Preparedness and Building Security

Please review the [Emergency Preparedness and Building Security Standard Operating Procedures](#).

Insurance on Personal Property

Staff and students will be responsible for the repair/replacement of any personal property brought into District buildings or onto District grounds. The District cannot accept financial responsibility for the safekeeping of privately-owned items, nor can the District accept financial responsibility for vandalism, theft, or weather-related damage that might occur to such items. Personal property includes privately owned equipment used for classroom work. Leaving such items in District buildings overnight or unattended is discouraged. Personal property also includes vehicles.

Requests for the Use of Service Animals – ([Board Policy ECG](#))

The entirety of the Procedures for Service Animals on District Property can be accessed [here](#) and the purpose is to establish guidelines for the use of service animals in the School District of Springfield R-XII, including school buildings, vehicles and other property. The District will comply with the Federal and State of Missouri statutes and regulations concerning the rights of individuals with service animals. The Service Animal Registration/Agreement and additional forms located within the Procedures for Service Animals on District Property must be completed and returned to Human Resources. For additional information, you may refer to the Board of Education [Policy ECG](#), Animals on District Property.

Exemption from Missouri Sales and Use Tax on Purchases

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

The Exemption Letter is not to be used by individuals or agents for their own personal use. Support groups who wish to make a purchase on behalf of a school may either donate to the

school, which can then make a tax-exempt purchase, or they may obtain their own exemption. PTA Council can assist local PTAs.

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

Travel expenses which include sales tax will be reimbursed in accordance with the District's Travel Procedures. Employees shall not be reimbursed for sales tax on the purchase of materials and supplies.

Technology: Networking Procedure

Due to the complex nature of networking and technology within our District, anyone planning to make changes to the existing network or install a new network must contact the District's Information Technology Office at 417-523-0156 to have your plans reviewed. This will prevent any network changes from causing problems or outages within the District when connecting to the existing network and will ensure compatibility with future District technology efforts.

Networking components include, but are not limited to: Ethernet cabling, Ethernet cards, hubs, switches, routers, wireless equipment, and network servers.

Data Governance Procedures

Information System Access

All new administrative personnel on the administrative salary schedule, hired for the upcoming school year, will be granted access to the student information system data pertinent to their job duties on May 1 of each calendar year.

Administrative personnel will not be given access to information systems deemed by their supervisor or Information Technology as non-critical to their job duties. Requests for additional access beyond defined job roles by administrative personnel should be directed to director supervisors and Information Technology.

User Logins

All staff are required to protect all logins to district information systems as outlined in the [Staff Password Procedure](#). This includes but is not limited to email, Google applications, the district student information system and any system that contains confidential or critical data. Users shall not share logins. Staff logins will be terminated the last day of employment.

Unauthorized Use of Technology

Staff are required to follow all applicable laws, user agreements and district policies in the use of technology and software. Failure to abide by applicable laws, user agreements and district policies will result in appropriate disciplinary action. Examples of unauthorized use of technology include, but are not limited to, these examples.

- Using illegally obtained software that is not properly licensed.
- Utilizing or purchasing with district funds technology without express approval of the information technology department. This includes any software that collects confidential or critical information, any device that utilizes the district network and any technology such as laptops, tablets or other computing devices.
- Purposefully accessing, modifying or deleting district data outside of the employee's defined role.

Confidential and Critical Information – ([Board Policy EHBC](#))

Confidential and critical information are defined by board policy EHBC. All employees are required to protect confidential and critical information. Information shall be shared with only necessary staff. Confidential and critical Information shall not be shared or stored via unsecure mediums such as email outside of the SPSMAIL.ORG domain, sharing outside of the SPS.ORG domain via Google Drive, USB drives, DVD's or other methods of transmitting information that does not encrypt or secure information. Confidential and critical information shall not be stored on personal devices or cloud-based storage systems such as Dropbox, Google Drive, etc.

Personal Device Usage

Staff are issued District devices to complete required work and the use of personal devices to complete work is discouraged. Staff that choose to utilize personal devices to access confidential or critical information will be held accountable for any disclosure and are required to protect this information. Protection measures should include, but are not limited to, authentication to personal devices, such as a strong password or PIN number, encryption of the device and data, limiting physical access to these devices and only utilizing devices that are not shared with others such as a home computer. Confidential and critical information shall not be stored on personal devices or personal cloud-based storage systems such as Dropbox, Google Drive, etc.

Content Filtering

Requests to allow or block internet content shall be requested through the directors of elementary learning and secondary learning by building leadership. Content will be evaluated for educational value and any changes will be communicated to the information technology department. Changes will be completed within ten business days.

Data Breach Notification

The goal of the district is to eliminate security incidents and avoid any breach of district data. For that reason, all district employees and agents are required to immediately report to the information security officer (ISO) or designee when they know or suspect that a security incident or data breach has occurred. The superintendent, the ISO and their designees are authorized to contact the district's attorney or other necessary resources to quickly and appropriately address a security incident.

Definition

Data Breach, Breach of Security or Breach – A security incident in which there was unauthorized access to and unauthorized acquisition of personal information maintained in computerized form that compromises the security, confidentiality or integrity of the information. A breach includes, but is not limited to, incidents in which confidential or critical data has potentially been accessed without authorization or stolen; confidential or critical data has been compromised; or a network hack or intrusion has occurred. Good-faith acquisition of personal information by a district employee or agent for a legitimate district purpose is not a breach of security provided that the personal information is not used in violation of applicable law or in a manner that harms or poses an actual threat to the security, confidentiality or integrity of the personal information.

Personal Information – An individual's first and last name or first initial and last name in combination with any one or more of the following:

1. Social Security number.
2. Missouri Student Identification System (MOSIS) number, driver's license number or other unique identification number created or collected by the district or any other government body.
3. Financial account number, credit card number or debit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Unique electronic identifier or routing code, in combination with any required security code, access code or password that would permit access to an individual's financial account.
5. Any information regarding an individual's medical history, mental or physical condition or medical treatment or diagnosis by a healthcare professional.
6. An individual's health insurance policy number, subscriber identification number or any unique identifier used by a health insurer to identify an individual.

Personal information does not include information that is encrypted, redacted or altered in such a manner that the name or data elements are unreadable or unusable. It also does not include information that is lawfully obtained from publicly available sources or from government records made available to the general public.

Security Incident – An event that 1) actually or potentially jeopardizes the confidentiality, integrity or availability of an information system or the information the system processes, stores or transmits, or 2) constitutes a violation or imminent threat of violation of security policies, security procedures or acceptable-use policies.

Incident Response

Once notified of an event, the ISO or designee will identify and remedy the weakness that allowed the security incident to occur, repair any damage that has been done, minimize risk associated with the event, and determine who caused the incident. If the incident was intentional or occurred because a user violated district policies, procedures or training, the

individual will be referred to the superintendent or designee for discipline and/or other consequences.

Data Breach

The district's primary goal when a data breach occurs is to recover as much data as possible, provide appropriate notifications of the data breach and prevent further disclosure and harm to district students, employees and business operations.

The ISO or designee will investigate the incident immediately and make a determination whether a breach did occur. If a breach did occur, the following steps will be taken as quickly as possible:

1. The superintendent and other appropriate administrative staff will be notified immediately. The superintendent or designee will contact the district's legal counsel, law enforcement and the district's insurance carrier when appropriate.
2. The ISO will determine the status of the breach and will take all appropriate measures to prevent additional loss of data and future breaches.
3. If possible, the ISO will preserve any and all evidence of the breach for future investigation, prosecution, insurance claims and other legal action.
4. The ISO will determine the scope of the breach and will work with law enforcement (when appropriate), the superintendent and the district's legal counsel to determine whether district staff, impacted parents/guardians and students, or the public need to be notified and whether additional government agencies need to be involved.
5. Once the district's data has been secured, the ISO, the superintendent and other relevant staff will meet to evaluate the incident, determine the probable causes of the incident and determine what action should be taken to prevent future incidents.

Notice of Breach of Personal Information

Breaches of confidential personal information are particularly problematic, and the district will take additional steps to prevent theft or fraud. The superintendent and the ISO will ensure that victims of security breaches are appropriately notified as required by law.

If the superintendent or designee, after an appropriate investigation or consultation with the relevant federal, state or local agencies responsible for law enforcement, determines that a risk of identity theft or other fraud is not reasonably likely to occur as a result of the breach, such a determination shall be documented in writing and will be maintained for five years. If the superintendent or designee determines that a risk of identity theft is reasonably likely, the district will notify, without unreasonable delay, any person whose information may have been accessed including, but not limited to parents or guardians of any students whose personal information has been compromised. The district will also provide notice to the Department of Elementary and Secondary Education and the state auditor.

This notice may be delayed if a law enforcement agency informs the superintendent or designee that notification may impede a criminal investigation or jeopardize national or homeland security, provided that such request by law enforcement is made in writing or the superintendent or designee documents such request contemporaneously in writing, including the name of the law enforcement officer making the request and the officer's law enforcement agency engaged in the investigation. Once the law enforcement agency communicates that notice may be provided, the notice will be provided without unreasonable delay.

If the district must provide notice to more than 1,000 individuals, the district will also notify the Attorney General's Office and all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis. The district will report to these entities the timing, distribution and content of the notice sent to the persons whose information may have been compromised.

If the district must provide notice to more than 1,000 individuals, the district will also notify the Attorney General's Office and all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis. The district will report to these entities the timing, distribution and content of the notice sent to the persons whose information may have been compromised.

Notice Content

The notice provided to persons whose information was breached shall minimally include:

1. A description of the incident in general terms.
2. A description of the type of personal information that was obtained as a result of the breach of security.
3. A telephone number that affected consumers may call for further information and assistance, if one exists.
4. Contact information for consumer reporting agencies as defined by law.
5. Advice that directs affected consumers to remain vigilant by reviewing account statements and monitoring credit reports.
6. Information about how to obtain a free credit report.

The notice may be made in writing or by e-mail if the person has agreed to receive communications from the district electronically in accordance with federal law. Telephone notice may be used if contact is made directly with the affected person.

Substitute notice may be used if the cost of providing notice would exceed \$100,000 or if the district needs to notify more than 150,000 individuals. The district may also use substitute notice for individuals the district is unable to identify or for whom the district does not have sufficient contact information, but the district will use the regular notice for all other affected individuals.

Substitute notice shall include:

1. Email notice when the district has an e-mail address.
2. Conspicuous posting of the notice or a link to the notice on the district's website.

3. Notification to major statewide media.

Security Camera Administrative Procedures

Access to security camera footage through the Wisenet Wave platform is restricted to defined roles. Only staff in the listed roles will be granted access to camera footage. There are five types of access to footage; live footage, historical footage that is currently available in the Wave platform, download footage capabilities to storage or archive footage, archived footage stored on the district video storage server and criminal investigative footage maintained by the School Police Services department.

The release of video or still photo data to a person, or persons other than District administrators, is strictly prohibited unless express approval and/or instructions are received from executive leadership. This includes providing access to staff in roles not defined below.

Role	Live Footage	Historical Footage	Archived Footage	Criminal Investigative	Download Footage
Principal, Assistant Principal, Coordinator of Site Intervention and School Community Liaison	X	X	X		
Building Admin. Asst.	X				
School Police Services Staff	X	X		X	X
Select IT Staff	X	X	X	X	X
Select District Administrators	X	X	X		X

Use of Video Footage for Educational Purposes vs Criminal Investigation

The use of video footage for educational purposes requires the district to retain the video as part of the student’s educational record. These records will be retained in accordance with the [Missouri Records Retention Schedule](#) and district policy [JO-1](#).

The use of video footage for criminal investigations performed by School Police Services staff will be maintained by and accessed by only School Police Services staff. Staff in educational roles will not have access to this footage as it is not part of the educational record. School Police Services staff will not access footage that will be utilized for educational purposes.

Request to Archive Footage

To ensure compliance with the above requirements, all requests for downloading footage from the Wave platform that will be utilized for an educational record, will be requested through an information technology work order. Only site or district administrators may request footage be archived and stored as part of the educational record. The request shall include what cameras and the date and times of the footage to be downloaded. These requests will be completed by the IT department within 72 hours and must be requested within 10 days of the requested date of footage. Downloaded footage for educational purposes will be considered archived footage and stored on the District video storage server in accordance with the retention schedule. Only specific staff will have access to this footage. Site administrators will only have access to their site's footage. School Police Services staff will not download footage that will be utilized for educational purposes.

Requests for Technology and Related Equipment

The information technology department purchases and provides technology for all staff and students. Requests for additional technology can be made on the technology request [form](#). The Director of Information Technology will approve all requests and work with appropriate departments to review requests. Requests for technology that overlaps equipment provided by the information technology department will be denied.

AI Use Procedure

This procedure addresses staff use of Artificial Intelligence (AI) in accordance with Board Policy [EHB](#) and [EHBC](#). Staff are to follow this procedure in the use of AI including free resources and embedded AI tools in District approved resources.

The superintendent designates the Chief Information Officer as the district AI coordinator.

Definitions

Artificial Intelligence (AI) - A branch of computer science that involves the development of intelligent systems that can perform tasks that typically require human intelligence. AI enables machines to learn from experience, adapt to new data, and make decisions based on patterns and algorithms.

Generative AI - Generative AI encompasses algorithms and models designed to produce new content, be it text, images, or video, by learning from vast amounts of existing data.

AI Use and Prohibitions

District staff must use AI responsibly and are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and staff are strictly prohibited from engaging in the following uses of AI.

1. Using AI in a way that violates district policy or applicable law.
2. Inputting confidential or critical data, as defined in policy EHBC, into any AI without approval from the AI coordinator.
3. Representing AI-generated content as their own work.
4. Using AI to create or disseminate false information on matters or events of public importance.
5. Using AI to create any altered image or voice of any person without obtaining that person's permission.
6. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person.
7. Using AI to cause disruption to district operations or instruction.
8. Using an AI product that is not approved by the AI coordinator.

The AI coordinator may intervene in or prohibit AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

Staff may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment.

Reporting AI Concerns and Misuse

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator, who will investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the appropriate administrator of the allegations and work with the administrator to investigate the alleged misuse or harm.

Approved AI Products

The AI coordinator will maintain a list of approved AI uses and products. The list will be made available to employees in ServiceNow.

Requesting New AI Products or Uses

Staff may request new AI products or uses by submitting a request through ServiceNow. The request must:

1. Clearly identify the AI product and use being requested.
2. Articulate an educational or productive purpose for the new product or use.
3. Include a copy or link to the product's data privacy and terms of use.
4. Explain why the requester believes the requested use of the product will be safe.

The AI coordinator will decide whether the request meets these requirements and whether the requested use or product is safe, appropriate, and legally compliant. The AI coordinator will

approve or deny all requests. If a request is denied, the AI coordinator will provide an explanation for the denial.

School Police Services

School Police Officers are primarily assigned to high schools and middle schools for the purpose of providing for a safe learning environment. We are commissioned by the Greene County Sheriff's Office. We are certified Missouri Peace Officers by the Department of Public Safety. School Police Officers have an active and on-going relationship with both the Greene County Sheriff's office as well as the Springfield Police Department. As with any law enforcement agency, School Police Officers follow standard operating procedures for all services including investigating law violations in our schools, attending extracurricular activities, assisting administrators in investigations, and serving as a resource on safety and security for district schools.

The officers also work within the School Police Officers model or triad approach which consists of three components; teaching, counseling, and law enforcement. Other aspects of the School Police Officers program are to bridge the gap between the officers and students to increase positive attitudes toward law enforcement through cooperation between officers and students which could lead to reduced juvenile crime.

Use of Unmanned Aircraft Systems (UAS) Commonly Referred to as Drones

All use of unmanned aircraft systems (includes drones) on District property or at District events must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the District mission, or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines. For additional information contact the Office of Risk Management at 417-523-0312.

Fiscal Management

Contracts and Agreements

All potential contracts, agreements, memorandums of understanding, and similar documents must be reviewed, documented, and approved prior to execution. Contract Management duties are performed by the Risk Management Department. Submit proposed agreements via email to contracts@spsmail.org for appropriate review and processing. Employees should not sign documents on behalf of the District without prior authorization. For additional information

contact the Risk Management Office at 417-523-0159. For more information the contract approval process visit the Risk Management [webpage](#).

Purchasing Procedures

Information on Purchasing procedures can be accessed [here](#).

For additional information contact the Purchasing office at 417-523-0073 or 36223 or visit the Purchasing and Distribution [webpage](#).

District Procurement Card Procedures

Purchasing Card Procedures and applicable forms can be accessed [here](#).

Use of Personal Credit Cards to Make Approved District Purchases

Employees are discouraged from making District purchases using a personal credit card.

It is inappropriate for an employee to earn travel points, money, or other benefits from use of his/her personal credit card at district expense. Sales tax will not be reimbursed for these purchases. **Under no circumstance, should a student or other non-employee make purchases on behalf of the District.** In unique or emergency situations, board members and district staff might incur expenses when carrying out authorized duties. When this occurs, the district will reimburse the board member or employee if the expense was authorized, is properly documented and is eligible for reimbursement pursuant to district policies and procedures. The employee shall be responsible for submitting the request for reimbursement within 30 calendar days of the purchase to the financial secretary of their school/site. The financial secretary will then process reimbursement for payment via a batch entry and send all documentation approved by the administrator to the Business Services department for payment. All reimbursements shall be paid from the correct fiscal year which runs from July 1 – June 30.

Reimbursements for purchases made for travel such as conference registration fees or air travel will not be reimbursed until after travel has been completed for event.

Purchase of Staff and Board Member Amenities

District funds to purchase goods/services that could be classified as personal amenities (gift cards, flowers, get-well cards, going away gifts, candy, or any item of a personal nature) are inappropriate uses of District funds. Refreshments for staff meetings may be purchased if approval is received from an appropriate administrative representative. This type of purchase can be accomplished using the District Procurement Card or through the use of normal purchasing procedures. Any purchase of this nature should be documented on the associated receipts as to the intended purpose of the transaction. The Superintendent's Office authorizes activities for employee retirement and for employee exemplary service out of District operating funds, as well as, bereavement and condolences to board members.

Gift Cards/Certificates/Merchandise/Prizes

Staff

Gift Cards, or gifts of any nature, given to employees are required to be included on the employee's W-2 as taxable income, per IRS regulations. Therefore, we discourage any gift card purchases for staff. If gift cards, or gifts of any nature, are purchased for staff, they must be paid with social funds and a [Gift Cards, Prizes, and Cash Advance Signature Form](#) must be completed and submitted to Business Services with the itemized receipt. These amounts will be included in the employee's taxable income.

Students

The District acknowledges the benefit of incentivizing student achievement through the use of gift cards or merchandise. Gift card purchases are allowed to be purchased for an award or gift to an SPS student that are funded by student activity funds. Gift cards and merchandise that are distributed to students should follow the same level of accountability as cash disbursements to students. A Gift Cards, Prizes, and Cash Advance Signature Form must be returned to the Business Services Department for ALL gift card, merchandise/prize purchases, and cash advances (examples: Meal money, MAP test awards). This same process will be followed for Project Graduation events, also. Any gift cards purchased with funds other than student activity funds needs approval from the Business Services office.

Gift cards are NOT allowed to be purchased for the acquisition of supplies, materials, or services. Nor may they be received in lieu of a refund made payable to the District for the return of goods or services or in lieu of payment to the District.

Administrator Approvals

An administrator's approval, manual or electronic, implies that he or she has verified and validated that the activity or transaction conforms to established policies and procedures. Approval of a transaction means that the approver has reviewed the supporting documentation and is satisfied that the transaction is appropriate; accurate; and complies with applicable laws, regulations, policies, and procedures. Generally, approvers review supporting documentation, question unusual items, and make sure that necessary information is present to justify the transaction before they sign off on the transaction. At no time should an approver share a password, or provide a facsimile or rubber stamp signature. Technology will assist in setting up new passwords if necessary.

Surplus Equipment and Furniture

All surplus property must be disposed of in one of two ways: 1) via a public auction or 2) a public bid, both issued by the District Purchasing Office. Employees of the district are not permitted to sell, trade-in, or dispose of surplus property, regardless of the perceived value of the surplus property. Site and department administrators are to send any and all surplus property to the Distribution Center at the General Services Center. Examples include classroom

and office furniture, learning materials, all equipment, TVs, audio visual devices, sound equipment, office equipment, computer devices (see additional procedure below), uniforms, etc. Please enter a School Dude Maintenance Direct Work Order and a truck will be scheduled to pick up surplus property.

- All district computer devices must have their site location, asset number, model and serial number recorded and sent to the Information Technology Department before disposal or being sent to the Distribution Center for inventory tracking purposes.
- All District surplus property is sold on-line with [Gov Deals](#).
- If a site is interested in receiving trade-in value for surplus property, this is allowed if no other District site has a use for the property and the trade-in is included in a bid released by the Purchasing Department.
- Sites may transfer surplus property with the exception of computer devices to any other District site as long as it is for District use. Before property is declared surplus and put in a public auction, it will be offered to all sites for an opportunity to claim this property for use at another site. If a District employee is interested in acquiring surplus property for personal use, they must register on Gov Deals or as a bidder at a public auction and bid on the surplus property just as the general public would.
- Under no circumstances can District surplus property be given to or sold to an employee of the District or any other individual or group (including churches, other districts, community groups, etc.).
- Equipment and other property discarded/scrapped by the District remain the property of the District.
- Employees are prohibited from removing such items from trash/scrap locations for personal use.
- Nothing should be removed from District premises.

District-Owned Equipment

District employees must assume responsibility for District equipment when it is removed from the buildings. In addition, while claims may be filed against an individual's homeowner's policy under the provision, "Damage to the Property of Others," employees are responsible for any amounts not recovered from such insurance. Additional information may be obtained by contacting the Office of Risk Management at 417-523-0312.

Fixed Assets

Management personnel, i.e. School Principals and Directors are accountable for assets/equipment within their immediate area of responsibility. Accountability includes inventory control and maintenance of all equipment and adherence to the following procedures in the procurement and disposition of all district fixed assets.

- Property costing \$3,000 or more and items that are easily transportable with a useful life estimated at more than one year with the exception of laptops, netbooks, tablets, and desktop computers.
- If property is purchased using federal funds, the threshold is \$1,000.
- These items must be accounted for until the District disposes of them.

- Sites are required to ensure that all fixed assets are properly identified and tagged for entry into the District's Fixed Asset System.
- Fixed assets will need to be asset tagged by the site receiving the goods. A property control form will need to be completed and forwarded to the Accounting Coordinator in Business Services. Any questions about the Fixed Asset System should be directed to the Accounting Coordinator at 417-523-0221.
- If an item is stolen, missing, or vandalized, and it does NOT appear on the District Fixed Asset Inventory, insurance will not fund its repair or replacement.

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

Stock Returns to Distribution Center for Credit

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

Equipment Relocation

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

Employee Accidents and Injuries

The District's Workers' Compensation program is administered by the Risk Management Department. All work-related accidents or injuries must be reported immediately. Instructions and forms are available on the Risk Management web [page](#).

Facilities

Facilities Department General Information

The facilities department will provide a safe, clean, cost-effective, and instructionally supportive school environment that contributes to the school district's mission. All requests should be submitted as a Work Order through School Dude. To address items that fall outside the Work Order system, Department and Building Administrators should contact Karsten Kargel, Director of Facilities at 417-523-0435 (x36635). General information regarding Facilities may be obtained by contacting facility secretaries at 417-523-0400.

The objective of the Maintenance Division is to maintain, throughout its expected useful life, the interior and exterior of school buildings, and all mechanical systems and subsystems through preventative maintenance and repairs. This objective is specifically intended to provide: buildings and their components that function safely and at top efficiency, facilities and equipment that minimize the possibility of fires, accidents, and safety hazards, continuous use of facilities without disruptions to the education program, protection of public property through proper planning, scheduling, and preventative maintenance, quality management of maintenance projects and tasks, conservation measures, and a quality maintenance program through effective management and efficient utilization of resources.

Building Remodeling and Alterations

All requests for building remodeling or alterations are to be submitted for evaluation through the capital planning process. This process is designed to identify the proposed work and, if approved, secure funding. Some examples of building remodeling and alterations:

- Painting outside the normal rotation
- Adding shelves or bookcases
- Building partition walls
- Running additional electrical circuits
- Altering rooms to support new curriculum
- Adding sheds or any other structures to school sites.

Facilities Work Order Requests

A Work Order Request is the means to request repairs to facilities. The number of personnel authorized to submit work orders is kept at a minimum to allow building administrators control over the work requested in their building and to prevent duplicate work orders from being submitted. The following personnel in each school building have the access and authority to submit work orders:

- Building Principal / Assistant Principal
- Building Secretary
- Head Custodian
- Food Service

Facilities Work Order Priority Definitions

To best serve the District, requested maintenance actions must be performed in some order of priority. This prioritization allows for appropriate response times and the appropriate use of resources. The following categories have been established to standardize internal processing of work requests and to serve as a guide for customer expectations. All work orders entered into the work order system will fall into one of the following priorities, and will be addressed first by their priority level and secondly by their request date.

Priority Levels: Emergency, Safety, High, Medium, Low

Emergency: An Emergency Work Order identifies a situation where imminent threat to life, property, security, or the environment warrants immediate response and mitigation. As always,

contact 911 Emergency response as necessary. For threats to property, security, or environment, feel free to call the Facilities Department for immediate assistance. Emergency requests are dispatched immediately and a technician will respond. Examples of emergency work requests include, but are not limited to:

- Downed electrical lines
- Natural gas leak/smell
- Flood, broken pipes, water lines
- Electrical or water outages
- Fire alarm sound (actual fire alarm)
- Smoke smell

Safety: A Safety Work Order identifies an urgent situation that poses a threat of personal injury or a threat to building security. Examples include but are not limited to:

- Broken playground equipment
- Exterior doors that do not latch
- Fire or emergency systems that are not functional
- Tripping hazards
- Loose handrails / guardrails
- Inoperable safety devices or guards

High Priority: Work that does not fit the definition of Emergency or Safety, but needs to be accomplished in an expedited time frame. Such work may be high profile in nature, or have a short deadline date. A high priority Work Request usually warrants an expedited response.

- Broken window
- No air conditioning or heat
- Roof leaks
- Clogged sink/toilet/shower/tub

Medium Priority: Normal maintenance or service item that does not pose an immediate risk to facilities, systems, equipment or components. Requests are dispatched based on workload and priorities. In cases of increased workloads, technicians may respond within 1 to 5 days.

Examples include, but are not limited to:

- General lighting repairs
- General building repair

Low Priority: Low priority maintenance or service items that can be scheduled and completed in an extended timeframe. These items are routine in nature or minor events that should be planned in advance and are not generally time-sensitive. Routine work orders include but are not limited to:

- Painting
- Hanging of pictures, plaques, signs, banners, etc.

Building Climate Control

Maintaining climate control in the classroom through the heating, ventilating and air conditioning system is addressed through established heating and cooling Set Points.

Set Points

Cooling: 73-77 degrees

Heating: 67-71 degrees

Temperatures and set points can be viewed on-line by our Cenergistic group, through the district's building management system. If a complaint is received from a building occupant, the temperature in that space must be verified by Cenergistic before submitting a work order. By doing this it allows the maintenance department to focus its limited resources where they are needed most.

Painting - Environmental Issue- Lead Paint

All painting in the district is authorized through the work order system by the Facilities Department. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, the EPA implemented the following rule: Beginning April 22, 2010, contractors performing renovations, repair and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities, and schools must be certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Because of the EPA lead paint rule, all painting activities in Springfield Public School buildings built prior to 1978 must be conducted by certified renovators. This rule prohibits un-qualified building staff, students, or volunteers to perform any architectural painting activities in buildings built prior to 1978.

Painting

District paint standards have been developed for facilities district wide to ensure an equitable use of resources.

- Buildings will be painted on a rotating schedule.
- High traffic areas in some buildings will be painted more frequently as required.
- A standard color scheme will be developed for each building. This reduces the cost of maintaining the building and results in a more manageable paint program.
- As a general rule, buildings will be evaluated for possible color change according to the rotating schedule.
- The painting of all district facilities must be handled by staff of or contractors hired by the Facilities department. This is to ensure appropriate ladder safety training and EPA lead paint exposure training is intact and that the quality of the painting is maintained.

Asbestos Management Requirement

Each site must know the location of their Asbestos "AHERA" Management Plan. This plan must be permanently on file at your site. All questions regarding this procedure should be routed to the General Services Center (417-523-0411).

Regulation on Disposal of Fluorescent Bulbs

It is illegal to dispose of most fluorescent and/or mercury containing bulbs in the regular trash. (T12, T8, T5, Compact Fluorescent, Projector Lamps, etc). All expended or burned-out bulbs should be given to the building custodian for proper disposal. He or she will store it in a clearly marked and labeled box until disposal/collection is scheduled and completed. Under normal circumstances, this will be completed during deliveries by the Distribution Center, or by entering a move request in SchoolDude. Any further questions regarding this procedure should be routed to the Distribution Center (417-523-0433).

Rental of School Facilities

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

Questions regarding the building rental/usage process or procedure should be directed to the Facilities Department at 417-523-0405. Common areas (auditoriums, gymnasiums, cafeterias) are available for rent. Individual classrooms and other specialty rooms are not available for rental. Facilities are not available for personal use by individuals, employees or non-employees. All events must be scheduled through FS Direct and on the District use calendar.

Use of District Facilities and Equipment

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

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

Personal use of wellness equipment is allowed by students and staff only.

District Property Loss or Damage

Routine vandalism may be reported directly to Building Services. For all other types of damage or loss, such as weather, theft, or damage due to equipment failure, complete a District Property Loss or Damage Report (Attachment 7) and submit to Risk Management. This form is required for consideration for reimbursement of expenses from the district retained claims fund or from district or third-party insurance. Incidents requiring School Police reports must also be reported directly to School Police through calling School Police Dispatch (417-523-2911) by the site.

Emergency Operations Plan and Security of Facilities

For additional information on Emergency Operations Plan and Security of Facilities please review the [Emergency Preparedness and Building Security Standard Operating Procedures](#).

Transportation of Students

Prohibited Vehicles

The District may not use passenger vans designed to carry more than nine (9) people to transport students to and from school athletics and activities including 12 or 15 passenger vans.

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

Secondary School Athletic/Activity Transportation Procedures

The Athletic/Activity Transportation Parent Information Sheet should be provided to parents at the beginning of the season (see link below).

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

- Student rides district transportation from and to their home school.
- Student is signed out by parent/guardian at the end of each event on Athletic/Activity Sign out Chart (see link below).

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

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

- Requests from parents to site administration should be made 48 hours in advance of the event with the Athletics/Activities Sign-out Exception Request (see link below).
- Requests must be approved by 1) Site Administration, 2) District AD, 3) Executive Director of Secondary Schools. Each level must approve the exception.

With approval of Site and District administration, exceptions to providing District transportation may be made. If District transportation is not being provided, a District No Transportation Notice (see link below) must be obtained from each student/family. In these cases, Coaches/Sponsors will refrain from providing or arranging transportation for the students.

For additional information contact the Office of Risk Management at 417-523-0312. All forms referenced above can be accessed on the Risk Management [website](#).

Bus Field Trip Rates

New Computation of Charges for Bus Transportation 2024-2025

Principals should ensure teachers and sponsors are provided transportation fees for budgeted and payment purposes.

Schedule "A"	Schedule "B"	Schedule "C"
\$25.00 Surcharge	\$9.09 per mile	See Charter Companies below
\$ 22.95 per hour driver	(for bus, driver,	
\$ 17.60 per hour additional	mileage)	
for bus attendant	Per DESE, changes	
2 hour minimum	quarterly	
\$1.10 per mile		

*Deadhead charge added based on distance from the Transportation office to the school varies between \$20.00 - \$75.00.

***Cancellation Notice:** If a trip is cancelled with notification to transportation less than 2 hours before it starts a cancellation fee equivalent to the 2 hour minimum plus the \$25 surcharge may apply.

Schedule "A"	Schedule "B"
Extra-Curricular	Continuing Daily
Athletics	Early Childhood
Field Trips	Special Education
Music Dept.	(This category fluctuates
Classroom	quarterly due to current
Caring Communities	state figures for A.D.T. per mile)

Charter Transportation

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

Employee Transporting Students in Non-District Vehicles

Employees who do not drive in the normal course of their employment may request permission to transport students for a field trip or other school-sponsored activity, in their own vehicle or a **qualified** rented vehicle. The employee must have permission from Site Administration, written permission from parents, and must submit a Driver Verification Form (see link below) for review and approval. Employees driving their personal vehicle bear the primary liability of such transportation, with the District's coverage being secondary and for liability coverage only.

For additional information contact the Office of Risk Management at 417-523-0312. The Driver Verification Form can be accessed on the Risk Management [website](#).

Employee Use of Personal Vehicles for District Business

Employees are responsible for ensuring the following prerequisites are met prior to using their personal vehicle to conduct District business:

- o Meet all vehicle operator requirements specified in your job description.
- o Possess current vehicle registration and state inspection.
- o Possess current auto insurance, with the limits as required by state law, or if transporting students, as required per the District driver verification process.

Employees choosing to share rides with other employees when conducting District business do so at their own risk. The District does not verify driving records of employees who are not required to drive as part of their job description, has no means of verifying the safety of personal vehicles, and does not verify insurance coverage on such vehicles

Rental Vehicles

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

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

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

Employees should not purchase personal effects coverage. **Vehicles rented must not have a seating capacity of more than nine (9) passengers, including the driver.**

Pay to Ride

Rates for the Pay to Ride Transportation Program for school year 2023-2024 are:

Full Pay (per child)	\$325.00 per semester
Free and Reduced Eligible* (per child)	\$162.00 per semester

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

Pay to Ride Applications can be found on the District website on the [Transportation page](#). For more information call the Transportation Department at 417-523-0500.

Employee Personal Vehicle Use for District Purposes

Primary vehicle insurance coverage is the responsibility of the owner of the private vehicle. The District's vehicle insurance will extend secondary liability coverage after the liability limits of the

private vehicle insurance policy have been exhausted. No physical damage (comprehensive and collision) coverage is provided by the District insurance for employee owned vehicles.

Student Bus and Stop Assignments

All bus eligible regular education students are assigned a bus stop based upon the primary address listed in the district's student database. Regular education students will not be assigned to more than one AM/PM bus or stop. Bus eligible students may be allowed to ride a different bus for a one time only emergency situation as approved by the Director of Transportation or his designee. The parent or guardian must make the request in writing to the school principal or his/her designee who verifies with Transportation and approves the request in writing. A school staff member will then escort the student to the bus and notify the driver of what stop the requesting student will disembark the bus and which student he/she may be riding with. For additional information contact the Transportation Office at 417-523-0500.
