

Sales and Solicitations

1. **General.** No person, or professional or civic organization, shall be permitted to take pictures of school buildings or pupils for commercial purposes; nor shall any agent, politician, or other person be permitted to solicit for, exhibit, or sell any book, paper, map, globe, or other article; nor shall any person solicit for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, make announcements of any nature, or take up contributions at any school or on school premises for any purpose whatsoever without prior written approval of the superintendent/designee. Approval or denial shall be made within at least eight school days in advance of the date of the event. This policy shall also apply to PTA units, parent, and booster clubs.
  
2. **Fund Raising Activities.** All fund-raising projects for school clubs and student organizations must be approved by the building principal. All monies collected must be deposited to the school activity fund as provided in these Policies of the Board of Education and administrative directives.

General

**Lost Items.** The Board of Education is not responsible for the lost items of pupils or employees. Money intended for deposit, and valuables, shall not be left in the school buildings overnight.

General

**School Purchases from Staff and Board of Education Members.**

No employee of this district or member of the Board of Education shall sell or offer to sell any article of equipment, merchandise, or material to the school district.

Purchase and Development of Real Property

1. **Building Bonds.** The sale of the school district's voted general obligation building bonds shall be by competitive bids. The board reserves the right to reject any and all bids.
2. **Title Insurance.** Title insurance shall be purchased on all properties acquired.
4. **Naming of District Facilities.** School facilities shall be named for individuals who have made distinct contributions to education, or for any local historical event or geographical site.
5. **Building Plaques.** The Board may have plaques installed on new construction projects or renovations to existing facilities reflecting the name of the facility; the names of the Board members in office at the time the project was approved; the name of the superintendent serving at the time the project was approved; and the names of the architect, general contractor and others as determined by the Board. The plaque will also include the date the project was completed.

Memorials of Facilities and Grounds. All memorials must be approved by the superintendent and building-level administration before being placed within a school building or on school grounds. **The administration will determine the location of all memorials on school grounds or in school facilities. While requests will be considered when possible, the administration must consider such issues as design parameters, whether the memorial blends with the school campus, ongoing and future maintenance, and the effect a memorial may have on students and staff.**

**Disposition of Surplus Property**

All personal property designated as surplus property must be approved by a majority of the whole Board and, unless sold or leased to a public institution of higher education, shall be sold or leased to the highest bidder.

**Public Notice**

Public notice of the disposition of personal property shall be made in a manner dependent upon the method of sale, including, but not limited to, posting on the district's web-site, publication in the official District newspaper, or any other mechanism deemed appropriate to allow public participation or notification. Such notice shall include the manner of disposition and a description of property.

**Conflicts of Interest**

District employees shall be permitted to participate as buyers in competitive sales of surplus property as any other member of the public. Consistent with ethical conduct, District employees shall not take advantage to gain personal benefit from such transactions.

Property Presented to the District

All gifts, donations and bequests ("gifts") accepted by the district will become the property of the district, to be expended or used at the discretion of the Board of Education and in accordance with Board policies and law for the benefit of the district as a whole. In general, the superintendent or designee is authorized to accept gifts to the school district, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, significant personnel time, initial or continuing financial commitments from the district or gifts of real property.

Intellectual Property and Other Property of Commercial Value

Any and all developments of commercial value including but not limited to inventions, products, processes, computer programs and systems developed by district employees as a result, partially or totally, of district subsidized activities and/or resources, are the property of the district unless specifically released by the district in writing. The district reserves the right of unlimited and unrestricted use under any release. Should the Board of Education believe that the school district is entitled to compensation in addition to free and unlimited use, the parties shall negotiate an equitable agreement. Should negotiations be unable to resolve agreement or royalty payments due the district, an arbitrator mutually acceptable to both parties shall be appointed to resolve the differences. The costs of arbitration shall be divided equally by the board and the employee.

Academic Freedom

The Board of Education will maintain fair procedures and will collaborate with the State Board of Education and the courts to ensure protection of the responsible exercise of academic freedom.

**Communicable Diseases: Students/Employees**

Students cannot enroll and/or attend school unless immunized as required by Missouri law.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

**Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

**Communicable Diseases: Students/Employees**

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

**Confidentiality**

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team, if applicable. An example of an individual whom may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

**Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

**Notification**

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

Illness and Injury Response and Prevention

**Incident Reports**

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

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

**Pre-Qualification of Contractors**

All contractors bidding on construction contracts with the district shall obtain a certificate of pre-qualification prior to the Board of Education's acceptance of any bid.

The superintendent/designee shall investigate and examine the qualification of all contractors applying for pre-qualification.

In determining the acceptability of an applicant for the purpose of pre-qualification, the superintendent/designee, shall investigate and consider at least the following:

- Financial responsibility;
- The character, quality and availability of the contractor's equipment; machinery and experienced personnel;
- The performance record of the applicant in the performance of other contracts for public or private improvements;
- The nature and extent of other contract commitments involving the use of the applicant's machinery, equipment and personnel;
- The reputation for reliability and integrity;
- History of compliance with applicable state and federal labor laws and ERISA;
- Compliance with the district's M/WBE policy.

**Revocation of Pre-Qualification**

The district may revoke pre-qualification based upon misrepresentation of a material fact in the application for pre-qualification or if a contractor ceases to possess any of the qualifications required hereunder.

District-Issued Credit Cards

Directors of the Board of Education and members of the Administrative team may be issued district credit cards. These credit cards are to be used only for Board of Education-approved travel and travel-related expenses.

The superintendent is authorized to approve credit card payment of district-related expenditures by the administrative team. The expenditures shall be ratified at the next regular Board of Education meeting.

Each person receiving a district-issued credit card shall sign a statement acknowledging receipt of the card and the terms and conditions of use.

**Disadvantaged Business Entities**

The Hickman Mills C-1 School District is committed to utilizing disadvantaged business entities (DBEs).

**Identification/Solicitation of Disadvantaged Business Entities**

The superintendent/designee shall ensure that the district identifies available DBEs for all goods and services for which the district seeks bids or proposals and shall ensure that the district actively solicits bids and proposals from them.

At least annually, the superintendent/designee shall report to the Board of Education on the identification and utilization of DBEs, including the percentage of goods and services purchased from DBEs compared to the known availability of substantially similar goods and services provided by DBEs.

Diploma Presentation

Former members of the Board of Education may present diplomas to members of their families and friends by notifying the President of the Board of Education or superintendent/designee in writing within a reasonable time prior to the scheduled graduation.

Hazard Analysis and Critical Control Point Policy

The Hickman Mills C-1 Schools Nutrition Services Department shall maintain on file a procedure and will implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2006. The program is based on Hazard Analysis and Critical Control Point (HACCP) principles and conforms to guidance issued by the Department of Agriculture (USDA).