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BUILDING AND GROUNDS MANAGEMENT

The Boaz City School System requires that all principals and personnel assigned to local schools be responsible for the general supervision and care of the grounds, the buildings and all of the properties in the buildings, including auditoriums, lunchrooms, gymnasiums, classrooms, furniture and equipment. All facilities, including the grounds shall be kept clean, sanitary, safe and attractive at all times. Frequent inspections shall be made to reduce hazards.

General practices required in supervision and care of buildings shall be as follows:

1. Classrooms, restrooms, corridors, lunchroom, gymnasium, library, etc. shall be thoroughly cleaned each day.
2. A written job assignment shall be given custodial personnel. This schedule shall include specific daily tasks, weekly tasks, monthly tasks, tasks at other intervals and tasks that are to be done when the need occurs.
3. Adequate supervision shall be given custodians, and inspections of work performance shall be made each day by school principals.
4. Vandalism and abuse of school properties, including writing on walls and school furniture, shall be discouraged by emphasis on a program of citizenship training for all students. Violators shall be required to pay for all damages and are subject to disciplinary action.

REF: Ala. Code 16-1-2 (1), (2), 16-9-1 8, 16-18-8.

INSURANCE PROGRAM

The Boaz City School System is authorized to insure every school building as one of its powers necessary or proper for the efficient administration and management of the schools. The Board authorizes the Superintendent to insure all buildings and their contents at an appropriate amount up to one-hundred percent (100%) of their value or replacement cost through the State Insurance Fund operated by the Alabama Finance Department.

SAFETY PROGRAM

The Boaz City School System strives to maintain safe buildings, grounds and equipment in order to minimize accidents or injury to students, employees and other citizens. Protections shall be provided from such dangers as fire, natural disasters, mechanical and electrical malfunction and other avoidable hazards.

Buildings shall be planned, equipped and maintained in accordance with appropriate local, state and federal building codes and safety regulations.

Buildings shall be provided with fire and tornado alarm systems and fire extinguishers.

Proper supervision of students and other citizens using the facilities shall be required at all times.

The Superintendent shall develop a district-wide safety program which incorporates the requirements of the Civil Defense and/or the Emergency Management Agency program with appropriate local officials. Other community agencies shall be incorporated into the total safety program.

First aid equipment shall be readily available, and at least one staff member of each campus location should be competent to render first aid in an emergency. The Superintendent shall instruct principals of all schools to prepare and disseminate to staff members supervision schedules concerning supervisory areas. Copies of such schedules shall be submitted to the Superintendent each year at the opening of school.

Special emphasis shall be placed upon supervision within classrooms and requirements concerning safety precautions in such "high-risk" areas as shop classes, physical education classes, locker areas, restrooms and parking lots.

The Superintendent shall require regular inspections of buildings and grounds of the schools and shall make periodic evaluative reports concerning their adequacy in terms of student care and safety. All Health Department sanitation standards shall be followed. Appropriate personnel should work with the Health Department in maintaining acceptable sanitation standards.

REF. Ala. Code 16-3-12, 16-4-13, 16-1-2, 16-1-7, 16-8-8, 16-8-9

SAFETY INSPECTIONS

As part of a comprehensive safety and loss control program, the Board requires that all school-owned property be inspected for potential safety hazards at least on a monthly basis. These inspections should be conducted by the person responsible for managing the site inspected. For example, principals should examine the schools for which they are responsible, while the transportation supervisor should examine the transportation garage and bus storage lots.

A written report of each safety inspection should be submitted to the Superintendent or his designee. Hazardous conditions identified within the inspection report should receive immediate attention from the maintenance or other appropriate staff in order to prevent injury to persons and/or loss of property.

FIRE DRILLS AND DISASTER PROCEDURES

A minimum of one fire drill and building evacuation shall be held each month in each school. Principals shall cooperate with the Civil Defense, the Red Cross, the Emergency Management Agency and other authorities in the development of emergency and disaster plans. An orderly plan shall be developed for the evacuation of each school and shall be on file in each principal's office.

A minimum of one severe weather drill shall be held monthly. The principal is responsible for instructing all personnel and students of the proper precautions in case of severe weather.

A record of all fire drills and severe weather drills shall be kept on file in the principal's office.

REF: Ala. Code 36-19-10, 36-19-11.

TRAFFIC AND PARKING CONTROLS

The Boaz City School System and administrative staff will work with law enforcement agencies and other appropriate agencies in an effort to provide the best possible safety procedures for students leaving and entering school grounds.

These safety procedures will include the use of safety patrols at crosswalks when approved by the appropriate law enforcement agency and the marking of school speed zone areas as provided by law.

The Superintendent shall develop rules and regulations relative to parking and traffic control on all school property under control of the Board.

SECURITY

The Board recognizes that security should include maintenance of a secure building as well as protection from such dangers as fire hazards or faulty equipment, with emphasis upon safe practices in the use of electrical, plumbing and heating equipment. Staff members shall cooperate closely with local police, fire, health and sheriff's departments and with insurance company inspectors. Security shall also involve assurances that staff and students are free from any disruptive influence.

Access to school buildings and grounds after regular school hours shall be limited to personnel whose work requires it or ID those ID whom access has been granted by the Board through the principal. An adequate key control system shall be established which will limit access ID buildings to authorized persons. Records and funds shall be secured in a locked place.

Protective devices designed In be used as safeguards against illegal entry and vandalism shall be installed when appropriate. Employment of security personnel may be approved by the Superintendent in situations where special risks are involved.

CLEANING PROGRAM

The Superintendent and/or his designated representatives shall be responsible for initiating and maintaining an effective school plant cleaning program in compliance with all sanitation requirements of the Department of Health and policies of this Board. Necessary personnel may be employed with Board approval to provide effective custodial services for all schools in the District.

SANITATION

The Board shall establish and maintain an effective sanitation program in all schools in an effort to provide a quality education program in a desirable and healthy environment. The Board shall cooperate in sanitation surveys and inspections of all applicable school facilities in accordance with such rules and regulations and may be developed by both state and local health departments.

REF: Ala. Code 16-8-43, 16-9-18.

REPAIRS

All requests for maintenance services shall be submitted to the maintenance supervisor by the person responsible for the site on which the maintenance and/or repair is needed. Requests for maintenance services shall be made on the prescribed forms.

Requests for repair of hazardous conditions or of an emergency nature should be reported to the maintenance supervisor and/or Superintendent as soon as the conditions requiring repair are identified. Such hazardous and emergency requests shall be given priority consideration by the staff.

REF: Ala. Code 16-9-18.

LONG-RANGE MAINTENANCE PROGRAM

It shall be the policy of the Board to provide a competent supervisor of maintenance personnel. The Board shall also furnish materials and equipment necessary to maintain the school plants of the School District as is consistent with sound economic and educational requirements.

A work order system will be utilized to track and document maintenance requests. Work orders will originate from the building principal, supervisor or the Superintendent of Education and will be submitted to the maintenance supervisor or the Superintendent of Education for disapproval, or

deferment.

Work orders for emergency repairs, particularly those repairs needed to protect persons or property, shall be labeled as such and processed as quickly as possible.

The principal or his designee shall complete that section of the work order form indicating when the job is completed and other pertinent information concerning the job.

The maintenance supervisor, in cooperation with the Superintendent and principals, shall continually assess maintenance requirements of the schools, set priorities and schedule work to be performed. Maintenance jobs, as far as is practicable, shall be completed when school is not in session in order to maintain a minimum of interference with the instructional program.

BUILDING AND GROUNDS RECORDS

The Superintendent shall maintain a comprehensive schedule of property values for all Board-owned buildings and other facilities. This schedule of values shall include the estimated replacement cost, estimated accumulated depreciation and estimated actual cash value of each piece of Board-owned property. This statement of values shall be updated at least annually.

The Superintendent shall also maintain a comprehensive inventory of the contents of all Board-owned buildings and other physical assets owned by the Board. This inventory should be updated annually and should reflect the estimated replacement cost of all items with current functional use.

The maintenance supervisor shall keep a record of maintenance work performed by each school in the system.

RESPONSIBILITY FOR SCHOOL PROPERTY

Principals and teachers shall be responsible for the care and protection of all school property. An inventory shall be kept of all school equipment, and this inventory shall be available for inspection at all times.

Any purchase of school equipment or teaching aids made from funds raised through or in the name of the school shall remain the property of that school.

A perpetual inventory shall be kept on all equipment, textbooks and other items of value. The records shall be kept at the local school level and the Superintendent's Office. The date of purchase, serial number, quantity and value of each item shall be recorded. An up-to-date fixed assets file shall be maintained in accordance with regulations of the State Department of Examiners of Public Accounts, State Department of Education and generally accepted accounting principles (GAAP).

EQUIPMENT AND SUPPLIES MANAGEMENT

The Board requires that an inventory be maintained of durable tools and equipment with a cost in excess of fifty (\$50.00) dollars. Periodic checks made to assure proper accounting of such equipment. Board-owned equipment should not be loaned to private individuals without the consent of the Superintendent or designee.

REF: Ala. Code 16-8-8, 16-8-9.

STUDENT TRANSPORTATION AND MANAGEMENT

In furnishing student transportation to and from schools or for school related activities, the Board shall require the following:

1. A competent supervisor and/or manager of transportation service will be employed.
2. All vehicles used for transporting students will have a periodic safety inspection as required by State Law and the State Department of Education regulations.
3. Drivers of all vehicles used to transport students in and from schools and in all school related activities will be trained and licensed as required by State Law and the State Department of Education regulations.
4. Buses will not be routed over roads that are not maintained by the federal, state, county or city governments.
5. Bus stops shall be established at points which are a minimum distance of two tenths (.2) of a mile or further off of an existing roadway. A bus will not run off of such roadway unless specifically approved by the Superintendent and the Transportation Supervisor. An adequate turnaround must also be provided for the school bus.
6. Transportation for Students With Disabilities:
 - a. Special transportation MUST be provided for any student with disabilities whose individualized Education Program or Section 504 Plan requires it.
 - b. Transportation for students with disabilities may include travel to and from school, between schools, travel in and around school buildings, modified vehicles or additional personnel assigned in vehicles to ensure the safe transportation of the students.
 - c. All special transportation vehicles (with the exception of parent vehicles) must meet rules and regulations of the State Department of Education, with drivers of such vehicles meeting training requirements of State/State Department of Education or other applicable State laws.

REF: Ala. Code 16-27-4.

BUS DRIVER QUALIFICATIONS AND DUTIES

Each bus driver must meet and satisfy requirements established by the State Board of Education for special training and licensing as follows:

1. Hold a valid commercial driver's license;
2. Complete a minimum of twelve (12) hours approved instruction in school bus driving;
3. Pass a written examination; and
4. Pass a driver's performance test.

The school bus driver's license is valid for one year and may be renewed for an additional year if the applicant has attended the annual four (4) hour training session prescribed by the State **Superintendent**.

REF: Alabama Uniform Commercial Driver License Act, 89-878, Ala. Code 16-27-4.

SAFETY

The Board requires that prior to employment all school bus drivers obtain a special school bus driver's license issued by the State Department of Education and an Alabama commercial driver's license.

Safety Inspection

The State Board of Education requires that all vehicles used for the transportation of children be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall not receive a sticker and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed. All vehicles used for the transportation of children shall be inspected monthly by local transportation personnel in accordance with standards established by the State Department of Education. All bus drivers shall wear seat belts while operating a school bus.

Bus Conduct

The safety of those who ride a school bus depends to a great extent on their own behavior. Students on school buses are under the supervision of the bus driver and shall obey the driver at all times. Failure of a student while on a school bus to comply with the instructions of a school bus driver shall result in the student being subject to the Board's disciplinary policies.

Written Permission

Written permission from the local school administration is required as follows:

1. For a driver to allow a student to get on and/or off at any bus stop other than his/her regularly assigned stop.
2. For a student to ride any bus other than his/her regularly assigned bus.

REF: Ala. Code 16-27-3 to -6, 32-6-49.1 to 32-6-49.20.

INSURANCE PROGRAM

The Board will purchase a liability insurance policy naming as insureds all employees who are required to transport students.

REF: Ala. Code 16-27-7.

SCHOOL TRIPS

The Boaz City School System recognizes that field trips and trips to various types of contests, events, exhibits and other functions provide desirable learning experiences and are educationally and culturally stimulating. All such trips sponsored by the school must be carefully planned in advance and must be approved by the principal and superintendent before plans are made by the teacher or sponsor.

Trips for social and entertainment purposes, including picnics, either within or outside the county, shall not be sponsored by any school, class or department thereof.

The following rules shall govern the use of school buses and other means of transportation on such trips:

1. School buses may be used upon direction of the school principal to transport athletic teams and cheerleaders to regularly scheduled athletic contests and events, including district, area, sectional and state meets, tournaments or contests.
2. Buses may be used to transport band students to regularly scheduled football or basketball games for their school team.
3. On direction of the principal, buses may be used to transport the school band or choir to approved festivals and/or concerts.
4. No school bus shall be used for any purpose other than authorized above except on authorization of the Superintendent of Education. It will be the general policy to authorize use of buses only for activities and events directly related to instruction being received in the regular school course or meaningful extracurricular activities. Requests for authorization shall be made according to the following: (a) The principal of a school requesting the use of a bus or buses shall submit a written request in triplicate to the Superintendent of Education; (b) The request shall state the class or organization for which benefit the bus is desired, the purpose of the trip, expected length of time the students taking the trip will be away from the school campus, and any other information the Superintendent may require; (c) Upon receipt of the request in the Office of the Superintendent, the Superintendent shall then deny or approve the trip or present it to the Board for its decision; (d) Requests must be forwarded to the Office of the Superintendent according to a procedure that he/she shall establish.

5. Whenever the Superintendent or the Board shall grant the use of school buses under Paragraph Four above, it shall, unless otherwise specified, be on the following terms and conditions: (a) Only drivers employed by the Boaz City School System as a school bus driver shall be used to drive the bus on such trips. (b) The salary for the driver will be paid by the Central Office or local school at the discretion of the Superintendent; (c) The fuel and operational costs will be at the expense of the Central Office or local school as determined by the Superintendent.
6. All passengers on any such trip, whether utilizing the school bus or private transportation, shall have school accident insurance in force at the time of the trip or shall have presented to the principal satisfactory evidence of other medical insurance coverage.
7. Before any student shall be permitted to go on any such trip, the principal must have on file in his office, written consent for the trip signed by the parents of such student or other adult person standing in the position of a parent.
8. Where a student participates in an activity which is calculated to require successive trips such as the band and athletic teams, one consent form may be used for these trips.
9. At least one teacher who is regularly employed by the Board shall ride the bus at all times when such trips are made.
10. Only school pupils and the school personnel shall be permitted to ride the bus on such trips except for adult chaperones specifically approved by the principal.

The Superintendent is hereby authorized to approve all trips inside the State of Alabama. All trips out of the state must have prior approval by the Board of Education. The Superintendent may authorize the expenditure of funds as necessary in connection with school trips.

FOOD SERVICES

A school food service program is provided for the pupils and staff members. The food is wholesome, properly prepared and served in sanitary surroundings at a minimum cost. It is permissible for pupils to bring lunches from home, but those who are expected to eat in the lunchroom. The food service programs are self-supporting, with federal subsidies and surplus food commodities. No local tax money is used for operation. The prices of meals are set by the Board of Education.

Lunchrooms are regularly inspected by the Marshall County Department of Public Health.

The County School Food Service Program is under the direct supervision of the Supervisor of Child Nutrition Programs. Each local school principal is responsible for the day-to-day operation of the school food service program at that particular school. The principal or his designee shall furnish to the Central Office all necessary reports and daily recordkeeping information as required by the Superintendent and Food Service Supervisor.

FREE FOOD SERVICE

The Board maintains that the School District shall provide eligible children free or reduced-price lunches in accordance with National School Lunch Program Guidelines. When a child transfers from one school to another the transferring principal shall report eligibility status to the receiving principal, upon request.

SANITATION INSPECTIONS

State and county departments of health are authorized to establish reasonable standards of sanitation for food service establishments.

REF: Ala. Code 16-22-3.

FOOD SERVICE RECORDS

The Board requires that all lunchroom funds be accounted for in accordance with policies set forth by the local, state and federal requirements.

REF: Ala. Code 16-8-38, 16-9-27, 16-13-31.

RISK MANAGEMENT POLICY STATEMENT

The Board recognizes its responsibility for properly managing the resources of the School District. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the District's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the School District's risk exposure.

The Superintendent or his designee shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the District. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the District shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When in the apparent best interest of the District, the Board may budget for and retain limited and predictable risks of financial loss.

When the purchase of insurance coverage is deemed necessary, such purchase will be made on the basis of service offered by the insurer or self-funded program, the reliability and financial stability of the insurer or self-funded program and the price of the coverage as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent(s), broker(s) or insurer representative(s) of State Insurance Fund other than an obligation based on the above stated consideration.

The Superintendent shall have the responsibility for preparing an annual risk management report for review by the Board. The report shall include a description of the District's current risk management program and a summary of the existing insurance coverage.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement and maintain an effective risk management program for the District.

REF: Ala. Code 16-8-42.

WORKERS' COMPENSATION

The Special Education Trust Fund does not currently fund the state workers' compensation law. At such time that it is funded, the Board will provide workers compensation insurance for its employees.

Employees are strongly encouraged to work safely and attempt to avoid injury causing accidents. In the event of an accident, the incident should be reported within 24 hours to the employee's supervisor. All injury causing accidents will be investigated thoroughly to determine the cause of the accident. Appropriate procedures will be developed to help prevent similar accidents in the future.

The recovery of an employee injured while working for the Board will be monitored very closely by the Superintendent and/or his designee. Every effort will be made to assist the injured employee to return to work as quickly as possible. In the event an employee, because of a work related injury, cannot return to his original work assignment, an effort will be made to assign the employee to work more suitable to his ability after the injury.

Employees will be paid salary in cases of work-related injury for periods of time and in the amount as prescribed or permitted by law.

REF: Ala. Code 25-5-50.

HEALTH INSURANCE

The Board upon a majority vote of its employees may elect to participate in the Public Education Employee's Health Insurance Plan. If the majority of the employees elect not to participate in the Plan, the Board shall submit the names of the employees otherwise selecting coverage for reimbursement for the legislatively established portion of the premium.

When and if the premium for the plan becomes fully paid by the state, all employees must then be insured by the Plan.

The employees of the Board may vote to participate in the Plan at some point in the future, but once the Board enrolls in the State Plan the decision is irrevocable.

PROPERTY

The Board shall insure for full value all property for which it has title including, but not necessarily limited to, buildings and contents.

REF: Ala. Code 16-8-42.

LIABILITY

The Board will purchase general liability insurance coverage to protect the Board Members and the Superintendent, the School District and employees for the risks to which all are exposed. This coverage will be purchased with limits for the District equal to at least the limits of exposure designed within the Alabama Tort Claims Act.

The Board will also purchase errors and omissions liability coverage to protect the Board members, the School District and all school employees.

**FIDELITY
(BOND)**

The Board recognizes that the County Superintendent of Education shall have an official bond of not less than three thousand (\$3,000) dollars which has been approved by the County Board of Education and which covers the acts of a temporary secretary of the Board i n the absence of the Superintendent. The Board hereby authorizes and directs that die to the size of the budget and bank deposits and We m the requirements o f law, the Superintendent and Custodian of Funds w i l l be bonded in the amount of one-hundred thousand (\$100,000.00) dollars.

REF: Ala. Code 16-9-3, 16-8-7, 16-8-12, 16-8-33, 16-13-8, 16-13-9.

FLAG DISPLAY

The Boaz City School System requires the schools to display a United States flag and an Alabama flag from the school building or from a flagpole on the grounds during the time school is in session, except in inclement weather.

REF: Ala. Code 16-43-1.