

3 – Support Services

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NOTE: For the purpose of this policy manual, the terms *Superintendent* and *Director of Schools* are interchangeable.

Weakley County Board of Education

Descriptor Code:
3.100

Business Management Goals

Revised Date:
05/03/07

The Board establishes these general goals for the conduct of its management program:

1. To develop a plan for the management of buildings and grounds which provides a safe, secure, comfortable, and clean environment for instruction and administration;
2. To provide a building maintenance program which protects the taxpayer's investment in facilities and ensures their continued use;
3. To provide sufficient supplies and equipment for effective teaching and learning;
4. To provide a student transportation system which meets state requirements;
5. To design and implement a program of food services which emphasizes nutritional needs of children as the basis of growth and development of bodies and minds;
6. To collect and maintain data pertinent to educational planning; and
7. To provide a sound program of insurance protection for system employees, students, and property.¹

Legal References:

1. TCA 49-3-314 (C) (1); *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19

Cross Reference:

School District Goals 1.700

Weakley County Board of Education

Descriptor Code:
3.200

Buildings and Grounds Management

Revised Date:
05/03/07

All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The director of schools will develop and implement a continuing program of maintenance of all district-owned buildings and grounds which shall provide for the following:

1. Adequate custodial programs for all schools;
2. Improvement and maintenance of school buildings and grounds;
3. Repairs, including repairs of equipment, and painting; and
4. Determination of obsolete equipment.

The following are responsibilities of building principals:

1. To oversee the operation of the school plant and require that personnel assigned to the building keep it in a clean, healthful, and pleasant condition;
2. To make continuing checks for hazardous conditions, including safety and operation of equipment, and prevention of hazardous situations caused by carelessness; and
3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.
4. To display the United States Flag on every public school campus.

Weakley County Board of Education

Descriptor Code:
3.201

Safety

Revised Date:
05/03/07

Within board policy, the principal shall develop procedures for keeping school facilities safe and free from hazards.

All staff members shall report current and potential hazards to their immediate supervisors.

Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.¹

The program shall include:

1. Fire prevention
2. Accident prevention
3. Warning systems
4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
5. Emergency closings
6. Traffic safety
7. Traffic and parking controls
8. Safety inspections
9. First aid
10. A disaster preparedness plan for a nuclear or other major emergency.

In order to help our facilities to be safe and free from violence, the perimeter doors of the school buildings shall be locked during instruction hours if at all possible. This will allow staff and students to exit the building, but discourage visitors or intruders from entering the building without being monitored.

Interior classroom doors should remain unlocked and kept free of obstructions such as door wedges that could cause doors to remain open in the event of a fire or other emergencies.

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction.

All visitors must sign in at the office. All staff members shall report to the principal any persons appearing to be improperly on school premises.²

The principal shall secure assistance from law enforcement officials when he deems it necessary in order to maintain order or security during the school day or during extracurricular activities at school.

Legal References:

1. TCA 49-6-1003
2. TCA 49-6-2008

Cross References:

Visitors to the School 1.501
Care of School Property 6.311

Weakley County Board of Education

Descriptor Code:
3.202

Emergency Preparedness Plan

Revised Date:
08/02/07

The director of schools shall be responsible for developing, maintaining and acquiring Board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for cases of nuclear or bomb threat, civil disturbance, earthquake, fire, tornado or other severe weather, and medical emergencies, such as pandemic flu outbreak.

Emergency preparedness drills will be developed and implemented by each principal, with approval of the director of schools, and when appropriate, be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every month during the school year, with an additional fire drill to be conducted within the first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation.²

In the event of any threats to safety, students will be retained at school when less than one hour of warning time is given, unless parents or persons authorized by the parents pick up their children.

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions in the proper use of them in their building.

MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The director of schools shall develop procedures for health emergencies using as reference the state's 2006 Pandemic Influenza Response Plan.³

Legal Reference:

1. TRR/MS 0520-1-3-.03(17)
2. TCA 68-102-137 (b) (f)
3. Tennessee Department of Health Pandemic Influenza Response Plan, <http://www2.state.tn.us/health/CEDS/pandemic.htm>

Cross Reference:

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Weakley County Board of Education

Descriptor Code:
3.203

Incident Management

Revised Date:
05/03/07

The principal shall develop an Incident Management Plan for use in times of an incident, including suicides, shootings, and death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint members to an Incident Response Team that shall deal with specific situations, make decisions, and disseminate information in the event of an incident. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for ensuring the system Incident Response Plan and procedures are annually tailored to meet their individual campus needs based on student/employee needs and topographical layout. Annual revisions of the Incident Management Plan shall be made. Staff training shall be conducted both prior to the start of school year as well as routinely throughout the school year. Safety brochures highlighting parent/guardian responsibilities shall be distributed annually at school start-up.

In the event of an incident, the principal shall notify the Incident Response Team and the director of schools. If deemed to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.). Members of the Weakley County Board of Education will be informed of serious emergencies by the director of schools on a timely basis after measures have been implemented to address the incident.

All media attention shall be directed to the director of schools' office.

Cross Reference:

News Releases, News Conferences and Interviews 1.503

Weakley County Board of Education

Descriptor Code:
3.204

Risk Management

Revised Date:
05/03/07

It shall be the responsibility of the director of schools to develop an appropriate safety program for the school system. The Board shall provide sufficient staff and budget for its implementation.

The Board shall designate a professional staff person who shall be responsible for the promotion and development of a prevention and safety education program for students and personnel employed by the school system. This person shall be given authority and title commensurate with the task and shall answer directly to the director of schools. The general areas of responsibilities include, ***but are not limited to***, in-service training, development of accident prevention procedures, accident record keeping, facility inspection, driver education, vehicle safety programs, fire prevention, emergency preparedness plan and traffic safety problems related to employees, students and the community.

Cross References:

Insurance Management 3.600
Worker's Compensation 3.602

Weakley County Board of Education

Descriptor Code:
3.205

Security

Revised Date:
05/03/07

The director of schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to:

1. Closing and securing teacher work areas when being left unattended or at the end of the day;
2. Denying student permission to use the classrooms, laboratories, gymnasiums or other school facilities or equipment without appropriate faculty supervision;
3. Controlling the issuance of building keys and master keys; and
4. Developing programs which contribute to the proper care and use of school facilities and equipment.
5. Equipment purchased with federal funds shall be managed as directed by federal and state law.¹

The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

The principal shall notify the director of schools in a timely manner after each case of vandalism, theft, building damage and illegal entry.

The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Legal References:

1. EDGAR 43 Subtitle A Part 80.32

Cross References:

Visitors to the Schools 1.501
Care of School Property 6.311

Weakley County Board of Education

Descriptor Code:
3.206

Community Use of School Facilities

Revised Date:
05/03/07

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes that promote the welfare of the community as approved by the Board.^{1, 2, 3}

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use. Prior to the use of school facilities by any organized community or civic club, proof of liability insurance must be presented;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;²
4. All activities must be under competent adult supervision and approved by the building principal. In all cases, the principal or a designee will be present. The group using the facilities will be responsible for any damage to the building or equipment. Groups that use school facilities must leave the facilities clean and arranged as they found them;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
9. When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use of the equipment; and
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups.

Legal References:

1. TCA 49-50-201
2. TCA 49-2-203(b)(4)
3. *Lamb's Chapel v. Center Moriches Union Free School District*,
113 S. Ct. 2141 (1993)

Cross References:

Tobacco-Free Schools 1.803
Care of School Property 6.311

Weakley County Board of Education

Descriptor Code:
3.300

Equipment and Supplies Management

Revised Date:
05/03/07

All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The director of schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective and economical operations and maintenance program and providing adequate insurance coverage.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to him. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his/her direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

Cross Reference:

Inventories 2.702

Weakley County Board of Education

Descriptor Code:
3.400

Student Transportation Management

Revised Date:
05/03/07

1. All plans for transportation shall make the transportation of children as safe as possible.
2. The school bus driver and the principal are jointly responsible for the conduct of students on buses.
3. The school bus driver shall report any misconduct of pupils on the bus to the principal of the school which the student attends.
4. Bus drivers shall not put children off the bus en route to or from school. However, the driver may, with the approval of the principal, refuse service on the next regular trip and continue to do so until the pupil and his parents have cleared the matter with the school principal. The principal will notify the bus driver when the matter has been settled.
5. Children should not be allowed to get off a school bus except at their destination.
6. The principal will be responsible for being at the school or having at least one regular teacher on duty when the first bus arrives at the school and until the last bus loads and departs in the afternoon.
7. Pupils are not permitted to ride buses that are not assigned to them.
8. All buses and other vehicles owned and operated by the Board shall be given safety inspections on a regular basis. The transportation supervisor shall develop and maintain a safety inspection record which shall be filled out and signed by the individual who conducts the inspection. In addition, all buses shall be available for regular state inspections. Any defects noted by either the regular local or state inspection shall be remedied immediately.¹
9. All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including incidents in which any part of the bus rubs, scrapes, or touches any other object or vehicle.

Legal Reference:

1. TCA 49-6-2101 through 2113; TRR/MS 0520-1-5-.01(4)

Weakley County Board of Education

Descriptor Code:
3.401

Scheduling and Routing

Revised Date:
05/03/07

1. All school bus routes shall be arranged in such a way as to travel the shortest, safest possible distance from the time the first child is picked up until the trip is complete.
2. The Transportation Supervisor shall periodically review bus routes in each district in order to provide the safest possible routes requiring the shortest length of time needed to get all children to school in the most economical way.
3. The Transportation Supervisor will be in charge of surveying and routing all buses.
4. Bus routes shall be arranged in such a way as to provide each eligible child in the district transportation to school within the prescribed time limits. Bus routes shall begin no earlier than one and one-half (1-1/2) hours before school opens and children shall not be in transit from school more than one and one-half (1-1/2) hours after dismissal.¹
5. Where practical, safe, time-saving and economical, transfers may be made from one bus to another to provide the best overall transportation system possible.
6. Transfers shall be made from one bus to another at a school campus.
7. Bus routes shall not overlap unless necessary to reach some other portion of each respective route; or unless overlapping results from the necessity to travel the main arterial highway to school centers. When more than one bus travels an arterial highway, and each bus picks up some children along such routes, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which assigned.
8. The Transportation Supervisor is authorized to make changes which improve a situation and meet the above criteria. Appeals of this decision should be made to the Superintendent and to the School Board.²
9. Once the official route is begun, stops shall only be made to pick-up or discharge students. Buses are not to stop at stores (or make any other non-designated stops except for emergencies) when transporting students.
10. Buses will not go on private roads, and a bus route will not be extended to where a child lives within one-fourth (1/4) of a mile or less of the regular established bus route.
11. The first load of students transported by a bus is not to arrive at school more than thirty (30) minutes prior to the opening of school.

12. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school.

Legal References:

1. TCA 49-6-2105
2. TCA 49-6-2106

Cross Reference:

Bus Conduct 6.308

Weakley County Board of Education

Descriptor Code:
3.402

Special Use of School Vehicles

Revised Date:
05/03/07

All standard rules of student and driver conduct shall apply to all extracurricular trips.

System-owned buses may be used by athletic teams and other school groups, provided such trips are recommended by the principal.

The principal will make all transportation arrangements with the director of transportation.

The Board shall be reimbursed by the individual school for driver pay and fuel expenses incurred in the use of buses for extracurricular activities. However, the Board may establish special rates for extended trips or in special cases. Forms for reporting extra use of buses will be furnished to each school principal.

Only qualified bus drivers may drive school buses for extracurricular activity trips during the regular school year.

School buses may be used only for the transportation of school personnel on authorized school business. Any exceptions must be approved by the Board.

Cross References:

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Weakley County Board of Education

Descriptor Code:
3.403

Traffic and Parking Controls

Revised Date:
05/03/07

The principal of each school along with local law enforcement shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his/her campus and shall submit it to the director of schools for approval. The plan shall include a sketch showing various parking areas, traffic flow areas, areas reserved for school bus loading and unloading; and dismissal times for car and bus students.

Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission is obtained from the principal to use said vehicle.

Parking regulations for each school will be developed by the principal.

Cross References:

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspensions 6.316

Weakley County Board of Education

Descriptor Code:
3.404

Private Vehicles

Revised Date:
05/03/07

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools or his designee and proof of vehicle liability insurance coverage in the following forms:
 - a. A copy of the insurance certificate issued to the insured indicating liability limits of at least 100,000/300,000/100,000;¹ and
 - b. A specific permit for each trip involving students, including field trips.
2. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above.
3. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state Board Rules, Regulations, and Minimum Standards.²
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$100,000/300,000/50,000.¹

Legal Reference:

1. TCA 29-20-403 (b) (3); OP Tennessee Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5

Weakley County Board of Education

Descriptor Code:
3.500

Food Service Management

Revised Date:
05/03/07

The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.¹

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using the Board-approved procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, School Breakfast Program, Summer Food Service Program and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations. School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee will be charged and the manager will ensure that no USDA commodities or supplies provided for the regular program are used.

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals/snacks must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

OFFER VERSUS SERVE

For breakfast, a student must take the full portions of no fewer than three of the four food items offered.

For lunch, a student must take the full portions of no fewer than three of the five food items offered.

FREE & REDUCED PRICE MEALS

Criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches will be established by the state/federal guidelines.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price.

COMPETITIVE FOODS/VENDING MACHINES

Any sale of food and beverages (other than competitive foods) to students during the school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account.

The sale of all competitive food and beverages to students during the school hours shall be limited to foods and beverages listed on the Tennessee Department of Minimum Nutritional Standards.² These sales will be limited to the time period after the end of the last lunch period.

Vending machines in the schools will be controlled so that they will not offer competition to the school feeding programs or encourage poor eating habits. Vending machines may be operated by the school for employee use only in designated employee lounges.

Any sale of food and beverages through commercial vending machines at school system locations other than schools, shall be under the supervision of the board of Education or its' designee. Any revenue earned through the use of such machines will be deposited to the general purpose school fund.

CHARGING POLICY

Students in grades K-5 may charge one breakfast and one lunch. This service is designed to cover emergency situations only. It is not designed to provide a credit service for continuous charging and collecting for student meals. Students may not charge until the previous charge has been paid.

Students and adults in grades 6-12 may not charge meals. A la carte items may not be charged.

CHECK CASHING POLICY

Personal checks may be taken for the payment of school breakfast and lunch but may not be cashed for the purpose for making change or as an accommodation to individuals.

ADULTS ELIGIBLE FOR FREE MEALS

Only employees of the Weakley County Board of Education who are assigned to work in the Child Nutrition Programs and are paid from the Child Nutrition Program funds are considered directly involved in the operation and administration of the Child Nutrition Program and are eligible for free meals.

Meals served to these adults may not be claimed for reimbursement or counted towards the donated foods entitlement.

Legal References:

1. 7 CFR § 210.10 -13
2. TCA 49-6-230

Cross References:

Deposit of Funds 2.500

Weakley County Board of Education

Descriptor Code:
5.306

Military Leave

Revised Date:
01/03/08

The insurance program will provide coverage in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;
2. Liability: Board members, director of schools and employees resulting from discharging their duties;
3. Worker's compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

The director of schools/finance director will continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board shall make available group health insurance for all full-time employees.¹

ANNUITIES²

Tax sheltered annuities shall be available for employees.

RETIREEES³

The employee is eligible for retirement under the eligibility standards as set by Tennessee Retirement System.

Legal References:

1. TCA 49-2-209
2. TCA 49-2-208
3. TCA 49-5-906

Cross References:

Salary Deductions 2.803
Risk Management 3.204
Resignation 5.204
Retirement 5.205

Weakley County Board of Education

Descriptor Code:
3.601

Student Insurance Program

Revised Date:
05/03/07

1. Student athletes are covered by accident insurance financed by the Weakley County School System. This insurance is provided on a “Full Excess” basis (supplemental) for covered expenses. Covered expenses will be paid when they are “in excess of any other plan providing medical expense benefits.” All bills must be submitted to the primary provider first. The school policy will consider the unpaid balances for covered expenses up to the limits of the policy.
2. Other students may be covered by accident insurance financed by the Weakley County School System.
3. In case of injury, the parents must notify the school office immediately to determine if the accident is eligible for coverage by the accident insurance financed by the Weakley County School System.
4. All parents are encouraged to have insurance designed to provide medical coverage for illness, injury and/or accidents.
5. In case of student accidents or injuries, neither the Weakley County School System nor the individual school is responsible for medical bills.

Weakley County Board of Education

Descriptor Code:
3.602

Workers' Compensation

Revised Date:
05/03/07

The Board shall maintain adequate workers' compensation coverage according to state statutes.¹

Legal References:

1. TCA 50-6-204(4) (A)

Cross References:

Risk Management 3.204
Sick Leave 5.302
Physical Assault Leave 5.307