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**BUILDINGS AND GROUNDS MANAGEMENT**

The Marengo County Board of Education 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 task, 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 inspection 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.

**FILE: EAA**  
**CF: EG**

## **INSURANCE PROGRAM**

The Marengo County Board of Education is authorized to insure every school building for its insurable value as one of its powers necessary or proper for the efficient administration and management of the schools.

Ref: Ala. Code 16-8-42, 16-8-12.

**SAFETY PROGRAM**

The Marengo County Board of Education strives to maintain safe buildings, grounds, and equipment in order to minimize accidents or injury to students, employees, and other citizens. Protection 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 system-wide safety program which coordinates the requirements of the Civil Defense program with appropriate local officials who serve the School System.

Safety instruction, to include accident prevention and safety drills, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials and other community agencies shall be incorporated into the total safety program.

First aid equipment shall be readily available, and at least one staff member 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 and physical education classes.

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, 16-9-18.

(EAB)

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**FILE: EABA**  
**ALSO: JGFA**  
**Revised: Sept. 25, 2014**

## **EMERGENCY DRILLS**

The Marengo County Board of Education requires that as part of their comprehensive school safety plan, at least one emergency drill be held in each school during each month school is in session. Emergency drills include fire drills, severe weather drills, and bus evacuation drills. The comprehensive school safety plan will also include the Code Red Safety Plan to address events involving acts of violence or the threat of violence. Code Red Safety Drills shall be held at the beginning of each school semester. A record shall be kept on file of all drills.

School personnel shall cooperate with local, state, and national organizations to develop plans dealing with all possible emergencies, e.g. tornadoes, nuclear attack, etc.

All doors and exits shall remain unlocked during school hours and shall meet the required codes.

**FILE: EABB**

## **SAFETY INSPECTIONS**

As part of a comprehensive safety and loss control program the Marengo County Board of Education 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.

Hazardous conditions identified within the inspection report should receive attention from the maintenance or other appropriate staff in order to prevent injury to persons and/or loss of property.

## **SECURITY**

The Marengo County Board of Education recognizes that security should include maintenance of a secure (locked) 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 to those to whom access has been granted by the Board through the principal. An adequate key control system shall be established which will limit access to buildings to authorized persons.

Records and funds shall be secured in a locked place.

Protective devices designed to 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.

The following State Department of Education regulations shall be enforced to protect the welfare of school children and the tax supported institutions they attend:



1. All persons shall have written permission from the Superintendent of Education prior to any inquiries at local schools relative to enrollment, student body composition, faculty and staff, governance and discipline practices, attendance data and other such issues. No data shall be given without such written authorization. Any situations involving persistent demands for information without the Superintendent's authorization shall be reported to the Superintendent.
2. The Superintendent shall prepare or cause to be prepared specific instructions relative to visitors at schools. These instructions shall assure compliance with applicable legal concepts and, simultaneously, assure that all schools are free from interference and disruption. Each principal shall take necessary actions to preserve a proper atmosphere for learning within the school.
3. Visitors who create disruption or interference with the maintenance of a proper atmosphere for learning at any school shall be ordered to leave the school premises. Said persons shall be warned that their return will constitute trespassing. Should such disruptive visitors fail to leave, or return, principals shall protect the welfare of the staff and students by notifying police authorities. Warrants for the arrest of such persons shall be issued.
4. All visitors upon entering school premises shall report to the principal's office. A sign to this effect shall be placed in a conspicuous place near the principal's office.

Legal Ref.: Ala. Code 16-8-8, 16-8-9, 36-19-10, 36-19-11.

**FILE: EAD**

**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 System.

**FILE: EAE**

## **SANITATION**

The Marengo County Board of Education shall establish and maintain an effective sanitation program in all schools, in an effort to provide a quality education program in desirable and healthy surroundings. The Board shall cooperate in sanitation surveys and inspections of all applicable school facilities in accordance with such rules and regulations as may be developed by both State and local Health Departments.

Ref: Ala. Code 16-8-43, 16-10-10, 16-9-18.

**FILE: EAF**

## **REPAIRS**

All requests for maintenance services shall be submitted to the Superintendent by the principal on which campus 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 the Superintendent as soon as the condition requiring repair is identified. Such hazardous and emergency requests shall be given priority consideration by the staff.

**FILE: EAG**

**LONG-RANGE MAINTENANCE PROGRAM**

It shall be the policy of the Marengo County Board of Education to furnish personnel, material, and equipment necessary to maintain the school plants of the School System as is consistent with sound economic and educational requirements.

A system of work orders shall be developed, and a work order shall be made for maintenance jobs as the need becomes apparent. A systematic file of work orders shall be maintained. One file shall be kept for completed jobs and one for incomplete jobs. Work orders shall be initiated by the principal or his designee and shall be in such form as to include: date, school, location, nature of problem, suggested materials needed, and priority.

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 continually assess maintenance requirements of the schools, and, in cooperation with the Superintendent, shall establish a schedule of jobs to be completed. 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.

**FILE: EAH**

**BUILDINGS 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.

**FILE: EB**

## **EQUIPMENT AND SUPPLIES MANAGEMENT**

The Marengo County Board of Education requires that all maintenance equipment, tools, etc., be inventoried and a periodic check made to assure proper accounting of such equipment. Board owned equipment shall not be loaned to private individuals or used for private purposes.

All office and janitorial supplies provided by the Marengo County Board of Education shall be requested in writing, and accurate records of their distribution shall be maintained.

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

**FILE: EC**  
**CF: JGG**

**STUDENT TRANSPORTATION AND MANAGEMENT**

The Marengo County Board of Education shall employ a competent supervisor of transportation services.

Ref: Ala. Code 16-27-1, (1).



**FILE: ECA**  
**CF: EG**

## **INSURANCE PROGRAM**

The Marengo County Board of Education will purchase a liability policy naming as insured all employees who are required to transport students.

Ref: Act No. 84-191, 1984.

**SAFETY**

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

**SAFETY INSPECTION**

The State Board of Education requires that all vehicles used for the transportation of children, whether privately or publicly owned, be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall be "red tagged" 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, whether privately or publicly owned, 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.

**SPECIAL USE OF SCHOOL BUSES**

It shall be the policy of the Marengo County Board of Education to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

In addition to any regulations that may be prescribed, the Board shall require the following:

1. Application for use of any school bus must be submitted to and approved by the Superintendent at least four (4) days prior to the date of anticipated use.
2. Only qualified licensed school bus drivers shall drive school buses on any student trip or excursion and expenses thereof shall be paid by the local school.
3. Only school pupils and school personnel shall be permitted to ride the bus on such trips. Appropriate school patrons may be used as chaperones.
4. A teacher who is regularly employed by the Board shall ride the bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.
5. No bus that does not have stop lights and clearance lights that are properly working will be used for night trips.
6. The use of a bus for such purposes will not interfere with the regular transportation of pupils to and from school.

7. Each school must submit accurate mileage of the trip from the time the bus leaves the driver's home or school until it returns.
8. Each school must submit to the Board a check in the amount of \$1.00 per mile for each mile traveled should charges be assessed by the Superintendent.
9. All damage beyond regular wear and tear will be paid for by the local school. (Not including damages from an accident.)
10. Any school that does not comply fully with the regulations will be denied the use of buses for the remaining part of the school year.

Special forms will be furnished by the Superintendent in order to fully comply with this policy. Principals are responsible for seeing that all forms are completed properly.

**FILE: ECD**  
**Adopted Nov. 26, 2002**

**SCHOOL OWNED BUSES**

**(Bidding)**

The Marengo County Board of Education is authorized to purchase buses in accordance with the bid procedure set forth in Ala. Code 41-16-50 to 63 and in accordance with the Alabama State Department of Education.

Legal Ref.: Ala. Code 16-8-40.

**FILE: ED**  
**CF: JGH**

## **FOOD SERVICES MANAGEMENT**

The Marengo County Board of Education shall provide nutritious adequate meals to all school children at a minimum cost. The school food service program will at all times be operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

**FILE: EDA**

**FREE FOOD SERVICE**

The Marengo County Board of Education 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.

**FILE: EDB**

**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.



## **INSURANCE MANAGEMENT**

The Marengo County Board of Education recognizes its responsibility for properly managing the resources of the School System. This responsibility includes concern for the safety of students, employees, and the public as well as concern for protecting the System'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 System'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 System. 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 System 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 System, the Board may budget for and retain limited and predictable risks of financial loss.

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

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

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.

**FILE: EEA**

**HEALTH**

The Marengo County Board of Education upon a majority vote of its employees may elect to participate or not 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.

**FILE: EEB**

**PROPERTY**

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

Ref: Ala. Code 16-8-42.

**FILE: EEC**

## **LIABILITY**

The Marengo County Board of Education will purchase general liability insurance coverage to protect the Board members, the school system, and employees for the risks to which all are exposed. This coverage will be purchased with limits for the System equal to at least the limits of exposure defined within the Alabama Tort Claims Act.

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

**FILE: EED**  
**CF: DH**

### **FIDELITY**

The Marengo County Board of Education recognizes that the County Superintendent of Education shall have an official bond of not less than \$3,000 which has been approved by the Board and which covers the acts of a temporary secretary of the Board in the absence of the Superintendent.

The Marengo County Board of Education is authorized to require and fix bonds of not less than \$1,000 for local school principals and others who handle public school funds.