

E - BUSINESS MANAGEMENT

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BUILDINGS AND GROUNDS

The Board of Education is responsible for providing safe, clean, sanitary, attractive, comfortable and well maintained facilities. The Board instructs the Superintendent to develop a program which shall maintain all school properties in good physical condition; which shall include all normal buildings and grounds maintenance, repairs, improvements, and the elimination of any safety hazards, and which shall make it an integral part of the school district's educational program.

The Board delegates to the Superintendent such administrative and supervisory authority needed to carry out the program. Periodic reports shall be provided to the Board relative to maintenance needs, improvements, safety, utility, and attractiveness of school plants and grounds. The Board and the Superintendent shall conduct periodic inspections to assure that school plants and grounds are safe, clean, sanitary, attractive, comfortable and well maintained.

INSURANCE PROGRAM

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

Ref: Ala. Code 16-11-11, 16-11-12.

SAFETY PROGRAM

The Board 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, as appropriate.

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 coordinates the requirements of the Civil Defense program with appropriate local officials who serve the School District.

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 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 and physical education classes.

The Superintendent shall require regular inspections of buildings and grounds of the schools and shall make periodic evaluation 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, 16-3-13, 16-11-2, 16-11-9, 16-1-2, 16-1-7, 16-8-8, 16-8-9, 16-9-18.

EMERGENCY DRILLS

The Board of Education requires special drill activities be planned by the principal and faculty of each school to assure orderly movement and evacuation of student to the safest designated area in the event of an emergency.

The plan shall provide for escape routes and alternate routes for all students and teachers in the schools. Teachers and students shall be informed of escape routes, and a map shall be placed in each room specifying the routes and procedures for evacuating the building.

A minimum of one emergency drill shall be held each month in each school of the school district. A report concerning all disaster drills and evacuations shall be filed with the Superintendent by the principal periodically. Principals shall cooperate with Civil Defense and Red Cross authorities in the development of emergency and disaster plans. An orderly plan shall be developed for evacuation of each school.

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

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 once per semester. 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.

VANDALISM

The Board of Education urges students, teachers, and every citizen of the community to cooperate in reporting any incidents of vandalism to property belonging to the Board and the name(s) of the person or persons believed to be responsible. Each employee of the school district shall report to the Superintendent and/or principal every incident of vandalism known to them, and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges if necessary, against perpetrators of vandalism against school property, and shall further be authorized to delegate, as he sees fit, authority to sign such complaints and to press charges.

Every effort shall be made to recover damages from adult vandals or from the parents of juvenile vandals to cover the theft of equipment or the destruction of school property. This shall apply not only to damages as a result of breaking and entering at nights or during holidays, but also to damage done to school property by pupils during the course of the school day, over and above normal wear and tear.

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 the Superintendent as soon as the condition requiring repair is identified. Such hazardous and emergency requests shall be given priority consideration by the staff.

Ref: Ala. Code 16-12-7.

ENERGY MANAGEMENT AND CONSERVATION POLICY

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation at all levels.

Accurate records of energy consumption and cost will be maintained at each campus to provide verifiable performance information to the Board and Administrations of the various institutions in the Phenix City Public Schools on the goals and progress of the energy conservation program.

The designated campus Administrator will be accountable for energy management on his/her campus with energy audits being conducted and feedback provided by the Energy Educator/Management teams.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. Energy Education will administer its energy conservation and management program primarily through the Energy Educator/Manager teams and Administrators.
2. The Board expects all personnel at each campus to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Within 60 days, administrative “Energy Guidelines” will be adopted that define the “rules of engagement” in implementing our energy program.

Further, to promote a safe, healthy learning environment and to complement the energy management program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance;

Whereas the Board embraces energy conservation and the desire for the Phenix City Public Schools to become a nationwide institutional leader in energy management and conservation as part of our social responsibility to respect our natural resources;

Whereas the Board has engaged Energy Education, to use its expertise to develop and implement a comprehensive, people-based conservation program across the Phenix City Public Schools;

Therefore, the Board directs the Superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

BUS SAFETY

All buses owned and operated by the Phenix City Board of Education shall be inspected on a regular monthly basis. In addition, all buses shall be inspected annually by a representative of the Transportation Section of the State Department of Education. Prior to transporting students on any bus, the driver shall examine both the interior and exterior of the bus to assure its safe operating condition. This pre-trip inspection shall be completed prior to each trip in which students are to be transported. Any defects noted during the regular local, State or pre-trip inspection shall be remedied immediately and before students are transported on the bus.

All drivers shall be required to meet all standards as set forth by Federal Law, the Public Laws of the State of Alabama, and the State Department of Education as related to special training and licensing necessary to operate any vehicle used to transport students.

All drivers must wear seat belts while operating a school bus.

All drivers shall be required to obtain a physical examination prior to employment and annually thereafter prior to the opening of school each August.

All drivers must submit to drug and alcohol testing as required by the Omnibus Transportation Testing Act of 1991.

All accidents regardless of the damage involved must be reported to the office of the superintendent. Any part of the bus rubbing, scraping, or touching any other object or vehicle in such a manner as to cause damage to the bus or object constitutes an accident.

Ref. Ala. Code 16-27-3 to 6. Board of Education, July, 1974.

USE OF SCHOOL BUSES

It shall be the policy of the Phenix City Board of Education to use school buses for the transportation of pupils to and from school, for appropriate field trips, and for approved extra-curricular activities.

All requests for the use of buses shall be approved by the principal and administrative assistant for auxiliary services. For unusually long trips, the supervisor may require that appropriate commercial carriers be used.

As an exception to this policy the superintendent shall upon written request of an appropriate authority deliver a bus to be used by that authority, provided: 1) the purposes for which the bus is to be used is defined, 2) liability and collision insurance coverage is provided to indemnify the board by the leasing authority, 3) all costs of operations are covered by the leasing authority, 4) a certified driver is used at all times, 5) the bus is returned immediately upon the completion of the trip in clean condition, and 6) any safety or operational problems are reported.

Ref: Ala. Code 16-11-18, 16-11-20, Board of Education.

SCHOOL FOOD SERVICE MANAGEMENT

The Board of Education provides the necessary facilities and personnel to operate a school food service program. Each student in the school district shall have the opportunity to secure a AType A@ meal at their respective schools. All meals served shall meet all nutritional requirements mandated by law. The school food service program shall serve a well-balanced meal to all school children at a minimum cost.

The Superintendent and his designated representatives shall be responsible for operating an economically sound school food service program in accordance with state and federal laws and regulations. The Superintendent shall recommend for appointment the necessary personnel to initiate and maintain a quality school food service program.

All sanitation standards required by law shall be strictly observed in each local school-s food service program. This shall include, but not be limited to, physical examination requirements of employees, preparation procedures, conditions of kitchens and dining areas, and maintenance procedures.

All schools shall offer free and reduced price meals for qualified students. Schools which offer food items for sale which provide less than 5% of the USDA requirements for certain nutrients shall not be allowed to sell such items to students between the hours of 6:00 a.m. and 2:00 p.m., and/or until the end of the last lunch period, whichever comes first, during the time the school is in regular session.

Ref: P.L. 91, Part 245, Child Nutrition Act; P.L. 95-166; Ala. Code 16-22-3; Board minutes, 8-21-80.