
Wayne County Board of Education

3 - SUPPORT SERVICES

Descriptor Code	Policy Title	Issued Date
3.100	Business Management Goals	12/11/03
Facilities Management		
3.200	Buildings and Grounds Management	12/11/03
3.201	Safety	12/11/03
3.202	Emergency Preparedness Plan	12/11/03
3.203	Crisis Management	12/11/03
3.204	Risk Management	12/11/03
3.205	Security	12/11/03
3.206	Community Use of School Facilities	12/11/03
Equipment and Supplies Management		
3.300	Equipment and Supplies Management	12/11/03
3.3001	Use of Cellular Phones	12/11/03
3.301	Leasing and Renting	12/11/03
Transportation Management		
3.400	Student Transportation Management	12/11/03
3.401	Scheduling and Routing	12/11/03
3.402	Special Use of School Vehicles	12/11/03
3.403	Traffic and Parking Controls	12/11/03
3.404	Private Vehicles	12/11/03
Food Service Management		
3.500	Food Service Management	12/11/03
3.501	Cafeteria Guidelines	12/11/03
Insurance Management		
3.600	Insurance Management	12/11/03
3.602	Workers' Compensation	12/11/03

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date: 12/11/03
		Rescinds: 3.100	Issued: 08/05/96

1 The Board establishes these general goals for the conduct of its management program:
2

- 3 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
4 comfortable, and clean environment for instruction and administration;
5
- 6 2. To provide a building maintenance program which protects the taxpayer's investment in facilities
7 and ensures their continued use;
8
- 9 3. To provide sufficient supplies and equipment for effective teaching and learning;
10
- 11 4. To provide a student transportation system which meets state requirements;
12
- 13 5. To design and implement a program of food services which emphasizes nutritional needs of children
14 as the basis of growth and development of bodies and minds;
15
- 16 6. To collect and maintain data pertinent to educational planning; and
17
- 18 7. To provide a sound program of insurance protection for system employees, students, and property.
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

34 _____
35 Cross Reference:

36 School District Goals & Objectives 1.700
37
38
39
40
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Buildings and Grounds Management	Descriptor Code: 3.200	Issued Date: 12/11/03
		Rescinds: 3.200	Issued: 08/05/96

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

3
4 The director of schools shall develop and implement a continuing program of maintenance of all
5 district-owned buildings and grounds which shall provide for the following:

- 6
7 1. Adequate custodial programs for all schools;
- 8
9 2. Improvement and maintenance of school buildings and grounds;
- 10
11 3. Repairs, including repairs of equipment, and painting; and
- 12
13 4. Determination of obsolete equipment.

14
15 The following are responsibilities of building principals:

- 16
17 1. To oversee the operation of the school plant and require that personnel assigned to the building
18 keep it in a clean, healthful, and pleasant condition;
 - 19
20 2. To make continuing checks for hazardous conditions, including safety and operation of equipment,
21 and prevention of hazardous situations caused by carelessness; and
 - 22
23 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.
- 24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 12/11/03
		Rescinds: 3.203	Issued: 08/05/96

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

3
4 All staff members shall report current and potential hazards to their immediate supervisors.

5
6 Each principal is responsible for seeing that the practice of safety is a part of the instructional program
7 of the school and that it is appropriately geared to students at different grade levels.¹

8
9 The program shall include:

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

21
22 Only students assigned to the school, the staff of the school, parents of students, and other persons with
23 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the
24 schools during the hours of student instruction. All staff members shall report all persons appearing to
25 be improperly on school premises to the principal.²

26
27 The principal shall secure assistance from law enforcement officials when he deems it necessary in order
28 to maintain order or security during the school day or during extracurricular activities at school.
29
30
31
32

33
34 Legal References:

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

37
38 Cross References:

- 39 Visitors to the School 1.501
40 Care of School Property 6.311
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 12/11/03
		Rescinds: 3.204	Issued: 08/05/96

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

4
5 Emergency preparedness drills will be developed and implemented by each principal, with approval of
6 the director of schools, and when appropriate, be held in conjunction with emergency response agencies.
7 These procedures shall be in written form and distributed to all staff, students and parents.

8
9 The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to
10 give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation
11 shall be given every month during the school year, with an additional fire drill to be conducted within the
12 first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year.
13 These drills may include inclement weather, earthquake, intruder or other emergency drills that do not
14 require full evacuation.²

15
16 In the event of any threats to safety, students will be retained at school when less than one hour of warning
17 time is given, unless parents or persons authorized by the parents pick up their children.

18
19 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall
20 give all school personnel instructions in the proper use of them in their building.

21
22
23
24
25
26
27
28
29
30
31
32
33
34 Legal Reference:

1. TRR/MS 0520-1-3-.03(17)
2. TCA 68-102-137 (b) (f)

35
36
37
38
39
40
41
Cross Reference:

Emergency Closings 1.8011

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 12/11/03
		Rescinds: 3.205	Issued: 08/05/96

1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings,
2 and death of a student, parent or faculty member. Within the development of such plan, the principal shall
3 appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information
4 in the event of a crisis. Members of the Team shall consist of the principal, school counselor, and at least
5 two other staff members designated by the principal.

6
7 The principal of each building shall be responsible for the development of emergency procedures which
8 shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school
9 employees in the crisis management procedures shall be conducted annually during in-service sessions prior
10 to the beginning of school.

11
12 In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools.
13 If he determines it to be necessary, the principal shall contact the appropriate emergency services (police,
14 fire, ambulance, etc.).

15
16 All media attention shall be directed to the director of schools' office.

17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

33
34 _____
Cross Reference:

35
36 News Releases, News Conferences and Interviews 1.503
37
38
39
40
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Risk Management	Descriptor Code: 3.204	Issued Date: 12/11/03
		Rescinds:	Issued:

1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the
2 school system and to comply with the guidelines developed by TSBA's Risk Management Trust in order
3 to qualify for applicable premium discounts. The Board shall provide sufficient staff and budget for its
4 implementation.

5
6 The Board shall designate a professional staff person who shall be responsible for the promotion and
7 development of a prevention and safety education program for students and personnel employed by the
8 school system. This person shall be given authority and title commensurate with the task and shall answer
9 directly to the director of schools. The general areas of responsibilities include, *but are not limited to*,
10 in-service training, development of accident prevention procedures, accident record keeping and facility
11 inspection.

12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Cross References:

Insurance Management 3.600
Worker's Compensation 3.602

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: <i>12/11/03</i>
		Rescinds: 3.207	Issued: 08/05/96

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

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 students 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.

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

The principal shall notify the director of schools within 48 hours 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.

Cross References:

- Visitors to the Schools 1.501
- Care of School Property 6.311

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 12/11/03
		Rescinds: 3.208	Issued: 08/05/96

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the
3 Board.^{1,2,3}
4

- 5 1. Requests for the use of school facilities shall be made at the office of the principal prior to the date
6 of use;
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the
8 schools shall be permitted use of school facilities without charge;
- 9 3. School facilities may not be used for private profit, except that unused facilities may be leased for
10 private day-care centers which provide educational and child care services to the community;²
- 11 4. All activities must be under adult supervision and approved by the building principal. In all cases,
12 an assigned school employee will be present. The group using the facilities will be responsible for
13 any damage to the building or equipment;
- 14 5. Groups receiving permission for building use are restricted to the dates and hours approved and to
15 the building area and facilities specified, unless requested changes are approved by the principal;
- 16 6. Groups receiving permission for building use are responsible for the observance of all fire and safety
17 regulations at all times;
- 18 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not
19 permitted in school buildings;
- 20 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil
21 Defense, and will make suitable facilities available without charge during community emergencies;
- 22 9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise
23 the use of the equipment;
- 24 10. The Board will approve and periodically review a fee schedule for the use of school facilities by
25 community or civic organizations and other non-profit, recreational, religious, political or
26 philosophical groups.
27
28
29
30
31
32

33
34 Legal References:

- 35 1. TCA 49-50-201
- 36 2. TCA 49-2-203(b)(4)
- 37 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
38 113 S. Ct. 2141 (1993)

39
40 Cross References:

- 41
Tobacco-Free Schools 1.803
Care of School Property 6.311

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 12/11/03
		Rescinds: 3.300	Issued: 08/05/96

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

5
6 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
7 establishing a thorough, effective and economical operations and maintenance program and providing
8 adequate insurance coverage.

9
10 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
11 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and
12 supplies not under his/her direct control when such are endangered and when the system employee having
13 direct control is not present or is otherwise unable to act.

14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

33 _____
34 Cross Reference:

35 Inventories 2.702
36
37
38
39
40
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 12/11/03
		Rescinds:	Issued:

1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
2 the school system. Whenever possible, other methods of more economical, immediate communication shall
3 be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be approved
4 by the director of schools/designee. The Board shall be financially responsible for the customary minimum
5 monthly bills for pre-approved cellular phones.
6

7 Cellular phones provided to employees are for official school board business only and shall not be used
8 for personal purposes except in cases of emergencies. If the monthly bill reflects charges greater than the
9 customary minimum monthly bill, the excess portion shall become the responsibility of the employee to
10 whom the cellular phone has been issued. If the employee wishes to dispute the portion of the monthly
11 bill for which s/he is responsible, the employee may request and become financially responsible for
12 obtaining a listing for phone use during the disputed period of time.
13

14 The director of schools/designee shall develop procedures for assignment and use of phones, billing disputes
15 and lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular
16 phone.
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Leasing and Renting	Descriptor Code: 3.301	Issued Date: 12/11/03
		Rescinds:	Issued:

- 1 Equipment and/or supplies shall be lent or rented only with the prior permission of the principal. Parties
- 2 in whose name the equipment is lent or rented will be responsible for any damage to the equipment.
- 3
- 4 Staff members may borrow school equipment and materials at no cost when such use is related to their
- 5 employment.
- 6
- 7 Students may borrow school equipment and materials at no cost when used in connection with their studies
- 8 or extracurricular activities.
- 9
- 10 The general public may rent audio-visual equipment such as movie, filmstrip or public address systems
- 11 when requested by responsible parties or organizations.
- 12
- 13 Staff members borrowing school equipment for personal use will be subject to the same regulations,
- 14 including fees, as for non-school usage.
- 15
- 16 School machinery, vehicles, all vocational-type equipment (e.g., typewriters, sewing machines and shop
- 17 tools), and cleaning and maintenance equipment are not for personal use by anyone.
- 18
- 19 The principal shall establish proper controls to assure the return of all borrowed and rented equipment.
- 20
- 21 The Board will approve and periodically review a rental fee for the use of school equipment.
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41

Wayne County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 12/11/03
		Rescinds: 3.400	Issued: 08/05/96

1 School buses shall be maintained and operated in accordance with state law and State Board Rules and
2 Regulations.¹

3
4 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall replace a
5 certain number of buses each year on a rotating basis.

6
7 The school transportation program shall be monitored daily by the principals and the supervisor of
8 transportation and subjected to periodic evaluations by them as necessary. An overall evaluation shall be
9 conducted by the supervisor of transportation on or before June 15 of each school year, and a summary
10 report of same submitted to the director of schools and the Board.

11
12 All buses and other vehicles owned and operated by the Board shall be given safety inspections by the
13 assigned driver and the transportation supervisor on a regular basis. The transportation supervisor shall
14 develop and maintain a safety inspection record which shall be filled out and signed by the individual who
15 conducts the inspection. In addition, all buses shall be available for regular state inspections. Any defects
16 noted by either the regular local or state inspection shall be remedied immediately.

17
18 All accidents, regardless of the damage involved, must be reported to the transportation supervisor, including
19 incidents in which any part of the bus rubs, scrapes or touches any other object or vehicle.

20
21
22
23
24
25
26
27
28
29
30
31
32

33
34 _____
Legal Reference:

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

36
37
38
39
40
41