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BUILDING AND GROUNDS MANAGEMENT

The principal, teachers, and other school employees shall be responsible for protecting the school plant from undue damage during the school day and during school sponsored activities.

Specific Responsibilities:

1. The General Foreman shall be generally responsible for the maintenance of all school buildings and grounds, assuming overall supervision of school custodians and janitors.
2. The principal shall be immediately responsible for the condition of the school plant and shall provide direct supervision to the custodial/maintenance personnel assigned to his/her building. The principal will:
 - a. Give some time daily to personal supervision of the school plant and grounds
 - b. Inspect the school plant periodically for conditions that might endanger the health and safety of students and/or employees
 - c. Instruct custodians in their duties, providing them with a checklist of activities that require daily attention
 - d. Provide for the removal of unsightly defacements on walls, fences, etc., immediately
3. Teachers shall be expected to:
 - a. Maintain their classrooms in an orderly fashion, e.g., keep desks in order and clean, keep floors free of litter, and keep walls free of marks
 - b. Turn off lights whenever the classroom is not in use
 - c. Rearrange papers, books, window shades, etc., in proper fashion before leaving for the day
 - d. Instruct children in respect and regard for public property

Request for Staff Services

All teacher requests for services of the maintenance staff will be channeled through the principal, who will submit a request in writing to the General Foreman. Requests may be telephoned, with a written confirmation sent later, in the event of emergencies. The principal will make teachers aware of the extent to which they may request the services of custodians.

It is the duty and responsibility of each employee to report immediately any accident or injury that takes place at school or any other event or facility of the Morehouse Parish School Board to his or her principal, or if there is no principal at the site, to the job site supervisor. If there is any accident, whether or not there appears to be any immediate injury, the accident must also be reported immediately. It is the duty of the principal or other job site supervisor to complete the necessary form or forms to send to the insurance clerk or her designee at the central office of the Morehouse Parish School Board within twenty-four (24) hours after the reporting of the accident and/or injury. All forms should be completed fully and completely and delivered to the insurance clerk or the insurance clerk's designee. In the event the insurance clerk is unavailable to receive the form or answer any questions, the operations manager of the Morehouse Parish School Board should be contacted. If the principal, the insurance clerk and the operations manager are unavailable, the third party administrator for worker's compensation contracted by the Morehouse Parish School Board should be contacted at its 800 number which is available and will be provided to all employees.

Any employee who fails to report a job-related accident or injury or any principal or job site supervisor who fails to complete and turn in the appropriate written report as set forth in this policy shall be subject to disciplinary action, the minimum of which shall be an exception sheet placed in the employee's personnel file. For repeated infractions, additional disciplinary action may be taken, up to and including termination.

All employees should report to their principal or other job site supervisor dangerous conditions or unsafe work situations so that corrective action may be undertaken.

The Morehouse Parish School Board further affirms that it desires its employees to immediately seek appropriate medical attention as a result of any on-the-job accident and injury so that the employee may receive the maximum medical benefit from early diagnosis and treatment and return to his or her position as soon as possible if days of work are missed. Except in emergency situations, no employee should incur a medical expense without prior approval by the insurance clerk, her designee or the third party administrator for worker's compensation purposes.

Neither the Morehouse Parish School Board nor its supervisory employees shall discharge an employee from employment because of said employee having asserted a claim for benefits under the provisions of the Louisiana Workers' Compensation Act.

Students

1. School Arrival and Departure Procedures and Supervision Before Start of School Day.
 - a. Each principal or designated assistant principal should be at his/her school before any student is scheduled to arrive. The principal may also designate other administrators or staff members to be present at a given time before any student is scheduled to arrive.
 - b. Each principal shall designate a time which shall be the earliest time that students may arrive at school and shall provide that information to

- all students and parents in the school handbook or otherwise.
- c. The principal and/or any other administrator or staff member designated by him/her shall remain at school until the last student is gone.
 - d. School administrators should endeavor to be visible on the school campus during arrival time. Administrators should limit their time in the office to “can’t wait” problems during arrival time for students.
 - e. duty teacher must be stationed at the point where students disembark from buses and from cars.
 - f. Students must be under visible supervision as they exit the buses and cars and enter the school building.
 - g. Duty teachers must arrive at their duty post before students arrive for the school day and before the students are released at the end of the day.
 - h. Each principal at each school shall coordinate with the transportation department and each bus driver that delivers students to the school to fix the earliest time that the bus can unload students. No bus may be unloaded without a duty teacher present. It is the principal’s responsibility to insure duty teachers are present.
 - i. If it is reasonably feasible at each elementary school, all students should gather and remain in a general location each morning. The classroom teacher will report to this general location to take charge of his/her students and take them to the classroom.
2. Building doors during school day
- a. Any classroom door that opens directly to the outside shall remain locked during the school day. The teacher shall be given a key to the door. The teacher will unlock the door when he/she takes the class into the room each morning, after recess, lunch and other events. During the school day, the doors should remain locked when the school is utilized.
 - b. After the school day when the room is cleaned, the room should be locked when cleanup is completed so that the teacher will be required to unlock it in the morning.
 - c. The two rules above shall also apply to all “temporary” buildings utilized as classrooms.
 - d. If possible, exit doors to school buildings, except the main entrance, should be locked so that they cannot be entered from the outside during the school day. The only exception to the rule will be those doors that cannot be locked because outside classrooms need access to the main building. If at all possible, this should be avoided by giving teachers located in the outside classrooms a key to the school building.
 - e. The main entrance used by the public should remain open during the school day, but if it is not visible from the school office, it should be monitored from time to time.
 - f. If the school is fenced with gates, all gates should be locked at a pre-set time each day. After school begins, only the gate to the main entrance will remain unlocked.
 - g. Each school should utilize a “visitor pass” for visitors to the school with the date and time written on it.

- (viii) If parents take the student home prior to the bus returning to the school, the parent must sign out with the lead teacher of the field trip.
- (ix) A student count must be taken when students enter the bus and when students exit the bus.
- (x) All overnight trips require a meeting with the parents prior to the trip.
- (xi) If a student requires medication to be administered while on the trip, a person authorized to administer the medication must take part in the trip.
- (xii) The supervision of the students on the field trip continues after the students return to campus until such time as all students are either returned to their classroom or are picked up and taken home.
- (xiii) Students must be picked up by the parent or legal guardian following the field trip unless prior written approval is obtained from the parent or legal guardian for another party to do so.
- (xiv) No student shall be allowed to drive his or her own vehicle on field trips without advanced written permission from the principal.
- (xv) If chaperones are utilized for trips, the principal or his or her designee must meet with each chaperone prior to the trip.
- (xvi) Parent volunteers are encouraged to attend field trips, but they must provide their own transportation.
- (xvii) The number of chaperones required for each field trip shall be set by the principal prior to the beginning of the trip.

b. Assemblies

- (i) The teacher responsible for the class must escort the students to and from the assembly and remain with the students during the assembly.
- (ii) Any teachers without a class are also required to attend the assembly to assist in supervision unless excused by an administrator.
- (iii) Any student who leaves the assembly to utilize the restroom must be supervised by a staff member.
- (iv) A staff member should check hallways and classes during assemblies.
- (v) Students are to be dismissed to and from a gathering point, such as an auditorium, in numbers sufficient to be supervised.

c. After School Tutoring

- (i) Except for proms, or other special events designated by the school principal, only students that attend the school sponsoring the dance, and that student's one date, shall be admitted to the dance. The student must show his or her school ID.
- (ii) Schools which do not have student ID's should have a staff member at the entrance and admit only current students.
- (iii) Sponsors of the dance should provide adult chaperones in a ratio no greater than 50 students per chaperone.
- (iv) Students entering the dance should remain inside the facility until leaving the premises.
- (v) No student shall be allowed to remain in parked cars or on the parking lot.

- (vi) At least three (3) reserve officers or off duty law enforcement officers are required for dances at grade levels seven through twelve.
- (vii) Each school may develop its own detailed guidelines regarding school dances so long as they are not in conflict with the provisions of this policy.
- (viii) If the date of a student does not attend the school sponsoring the dance, but attends another public school in Morehouse Parish, the date must display his or her student ID to be admitted.

6. Readmission of Student After Making Threat or Violating Sexual Harassment Policy

- a. Any student who is suspended from any school as a result of a threat made by the student or a violation of the Sexual Harassment Policy of the Morehouse Parish School Board shall not be readmitted to school until the student meets with a certified or licensed mental health professional for assessment to determine if the student is a danger to self or others. Prior to the student being readmitted to school, the mental health professional must certify on a form provided by the Morehouse Parish School Board that the student is not a threat to himself, other students or employees of the Morehouse Parish School Board. The student will be provided a form obtained through the Psychological Services Department to be presented to the principal. The certified or licensed mental health professional may be an employee of the Morehouse Parish School Board. In the event it is determined the student is a danger to self or others, an appropriate intervention plan must be approved by the Morehouse Parish School Board Director of Psychological and Intervention Services before the student may be readmitted.

FIRE PREVENTION

The principal or a member of his/her staff shall make a periodic review and inspection of all school buildings and facilities for fire or other hazards.

School personnel shall cooperate with the local fire department in making building inspections, suggesting improvements to reduce fire hazards, and disseminating of information designed to make school children and the public more conscious of fire hazards.

Open flame areas for instructional purposes must be designated by the chief administrator at each facility with the designation to be approved by the Superintendent prior to such usage. Lighted, scented candles or other open flames will not be permitted at any school campus or other Morehouse Parish School Board facility with the exception of homecoming bonfires which will require submittance of a request outlining guidelines to be adhered to during these events and utilizing local and/or state fire standards for such, along with the Superintendent's approval prior to scheduling the activity. This policy will not apply to open flames required for maintenance and/or construction needs.

WARNING SYSTEM

All school buildings should be equipped with an adequate fire alarm system. In case of power failure, a manual warning system should be in readiness to warn occupants of the building.

EMERGENCY DRILLS

Fire drills shall be held monthly in each school in order to train students for the proper and safe evacuation of the building in case of fire. A monthly report shall be made to the School Board Office on the fire drills held, the number of pupils participating and the time required for the building to be evacuated.

Evacuation routes should be posted in each classroom and students should be familiar with them.

Other drills, including procedures to be followed during tornado alerts, should be included in emergency drills.

Evaluations or critiques should be held following each drill. Such critique should include student input and appraisal as well as faculty and administration evaluation.

E-1.2e

EMERGENCY CLOSINGS

See statement coded A-10.1, Emergency Closings.

E-1.2f

TRAFFIC AND PARKING CONTROL

Students, teachers and other employees who drive motor vehicles to school must possess a valid Louisiana operator's license and liability insurance as required under Louisiana law. The principal of each school may require each such operator of each vehicle which is driven to a school to register that vehicle and pay such fees and display such insignia on the vehicle as the principal of the school may require.

All vehicles must be parked in parking areas designated by the principal.

The arrival and departure of vehicles on the school campus shall be regulated by the principal.

E-1.2g

SAFETY INSPECTIONS

The school plant should be inspected periodically for conditions that would endanger the health and safety of students. Fire, accident, and health hazards should be remedied immediately.

All fire safety and prevention equipment, including but not limited to fire alarm and smoke detection devices at each school shall be inspected at least twice during each school year under the direction of the General Foreman of the Maintenance Department. The General Foreman shall insure that he, or the person he designates for the inspections, shall have received the appropriate training necessary to perform such inspections and the documentation for such training shall be included in the General Foreman's personnel file and the personnel file of any person designated by him to perform the inspections. Each inspection shall insure that all necessary actions are taken in a timely manner to insure that all fire safety and prevention equipment, including but not limited to fire alarm and smoke detection devices at each school, is in good working order and meets the need for which it was intended.

E-1.3

SECURITY

It will be the joint responsibility of the principal, faculty, and custodial staff to see that the school building is secure upon leaving after the school day or after any function that might be held in the school building or other school facility after school hours.

The principal will be responsible for providing proper security measures at interscholastic athletic events and other school activities that are held after school hours.

E-1.4

CLEANING PROGRAM

It shall be the responsibility of the Principal working with his/her janitorial staff and the Maintenance Foreman to keep all buildings, walks, and grounds in a clean and sanitary condition.

E-1.5

SANITATION

The Parish School board and Superintendent working through the Maintenance Foreman and the principal of each school, shall be held primarily responsible for the execution and enforcement of the rules and regulations of the Sanitary Code, State of Louisiana Chapter XV, Schools and Public Buildings, and all other health laws governing the hygiene of the school and the premises of the school.

Each school will be inspected at least twice a year or at any other time when called upon by the Health Officer representing the State Board of Health and the State Department of Education. All school personnel are expected to give their full cooperation to the Health Officer.

E-1.6

REPAIRS

The principal or his/her designate shall report repairs needed to their buildings and grounds to the Maintenance Foreman office by letter or phone in order for the maintenance personnel to take care of these problems the best way possible.

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES
IN MOREHOUSE PARISH

- A. The following rental fees shall be charged for programs sponsored by private individuals, private business concerns, or any other non-school groups that charge admission.
1. Auditorium
 - a. Each professional performance \$500.00 (2 hours)
 - b. Each local talent performance \$150.00 (2 hours)
 - c. Each rehearsal \$75.00 (2 hours)
 - d. When air conditioning or heat is used for an additional rehearsal or performance a fee of \$30.00 per hour will be charged.
 - e. An additional \$25.00 per hour will be charged for each hour or fraction of an hour that a program or rehearsal runs over two hours.
 - f. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00 per hour with a minimum of 2 hours.
 - g. Custodian-\$15.00 will be charged for each custodian needed
 2. Gymnasium (when used as such)
 - a. Night or day \$150.00
 - b. A tournament not to exceed one day and two nights \$350.00
 - c. If heat or air conditioning is used, an additional \$30.00 per hour will be charged
 - d. When used for other types of activities, charges will be the same as for the auditorium
- B. In case of civic and religious groups that do not charge admission, a fee of \$75.00 will be charged, plus \$30.00 per hour when heat or air conditioning is used. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00/hour. If custodians are required, \$15.00/hour will be charged for each custodian.
- (Exceptions for cafeterias: \$37.50/hours will be charged for use of cafeteria; an \$25.00 per hour will be charged for Kitchen Rental and \$20.00 per hour for use of serving lines. A supervisor's fee of a minimum of \$25.00/ hours. If extra help is needed technician shall be paid \$15.00 per hour. If custodians are required a fee of

\$15.00/hour per custodian shall be charged. A heat/air conditioning charge of \$20.00 per hour will be charged.

- C. All contracts for non-school related activities will be issued by the Superintendent or his designee. All terms and charges are to be explained and agreed upon at the time the facility is initially reserved. All deposits and 50% of the rental fees must be paid prior to the event being held. The remainder is to be paid within 5 working days of the event.
- D. A deposit of \$150.00 will be required for breakage. If no breakage occurs, the deposit will be returned to the renter.
- E. All fees shall be paid to the Superintendent or his designee. Schools shall be reimbursed 25% of the charges levied on non-school sponsored or related activities.
- F. No principal is authorized to permit the use of their school's facilities by outside agencies without compliance with School Board policy.
- G. A monthly report as to the usage of school buildings shall be submitted to the superintendent or his designee.

General Regulations

1. School property is to be left in a suitable condition (cleanliness etc.)
2. Smoking is strictly forbidden, as well as use of all open flames such as matches, candles, etc.
3. No school property is to be moved from its present location.
4. Corridors, exits, and stairways must be free of all obstructions at all times.
5. No intoxicants allowed on school board property or buildings at any time.
6. No cold drink bottles to be taken into auditoriums or gymnasiums because of safety factor.
7. No commitment for continuous use of buildings will be made.
8. The school's use of its facilities will take precedence over any request.
9. Any rules not specifically indicated will be left to the discretion of the principal concerned.
10. Any agreement between the Sheriff in regard to a youth program in the summer should be negotiated between the Sheriff and the Principal of the school to be used.
11. Any request to have religious services of any nature - specifically preaching - must be brought to the Board for action.
12. Use of a stadium, when that school is not a participant in the event taking place, should have the approval of the school board. In such case a rental fee plus money for utilities will be charged. The rates would vary according to the facility used.
13. No weddings, wedding receptions, and/or wedding rehearsal suppers will be permitted.
14. With any requests for schools to be used for funerals, the principal will contact the Superintendent to determine whether or not it is for a current or former employee, and/or for a current or former student and the holding of the funeral would not be against board principles and beliefs.

USE OF ATHLETIC FACILITIES POLICY

Track *

Visitors are welcome to use the track as long as the entrance gates are open to the track except when students are using the track. No bicycles, motorized vehicles, golf carts, or pets are allowed inside the fenced-in area to the track. All visitors must leave the facility when school personnel close the facility.

Field House and Weight Room *

The field house and weight room are not open to the general public. However, former athletes who graduated from a school and who are currently on a college or professional team may, with permission, use the facility when open. At Bastrop High School the permission must be granted by the Facilitator of Athletic Events and Facilities or the Athletic Director. At Delta High School and Morehouse Junior High School, the permission must be granted by the principal.

At all times a member of the coaching staff of the school must be physically present observing the individuals using of the weight room.

The weight room may not be used by anyone other than a student of faculty member when students are using the weight room.

The rules and regulations set by the school or the school representative present must be followed. Failure to follow the rules will result in the individual being banned permanently from use.

Any structural damage to the facility or equipment will require the individual who damaged the facility or equipment to pay for the repair or replacement of same.

All visitors must leave the weight room which school personnel close the facility.

Gymnasiums *

Gymnasiums are not open to the general public. The use of the gymnasium falls under the Morehouse Parish School Board policy dealing with use and rental of facilities.

Baseball and Softball Fields

The use of the baseball and softball fields may be made only by special arrangement in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with the approval of the Principal of Bastrop High School. The use of any baseball or softball fields at Morehouse Junior High School or Delta High School may be made only by special arrangement in writing with the principal.

* At Bastrop High School special arrangements for use of all athletic facilities may be made in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with approval of the Principal. At Morehouse Junior High School and Delta High School special arrangements for use of all athletic facilities may be made in writing with the Principal.

LONG RANGE MAINTENANCE PROGRAM

A Long Range Maintenance Program will be developed on the basis of a continuing maintenance survey of all school facilities in the Parish. Data collected will be analyzed and evaluated in terms of present, continuing and future needs for remodeling, renovation, and modernization. Job priorities and a schedule of work to be accomplished will be set up by the Maintenance Foreman.

Quality control in terms of construction in the maintenance program done by maintenance employees of the Board will be the responsibility of the Maintenance Foreman. In construction programs where an architect is employed, quality control will be the responsibility of the architect.

OWNERSHIP OF FACILITIES

All construction and renovation of property owned or operated by the Morehouse Parish School Board, including but not limited to the addition of murals, bricks and tiles to construction and renovation to the grounds, facilities and buildings owned by the Morehouse Parish School Board, shall be the property of and owned by the Morehouse Parish School Board.

No mural, brick, tile or other addition or construction shall contain any writing or other marking which shall be considered racially offensive, sexually offensive or vulgar, nor may it contain religious symbols, words or symbols which are obscene or offensive or any symbols or words which incite racial, religious or other conflicts in a school.

EQUIPMENT AND SUPPLIES MANAGEMENT

Any equipment and supplies needs should be anticipated far enough in advance to allow sufficient time to order. Repair of equipment is handled through the purchasing agent's office and returned to the school by delivery.

Janitorial supplies are to be requisitioned by each principal on a form furnished by the maintenance department. Any items not available for first time delivery will be back ordered and sent at a later date.

Teaching supplies are handled in the same manner as janitorial supplies. Needs should be anticipated.

RECEIVING/WAREHOUSING

In receiving freight the following procedure shall be followed:

- A. In the event of freight shortage where the number of cartons received is less than that indicated on the freight ticket, the shortage shall be indicated on the freight ticket and verified by signature of the person making delivery.
- B. In the event of damaged merchandise, the same procedure of having carrier sign freight ticket noting damage will be followed.
- C. Concealed damage must be reported to the carrier as soon as possible, no later than 15 days after receiving merchandise.
- D. Material shortage resulting from vendor's error should be reported to the purchasing agent's office. A carrier is not responsible for freight shortage provided he delivers the required number of cartons indicated on the freight ticket.

After the initial steps as described above are taken, the freight ticket and packing slips must be sent to the purchasing agent's office so that a claim can be filed with the carrier.

A complete and accurate inventory of all materials and equipment will be maintained by the purchasing agent.

DISTRIBUTION OF SUPPLIES

The Board and administrative staff will ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

EQUIPMENT AND SUPPLIES RECORDS

The receiving and distribution of equipment and supplies are made through the purchasing agent's office and all records are kept in this office. The purchasing agent is in charge of this operation.

FIXED ASSETS

A parishwide inventory system shall be maintained on all movable property owned by the Morehouse Parish School Board and valued over \$5000.00 as mandated by Louisiana Legislature. This inventory shall include the date of purchase, initial cost, description, location, and other pertinent data.

STUDENT TRANSPORTATION MANAGEMENT

The management of student transportation for the parish shall be the responsibility of the coordinator of transportation, reporting to the superintendent or his designee. He shall insure that the school transportation system is operated in accordance with all applicable state laws and regulations. The coordinator shall make careful study and use of Bulletin I 19, Pupil Transportation, published by the State Department of Education, or its successor bulletin.

BUS INSURANCE PROGRAM

The School board, by authority granted in R.S. 17:159.1, will advertise for contract bids for liability insurance to cover students while being transported by school buses.

In addition to regular bus routes, the policy must provide coverage for students riding buses while attending any school sponsored school activity or field trip.

BUS SAFETY

The school bus driver assumes an important role in all phases of the transportation program, but of special significance is his/her role in connection with the safety aspects of transportation. The safest highways and the very best bus are important, but a complete safety program can be developed only in direct relation to the safety of the operator of the bus.

Since the bus driver has in his/her care the lives of many children, his/her major responsibility is their safety. Toward this end, he/she is morally as well as legally responsible to conduct himself/herself at all times in the discharge of his/her duties in such a manner that every precaution can be taken to afford maximum protection to the children. He/she is responsible to the parish school board, the superintendent, the principal and the coordinator of transportation in all his/her actions insofar as the safe and efficient handling of his/her bus is concerned. He/she is responsible for familiarizing himself/herself with policies of the school board concerning transportation, to acquaint himself/herself with policies of the school board concerning transportation, with State and local traffic laws and ordinances governing motor vehicle operation, and to participate in all meetings, conferences, and training courses which will improve pupil transportation in his/her parish. It is of vital importance that he/she maintain the highest efficiency as far as health is concerned, if maximum safety is to be afforded those who ride with him/her daily. Prior to employment and prior to the opening of each school session, each employed school bus driver, regular and substitute, shall be required to submit the appropriate certification from a licensed physician on forms provided by the School Board stating that the driver has completed a physical examination as required by the School Board and is free from any ailment, disease, or defect that would prohibit him from operating a school bus safely. The cost of the examination shall be paid by the School Board. The School Board shall provide a listing of physicians from which the employee may receive the physical examination at an agreed upon charge by the physician and School Board. Should the employee receive a physical examination from a physician other than those designated by the School Board, the School Board shall be obligated to pay to that physician only that amount for the physical examination that the School Board pays the physician or physicians designated by it to conduct the physical examination. (Legal Reference: La. R.S. 17:491, et seq.; 23:897) He/she must be punctual and reliable if good public relations are to be maintained between the school and home.

At the conclusion of each "run" of a school bus in the morning, in the afternoon and after extra-curricular activities, it shall be the duty of the school bus operator to walk to the back of the school bus to insure that all students have disembarked from the bus and that no child has been left on the bus when it has been parked. Any school bus operator who is found guilty of failure to carry out these duties, following the procedures established under the Louisiana school bus operators' tenure laws, LSA-R.S. 17:491, et seq., shall be dismissed from his/her employment as a school bus operator by the Morehouse Parish School Board.

SCHOOL BUS SCHEDULING AND ROUTING

The bus driver and coordinator of transportation shall work together in establishing bus routes and stops. Main thoroughfares, railroads, and other hazards shall be considered in any decisions regarding bus stops.

There shall be established a reasonable time schedule for each route and that schedule shall be expected to be adhered to. Students shall be expected to be at their respective bus stop when the bus arrives.

Once a bus route has been established, the bus driver shall not alter or change assigned routes without the order of the coordinator of transportation.

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his route to the vacant route before another operator is selected. The school bus operator shall be notified of the vacancy in writing by United States mail directed to his/her last provided residential address. It shall be the responsibility of the Supervisor – Director of Transportation to do so.

FOOD SERVICE MANAGEMENT

It shall be the purpose of the food service program to provide well-balanced meals that are nourishing at moderate prices in pleasant surroundings. The program also provides a teaching situation in which the foods that children need for proper growth and development are served in an appetizing manner so they will be readily accepted. The program contributes to the social education of the child by providing an opportunity to practice good table manners.

Legal Reference: LSA REVISED STATUTES 17:191 et. seq.

FOOD SERVICE RECORDS

With the assistance of the cafeteria manager, principals shall be responsible for keeping and submitting to the Central Office a School Food Service Report that will be turned in covering each period of one month. This report shall include a record of average daily membership, average daily participation in lunch program, number of lunches served

to children (paid and fee) and eligible adults and money collected for all paid lunches.

E-4.1a

MEAL CHARGE POLICY FOR CHILD NUTRITION PROGRAM

1. Elementary school children will be allowed to charge up to \$3.00 (2 meals).
 - a. First Charge: The cafeteria manager will inform the child he/she needs to bring lunch money for the next day. The child will be handed a letter to give to his/her parent/guardian stating he/she owes lunch money and how much the child owes. The letter will further state that after a second charge for which the child does not pay for lunch that the child will not be allowed to receive a meal by charge, the parent should send the lunch money owed to the school with the child and that the school is required under Louisiana law to notify the Department of Social Services and report the failure of a parent or guardian to pay for meals which has resulted in the denial of meals during school hours upon the third instance during a single school year of the same child being denied a meal during school hours because the child had not paid the required charge for the meal.
 - b. Second Charge: After the second charge, the manager will send a letter home to the parent stating the child owes money for two meals in addition to the meals the student will eat the next day(s). An application for free and reduced meals will be sent home with the letter, also. The letter will also inform the parent the child will not be allowed to eat the meal served in the cafeteria in the future, giving specific dates this will begin, unless money is sent to cover the charges. The letter will further state that after a second charge for which the child does not pay for lunch that the child will not be allowed to receive a meal by charge, the parent should send the lunch money owed to the school with the child and that the school is required under Louisiana law to notify the Department of Social Services and report the failure of a parent or guardian to pay for meals which has resulted in the denial of meals during school hours upon the third instance during a single school year of the same child being denied a meal during school hours because the child had not paid the required charge for the meal. If the money is not received the next day, and the child does not bring his/her own lunch, the child will be asked to call the parent to bring money or

the child will be served a substitute meal that may consist of a cheese sandwich or cheese and crackers along with fruit and milk.

- c. Prior to withholding a meal from a child, the cafeteria manager shall insure that the child does not have an Individual Education Plan that requires the child to receive meals provided by the school.
- d. Elementary students owing money for cafeteria meals will not be allowed to purchase snacks or participate in field trips until all of the money is paid.
- e. Upon the third instance during a single year of the same elementary school child being denied his/her meal during school hours, the Morehouse Parish School

Nutrition Program shall contact the Office of Community Services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

2. Middle school and High school students will not be allowed to charge meals. The students will enter the lunch line at the Point of Service and give their ID number and name. If the student does not qualify for free lunch and does not have their lunch money he/she will be told he/she will need to pay in order to receive a meal. A student will be handed a free and reduced application letter concealed in an envelope to take to his/her parents or guardian in the event the family may qualify for this benefit.
3. The Child Nutrition Program shall document each instance that a child is denied a meal in all elementary schools operated by the Morehouse Parish School Board and it shall report annually to the State Superintendent of Education, to the House Committee on Education, and to the Senate Committee on Education relative to the number of instances of denials of meals to children during school hours, the reason for denial of meals to the child, the age and grade of each child so denied, and whether the child qualifies for free or reduced price lunch programs.

E-5

VEHICLE USE POLICY

Morehouse Parish School Board shall furnish vehicles to maintenance, food service and transportation personnel as required for use in their assigned duties. The Bus Shop Foreman shall be responsible for providing the necessary repairs, servicing and inspections for all vehicles owned by the School Board and for recommending replacement vehicles. It shall be the responsibility of the driver of the assigned vehicle to report any needed repair, servicing or unsafe operating feature of the vehicle to his supervisor who will coordinate the same with the Bus Shop Foreman. The driver is responsible for the safe and courteous operation of the vehicle and is solely responsible for any driving violation tickets for which he/she is cited.

Usage Policy: Vehicles owned by Morehouse Parish School Board shall be used for business purposes only unless specifically approved in writing for personal use. Operation of

the vehicle shall be restricted to Morehouse Parish School Board employees and transportation of passengers other than employees or volunteer workers for the School Board is prohibited. Drivers must maintain a current valid state driver's license. As a general rule, School Board owned vehicles are to remain parked in secure areas provided by the Board when assigned drivers are off duty and/or vehicles are not in use. Maintenance personnel and Transportation personnel who are subject to callout duty may be allowed to keep the vehicle at their homes when off duty provided the Operations Manager grants approval; however, this does not waive the restriction prohibiting personal use. Unauthorized use will result in appropriate disciplinary action.

E-5.1

DRIVER TRAINING

All transportation, food service and maintenance personnel who regularly drive MPSB vehicles shall be required to attend a driving refresher course annually. This training shall consist of a minimum of four hours and shall cover items pertaining to safe vehicle operation, defensive driving, vehicle use policies and other related subject matter. The training shall be scheduled and a roster of attendees maintained by the Operations Manager. School Bus Drivers are not included in this training segment since their training is dictated by federal and state regulations and is covered elsewhere.

E-5.2

USE OF PERSONAL VEHICLES TO TRANSPORT STUDENTS

Transportation of students shall normally be accomplished by a yellow school bus in accordance with state and federal guidelines. With the exception of Special Education students that have approval for reimbursable transportation by their parents, transportation in personal vehicles shall only be allowed in emergency or unique situations where the use of a personal vehicle is the only alternative available. On such rare occasion that a personal vehicle is approved for transportation of students, the following requirements shall be met:

1. The driver of the vehicle shall be restricted to a teacher, school administrator, other authorized school employee, parent or legal guardian with a minimum age of 25 years.
2. All students shall have written permission from a parent or legal guardian to travel with the group.
3. The number of students transported shall not exceed the capacity of the vehicle. If ten or more occupants will be in the vehicle, the driver must possess an appropriate CDL.
4. A photocopy of a valid driver's license of the driver(s) and insurance card of the vehicle shall be taken and held by the school personnel. Insurance coverage shall be no less \$25,000 per person, \$50,000 per accident, \$10,000 property damage. It shall also be documented that the driver of the vehicle and the vehicle's owner are aware that their insurance is the first line of defense in the event of an accident.
5. The MPSB Personal Vehicle Transportation Form shall be completed and signed by the driver/owner of the vehicle and the school administrator prior to

- use of the vehicle.
6. The following items shall be visually checked and certified by the school administrator prior to use:
 - a. Seating capacity is sufficient and seatbelts are available for all occupants.
 - b. Vehicle appears to be in good condition and proper working order.
 - c. Taillights, brake lights and signal lights work properly.
 - d. Tires are in good shape and are not bald; dry rotted, damaged, etc.
 - e. Under no circumstances shall students be allowed to ride in the back of pickup truck.

USE OF VANS TO TRANSPORT STUDENTS FOR EXTRACURRICULAR ACTIVITIES

Students being transported for any extracurricular school activities shall generally always be transported in a yellow school bus as specified in federal and state guidelines. Students are not to be transported in a van or minivan, even for groups of less than 10 students, unless it is constructed to meet state and federal student transportation requirements. The only exception to these general rules is a lease of available motor coaches by approved commercial transportation companies.

MAINTENANCE AND REPAIR OF VEHICLES

All Morehouse Parish School Board vehicles are to be maintained in accordance with manufacturer's recommendations. Preventive maintenance schedules are input into an automated maintenance program and weekly printouts are forwarded to the Bus Shop Foreman to assure preventive maintenance work items are performed. Work orders for repairs shall also be issued from the automated maintenance program. Maintenance and repairs to vehicles shall be input into the program upon completion of work for documentation purposes. In addition to maintenance and repairs, work orders will be issued to the Bus Shop Foreman to assure that the annual state vehicle inspections are accomplished.

ENERGY MANAGEMENT CONSERVATION POLICY

The purpose of this policy is to assure every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

Accurate records of energy consumption and cost of energy shall be maintained and information shall be provided to the local media on the goals and progress of the energy conservation program.

The principal shall be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to ensure that every student will participate in the energy management program in the district as an “energy saver.”

Specific areas of emphasis include:

- a. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer.”
- b. All unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- c. Energy management on his/her campus will be made a part of the principal’s annual evaluation.
- d. The designated custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
- e. Administrative guidelines shall be developed by the energy Education/Manager and shall be the “rules of the game” in implementing the energy program. These guidelines shall become a part of this policy upon development.

PROHIBITION OF SMOKING AND TOBACCO USE

The Morehouse Parish School Board is dedicated to providing a healthy, comfortable and productive environment for students, employees and the public. The School Board is concerned about the health of the employees and recognizes the importance of adult role-making for students during their formative years.

Smoking or use of tobacco products is hereby banned from all schools, school property, administrative buildings and school vehicles and buses. This nonsmoking policy shall apply to all employees, students, visitors and contractors that enter onto school property.

No person shall smoke or carry a lighted cigarette, cigar, pipe or any other form of smoking object or device, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens and vape mods on the ground of any property owned by the Morehouse Parish School Board or on any school bus or vehicle.

Tobacco advertising is prohibited on school property, at school functions and in school publications.

"School property" means school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school and also means any school vehicle used for the provision of academic and extracurricular programs and administration at any elementary or secondary school.

"Smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lighted combustible plant material and electronic cigarettes, e-cigs, e-cigarettes, advanced personal vaporizers, vape pens and vape mods.

Tobacco products are also prohibited at school-sponsored functions away from school.

"Smoking" shall not be permitted, and no person shall smoke within 200 feet of entrance, exits or outdoor areas of any public or private elementary or secondary school; however, this prohibition shall not apply to smoking by a person of the legal age within private property that is within the 200 feet boundary or to smoking by a person of the legal age occupying a motor vehicle in which smoking is not prohibited that is traveling through an area within the 200 feet boundary.

Notwithstanding any other provision of law, no person shall smoke, chew, inhale, ingest, absorb, or otherwise consume any tobacco or tobacco product in any elementary or secondary school building nor shall any student or school employee smoke, chew, inhale, or absorb or otherwise consume any tobacco product on any school property; however, this prohibition shall not be applicable to any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is marketed and sold solely for such an approved purpose.

Signs or other markings, as provided or directed by the State Superintendent of Education, shall be located in a visible manner on or near each school indicating that such area is a smoke-free area and that such an area is within 200 feet of the entrances, exits or outdoor areas of the school. "Tobacco -free" signs shall also be displayed within school vehicles.

All school district employees and students shall be provided a copy of this policy.

Violations of this policy by an employee of the Morehouse Parish School Board will be handled in accordance with the Board's policies and procedures and shall be grounds for disciplinary action.

Legal Reference: 21 U.S.C. 812; 21 CFR 1300.11 et seq.; La. L.S. 17:240, 17:405.I; 40:961 et seq.; 40:1300.264

LOUISIANA SCHOOL BUS IDLING POLICY

APPLICABILITY

This policy applies to the operation of every district-owned and/or contracted school bus.

RATIONALE

Diesel exhaust from idling school buses can accumulate in and around the bus and pose a health risk to children, drivers and the community at large. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources. The exhaust from buses idling pollutes the air around and inside the bus and possibly inside the school building if the exhaust gets into heating and ventilating systems. Diesel exhaust contains small particles that can penetrate deep into the lungs to cause lung damage, respiratory problems, and exacerbate asthma and allergies. Diesel exhaust contains smog-forming and toxic air pollutants, some of which may be classified as carcinogens by the EPA and other organizations. Children are more susceptible to the pollution because they breathe 50 percent more air per pound of body weight than adults and their respiratory systems are still developing.

PURPOSE

Eliminate all unnecessary idling by Morehouse Parish School Board school buses such that idling time is minimized in all aspects of school bus operation.

GUIDANCE

1. It is recommended that all school buses, upon entering the school grounds, go directly to the designated school bus parking area. Once parked, the engine should be immediately shut off and passengers disembarked (following all safety protocols for unloading passengers). The school bus engine should not be idling to load passengers. On the return trip, the school bus engine should only be started once all passengers are safely loaded and the bus has a direct path to exit the campus.
2. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to

depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:

- A. Extreme weather conditions
- B. Idling in traffic

3. At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
4. Bus engine should not be started until ALL students have completely boarded the bus when participating in field trips, extracurricular activities or other events where students are transported off school grounds.
5. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
6. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
7. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
8. All drivers shall receive a copy of this bulletin at the beginning of every school year.
9. A copy of this policy shall be provided upon request at ALL times.

INDOOR AIR QUALITY POLICY

Increasing Cleanliness and Organization:

1. Classroom Cleanliness and Organization -Schools will ensure clean classrooms by reducing clutter which serves as a haven for dust and pests which will increase the incidences of asthma attacks and other negative health outcomes.
2. Dust/Dirt Source Control -Schools will ensure the use of proper and clean walk-off mats to trap dirt at all major entrance ways into the school building.
3. Schedule Maintenance -Make sure that the school is cleaned regularly. Large maintenance projects (i.e.: large area mopping/waxing, painting, vacuuming, carpet cleaning, spraying for pests) should be scheduled after hours or when most students are not there. Students should not be allowed to be outside in the area of grass cutting. Whenever possible, grass cutting shall be performed when the least number of students are present.
4. Scent Procedures -Schools will ensure that the use of air fresheners, air sanitizers, scented candles, plug-ins and other products used to mask odors are discouraged.
5. Chemical Use Safety -Schools will ensure there is a plan in place for emergency spills. Schools will carefully order and plan for only what is needed for the school year and reduce chemicals brought into the school environment by school staff. Laboratory chemicals purchased by the school district will be properly stored and labeled.

Heating, Venting and Air Conditioning (HVAC) Maintenance

6. Air Flow Maintenance - Schools will ensure sufficient air flow through air intake and air distribution through the facilities' heating, ventilation and air conditioning (HVAC) system by
 - a. reducing blockage to air vents in classrooms and other occupied areas of the school;
 - b. replace filters per maintenance schedule; and
 - c. confirming that outdoor air is entering the intake appropriately.

Reducing Exposure to Animal and Pest Allergens in the School Setting

7. No Animal Produced Irritants -Students and staff who have allergies and asthma are particularly sensitive to animal dander, hair, and feces. It is highly recommended that schools eliminate all animals with fur inside the school unless they are assistance animals because dander from pets is known to worsen asthma. If animals are used in the school setting for educational purposes, the school district should require:
 - a. animals to be restricted for use only throughout the duration of the educational activity to limit exposure for person who may be sensitive;
 - b. animals be contained in an enclosed cage that is cleaned and disinfected by

- c. the teacher regularly;
 - d. animals to be located on hard surfaces of the floor, not carpet;
 - e. animals to be located away from supply and return vents to avoid circulating allergens through the building;
 - f. parents or guardians to be informed in advance of any animal visiting; and
 - f. animals to be in good health with appropriate and up-to-date vaccinations.
8. Pest Control -Schools will ensure that there is an integrated pest management program in place that focuses on prevention rather than reaction to pest control problems.

Reducing Exposure to Outdoor Irritants

9. Bus Idling -the district's policy regarding bus idling (E-8) shall be followed at all schools so as to prevent bus idling near buildings whenever possible.

