6000 Series
FACILITIES AND OPERATIONS

6000.02-AR Safety and Security

A comprehensive facilities inspection and maintenance program is required in order to assure that School District facilities and grounds are kept safe, clean and attractive. The Executive Director of Maintenance and Operations shall coordinate an inspection program that includes, at a minimum:

1. Mechanical Systems (heating, ventilation and air conditioning)
2. Electrical (interior and exterior)
3. Roofs
4. Windows and Doors (interior and exterior)
5. Gates and Fences
6. Interior Surfaces (floors, ceilings, walls)
7. Fire Equipment
8. Restrooms (accessibility, functionality and cleanliness)
9. Sewers
10. Playground/School Grounds
11. Overall Cleanliness (School grounds, buildings, common areas, and individual rooms)

The Board will continue to install and use exterior and interior security cameras to maintain safety and security at District buildings. The Superintendent will establish administrative procedures governing the use of District security cameras.

The Superintendent appoints the Deputy Superintendent of Business and Administrative Services as the District administrator with primary responsibility for safety and security on District premises and District-related events. The Deputy Superintendent of Business and Administrative Services will, among other things, propose and, upon the Superintendent's approval, implement a comprehensive facilities inspection and maintenance program to promote the safety, cleanliness and attractiveness of District premises. The recommended program will, at a minimum, include the inspection and maintenance of: mechanical systems; electrical systems; roofs; windows and doors; gates and fences; interior surfaces (including ceilings); fire equipment; restrooms; sewers; and, play grounds and other school grounds. The Assistant Superintendent will, at least annually, submit a report concerning the safety and security of District premises to the Superintendent, including any recommendations to improve school safety and security.

6000.03-AR School Crisis and Response

A School Crisis Response Team shall be appointed by the Superintendent each school year. The Team will meet annually to review and consider revisions to the School District's School Crisis Response Plan.

School Crisis Team

The Superintendent authorizes and directs the principal of each building to appoint a school crisis team to respond to coordinate the response to crises that may arise at the building. The principal of each building will notify the Superintendent of the members of the building's crisis team no later than September 15 of each school year.

6000.04-AR Hazardous Chemicals and Substances

Hazardous chemicals and other substances are regularly present in school buildings and other School District facilities. In order to assure a safe environment for students, staff and other members of the school community, the following measures will be taken:

1. Hazard Communication Program. The Executive Director of Maintenance and Operations shall have primary responsibility for conducting an annual review and making recommendations to the Superintendent for revisions to the School District's Hazard Communication Program. The Program is to include, at a minimum:

    a. Container labeling

    b. Safety Data Sheets

    c. Employee Information and training

    d. Identification of hazardous substances known to be present within the School District

2. Procedures for Storage and Disposal of Chemicals. The Executive Director of Maintenance and Operations shall develop procedures for the storage and disposal of chemicals used within the School District.

6000.07-AR Integrated Pest Management

The School District is committed to providing students, staff and members of the school community with a school environment that is free of pests. It is also essential to implement pest management strategies that reduce the use of harmful pesticides. The

Executive Director of Maintenance and Operations is designated the Integrated Pest Management manager for the School District. He/She will:

1. review and recommend to the Superintendent revisions to the School District's Integrated Pest Management Plan;

2. develop and implement specific procedures to identify pest problems, review control options and application strategies and select, in each particular instance, the least toxic control method to manage problems; and

3. educate and train staff on pest identification and, safe application strategies.

6000.09-AR School Bus Transportation Program

As determined by the School District, school buses shall be acquired, operated, secured and maintained by the District or its contracted provider for the transportation of eligible children between their home and school of attendance and for school-related trips.

Eligibility:

Students who meet the School District's requirements are eligible to ride a school bus, as follows:

1. Resident students of the District attending School District schools and living at or beyond the distances from school as prescribed below:

   a) Kindergarten through sixth grade. One (1) mile from the student's school.

   b) Seventh grade through 12 grade. One-and-a-half (1.5) miles from the student's school.

   c) Transportation for students with disabilities will be provided in accordance with the Revised School Code and with the students' Individualized Education Programs (IEPs), as required and applicable.

2. Any regularly enrolled student of the District participating in sanctioned field trips, band trips, athletic contests, etc.

3. Adults serving as sponsors, chaperones, etc., for any of the activities covered by (2) above.

Non-public student transportation will be provided in accordance with the Revised School Code.

Use of School Buses for Non-School Functions:

School buses shall not be loaned or rented to commercial, private or non-profit organizations, nor any other organization.

School buses may be used for non-school functions when staffed by District personnel and upon prior approval from the Deputy Superintendent of Business and Administrative Services.

Transportation Fees:

A fee may be collected for transporting students enrolled in the District's K-12 program providing students are being transported to or from a non-mandatory and non-credit event(s) sponsored by the District and/or other activities permissible under state law. Fees charged shall cover trip expenses.

Forms related to field trip and field trip expenses are located behind the staff door.