

ACCESS TO BUILDINGS

Buildings shall be opened for the entrance of students during established operating hours. Access to school buildings at a particular site will be under the supervision of the building principal or director.

All unauthorized personnel must report to the office of the building principal or director and request a visitor's permit upon entering any building of the School District during the regular school day. This requirement does not apply to students, employees or persons who have been authorized by the Superintendent to enter any such building for professional or business purposes, or persons who are attending a regularly scheduled meeting, conference or program authorized by the principal or director.

After 4:30 p.m. only employees who are working at their regular duties assigned for the late day and persons who are attending regularly scheduled school activities or other events for which formal approval has been given by the Superintendent or the building principal/director are authorized to be on school property.

For safety and supervision reasons no person will trespass, loiter or remain in the building or upon the grounds of any school in violation of this policy.

STUDENT ORGANIZATION MEETINGS

Authorized student organization meetings held inside the school buildings shall have a sponsor in attendance at all such meetings. Proper student behavior will be maintained, and school property will be protected at all times. Safety will be priority number one, and coordination with building administrators regarding utilization and schedules will be accomplished in advance.

Approved 1-24-2000
Supersedes 7212 dated 10-27-75

BUILDINGS AND GROUNDS MAINTENANCE
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The Board of Education recognizes the tremendous investment in school facilities, buildings, grounds and equipment. It is further acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair costs held within reasonable limits. Therefore, a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The Superintendent or his/her designee is directed to maintain a proper preventive maintenance program and maintain adequate funds to sustain this program. Provisions of this program should include:

- A. Buildings and ground improvements and additions as established by capital outlay items approved in the budget;
- B. An adequate custodial program for all buildings;
- C. Improvement and maintenance of school grounds and fields to ensure a safe, functional and attractive condition;
- D. Painting and repairs to buildings and equipment; and
- E. Determination of obsolete equipment and replacement as directed by good management practices.

CUSTODIAL SERVICES

The Board recognizes that clean and attractive facilities are extremely important in developing school pride among students and staff and encouraging a quality educational program. Consequently, the Board shall employ custodians to be primarily responsible for overseeing that the buildings are maintained in a neat and clean manner with proper lighting and ventilation. Furthermore, the custodian shall recommend needed repairs, as well as request appropriate custodial supplies and equipment.

Custodians shall be assigned to each building as the needs of the facility dictate. Custodians shall report directly to the building administrator but will also coordinate with the School District Custodial Foreman. A regular schedule of work to be performed shall be provided. Custodians shall assist in maintenance projects when their skills and schedules permit.

BUILDING POLICIES AND PERSONNEL

All policies and personnel involved in the operation of the local school building and site are the direct responsibility of the building principal. Necessary coordination should be established with appropriate District personnel in order to achieve the overall mission of the Fort Smith School District and to operate in the most efficient and effective manner possible.

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MATERIALS & EQUIPMENT RECEIVING & WAREHOUSING

This service is maintained to facilitate the handling of textbooks and other instructional supplies, custodial and maintenance supplies and furniture. Items needed from the warehouse stock are obtained by requisition through the designated channels.

MAINTENANCE & CONTROL OF MATERIALS & EQUIPMENT

All playground apparatus and physical education equipment bought by any organization for the schools must have the approval of the school administration before installation. This material becomes the property of the School District upon installation and is subject to all rules and regulations governing school properties.

All instructional materials and equipment of the School District will be classified and catalogued according to existing guidelines. Textbooks will be made available to students in sufficient quantity and at appropriate levels so that they are optimally useful to each student and so that every teacher can meet both the planned curriculum sequence and the special instructional needs of the students.

Employees will exercise continuous and vigilant care of all District-owned equipment. If apparent negligence is associated with the loss of equipment, the School District may claim reimbursement. Musical instruments, televisions, cameras, record players, recorders, typewriters, computers and electronic equipment are priority items for theft. Such equipment will have unremovable inventory numbers. All serial numbers will be properly recorded.

All media materials, equipment and audio-visual aids will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

DRUG TESTING FOR BUS DRIVERS

Safety-sensitive employees (who drive a bus) must know and understand the dangers of drug and alcohol abuse and be aware of the new federal requirements concerning substance abuse.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Fort Smith Board of Education will require all employees subject to this act to submit, at any time on duty, to drug and/or alcohol testing.

All safety-sensitive employees must report to work without any alcohol, illegal or mind-altering substances in their systems. Employees are also prohibited from using, possessing, manufacturing, distributing or making arrangements to distribute illegal drugs or alcohol while at work, on school property or in school vehicles.

Violation of this policy, including testing positive after a medical officer's review, or refusal to cooperate in any drug test or investigation may result in the employee's termination.

FOOD SERVICES

The School District will operate a food services program in its schools. The food services operation will be self-supporting and will include hot lunches in all schools through participation in the National School Lunch Program.

The food services staff will cooperate with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeterias will rest with the building principals.

The Board will approve the prices set for meals and milk. As required for participation in the National School Food Services Program, the following regulations apply:

- A. A "Type A" lunch will be made available for students; and
- B. Free or reduced-price meals and milk will be provided students who cannot afford to pay the price;

Students also will be permitted to bring their lunches from home and to purchase milk and incidental items.

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour except when approval has been granted by the principal.

REPRODUCTION OF COPYRIGHTED MATERIALS

The Fort Smith Public School District adheres to the provisions of the *United States Copyright Act (Title 17 of the United States Code)* and congressional guidelines. The school district does not condone the illegal use or reproduction of copyrighted materials in any form. Employees who willfully disregard the *Copyright Act* and the Fair Use Guidelines for Educators and Educational Multimedia do so at their own risk and assume all liability.

Approved 7-28-03
New Policy