

**SECTION E:**

**SUPPORT SERVICES**

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## FIRST AID

The chain of responsibility for administration of first aid shall be as follows:

principal/administrator  
physical education teacher

If the injury is minor, one of the staff members may administer first aid.

In the event of a serious injury, or illness of, a student, the family or guardian shall be notified as soon as possible. They shall decide what physician shall treat their child; and whether to pick up the child at the school or meet the child at a hospital in cases needing emergency room care. The school shall provide personnel and transportation to a hospital only when authorized by a member of the immediate family. If the family cannot be reached and if the accident is serious, the student shall be transported to a local hospital emergency room by ambulance.

### EMERGENCY CLOSINGS

The superintendent is empowered to close or temporarily vacate the schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. In making the decision to close or temporarily vacate the schools, the superintendent or his or her designee shall consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions, affecting public and private transportation facilities
3. Actual occurrence of imminent possibility of any emergency conditions which would make the operation of schools difficult or dangerous
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students

The superintendent shall weigh these factors and shall take actions to close the schools only after consultation with traffic and weather authorities, local principals, and school officials from neighboring school system. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing.

## BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended.

1. If the call was not received originally by the Fire and Police Departments, immediate notifications of these agencies is required by the building principal if time permits.
2. Preferably evacuation of the school or buildings should occur only after consultation with the Police Department. However, the principal is authorized to evacuate the school or buildings immediately if in his/her judgment conditions warrant.
3. A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.
4. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.
5. If a thorough search has been conducted and nothing found, the chief administrative officer of the school or building should be notified by the senior member of the local protective department that re-entry will be permitted.
6. Investigation of the incident should be made by the local police department.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the local superintendent.

### BUILDING SECURITY

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Protective devices designed to be used, as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

### VANDALISM

Employees of the system, students, community members, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the school system and the name(s) of the person or persons believed to be responsible. Each employee of the school system shall report to the principal of the school every incident of vandalism known to him or her, and if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he or she sees fit, authority to sign such complaints and to press charges.

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## USE OF VIDEO SURVEILLANCE

### STATEMENT OF PURPOSE

The Tarrant City Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. The Board believes the use of video surveillance will assist in law enforcement on school property, aid in enforcement of school policy, and protect property. After having carefully considered and balanced rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who use school facilities, and to protect District property, the Board supports the video surveillance in its schools, buses used for school purposes, and/or one school grounds.

### DEFINITIONS

**Eligible Student** - A student or former student who has reached age 18 or is attending a postsecondary school. An eligible student has the same rights of review, inspection, and consent.

**Surveillance Cameras** - Photographic equipment which makes video recordings of the environment, people and events in proximity to the equipment and stores the recorded information in a digital format.

### POLICY STATEMENT

This policy regulates how the District will utilize Surveillance Cameras.

1. Surveillance Cameras will only be utilized in public areas upon authorization of the Superintendent. The Board urges the Superintendent to utilize the fewest number of cameras necessary to achieve the goals of this policy. Cameras will not be used where there is a "reasonable expectation of privacy" such as bathrooms and locker rooms.
2. Audio recordings shall not be utilized by School District officials. This prohibition, however, does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

3. Any video recording used for surveillance purposes in school buildings, buses used for school purposes, and/or on school property, shall be the sole property of the District. The Superintendent or his/her designee will be the custodian of such recordings.
4. Any video recording used for surveillance purposes in school buildings, buses, etc. are only used for school purposes, and shall be the sole property of the District. The Superintendent or his/her designee will be the custodian of such recordings. Only the Superintendent and his/her designee shall have access to the video recordings, except as provided herein. All monitors that display video recordings shall only be accessed by those authorized to review the video recordings in a discrete location. Surveillance Camera recordings are not actively monitored at all times. Consequently, they cannot necessarily be relied upon to provide an immediate response where inappropriate action is occurring.
5. All video recordings will be created in digital form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Video recordings shall be date and time stamped and shall be retained for up to 30 days. If however, there is a pending request for the recording, it shall be retained until such time as the request has been resolved. After 30 days, a video recording may be destroyed.
6. Outside requests for reviewing a video recording must be made in writing to the Superintendent or his/her designee and contain an explanation of why the request is being made. The Superintendent or his/her designee shall consider each request under the circumstances in which it is being made, including, but not limited to, whether one or more student's identities are discernable; whether it is the parent of a student or an Eligible Student who is identified in the recording who is making the request; whether student or other discipline is being contemplated and whether criminal activity is depicted. If the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video recording be removed from District premises, physically or by electronic transmission, unless in accordance with a court order and/or subpoena.
7. Tarrant City Surveillance Cameras are not intended to be hidden. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff, and the general public of the District's use of Surveillance Cameras.
8. The superintendent or designee shall maintain an ongoing up to date register of all Tarrant School District surveillance cameras. Students, parents and staff will receive additional notification, as appropriate, regarding the use of Surveillance Cameras in the schools, buses used for school purposes, and/or school grounds. Such notification may include, but is not limited to, publications in the District calendar, employee handbook, employee newsletter and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of Surveillance Cameras with staff and students to heighten awareness.
9. The District reserves the right to use the images produced by the Surveillance Cameras as part of enforcement of school policy, and, where appropriate, disciplinary proceedings.



10. Surveillance Cameras may record criminal offenses and/or other misconduct that occurs in view of the camera. Such video recordings may be released to police or other applicants in accordance with state and federal law, including, but not limited, to the Family Educational Rights and Privacy Act.
11. The Superintendent is charged with establishing further procedures as necessary to implement this Policy, including, but not limited to establishing maps of camera locations, protocols for maintaining confidentiality, and ensuring notification of all school facility users.

#### **AUTHORITY AND CROSS REFERENCES**

Fourth Amendment to the United States Constitution

20 U.S.C. 1232(g) as it may be amended and implementing regulations.

Family Educational Rights and Privacy Act (FERPA),

1 V.S.A. §317(11) (Definitions; public agency, public records and documents) 16 V.S.A.

§563 (Powers of School Boards)

Policy F 13, Student Conduct and Discipline

Policy F 3R, Policy on Education Records

Policy F 27, Videotaping/Filming/Photographing of Students

## MONITORING SEX OFFENDERS

Adult Sex Offenders – Adult sex offenders who have been convicted of a sex offense involving a minor must:

1. Notify the principal of the school in advance of entering school property or attending a K-12 school activity and identify a legitimate purpose for entering school property or attending the activity;
2. Immediately report directly to the principal of the school or his designee upon entering the property or arriving at the K-12 school activity; and
3. Cooperate with and submit to any efforts undertaken by the principal of the school to discreetly monitor their presence on school property or at the K-12 school activity.

For the purposes of this policy, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience including, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

If discreet monitoring of the sex offender is impracticable, impossible, or if insufficient advance notification is given to arrange for proper monitoring of the offender, the offender may be denied entrance to school property or may not be allowed to attend the K-12 school activity. Convicted sex offenders shall not be permitted to accompany or chaperone students on overnight field trips.

Adult sex offenders have a duty to comply with this policy, which shall not be construed to impose an affirmative duty of any kind on the school principal, his designee, or any other employee, agent, or representative of the school or school system.

[Reference: ALA. § Code 15-20A-17]

**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

School administrators shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

### FOOD SERVICES MANAGEMENT

The school system shall operate a lunchroom in each school, which shall be under the supervision of the school lunch manager.

Food services shall include breakfast, lunch and snacks through participation in the Child Nutrition Program as the need is determined.

The School Board shall approve the prices set for school breakfasts and lunches.

Food service is based on the Offer versus Serve (OVS) provision under the USDA regulations for grades 7-12 for breakfast and lunch. The regulations allow a student to choose fewer than all five food components in a reimbursable Food Based meal. A student may decline two of the five food items for lunch and one of the four items for breakfast. Grades K-6 will follow OVS for lunch and for breakfast will be served all components.

As required for participation in the National Child Nutrition Program, the Board agrees to the following requirements:

1. That a "Type A" lunch be made available for students.
2. That free and reduced-price lunches be provided students who cannot afford to pay the price of the "Type A" lunch.

Students shall also be permitted to bring their lunches and beverages in approved containers from home and/or to purchase beverages and A La Carte items in the school lunchroom.

SUPPORT SERVICES  
EFA

**FOOD SERVICES MANAGEMENT  
COMPETITIVE FOOD\***

No food other than that provided by the Child Nutrition Program shall be available to students during meal service times. Schools are required to restrict student access to concessions, extra sales, vending and fundraisers that are in direct competition with the Child Nutrition Program during meal services. If income from such sales occurs, the revenue is required to be deposited into the Child Nutrition account.

\*Competitive Foods: Any foods sold in competition with the Child Nutrition Program to children during meal serving times.

**CHARGE MEAL PAYMENTS**

Prepayment for meals served in school cafeterias by the week or month is recommended; however daily cash payments may be accepted during meal service times at all schools. It is the parent's responsibility to provide meal money or a bag lunch or to seek free or reduced price meal benefits. In an emergency situation, meal charges will be allowed up to a limit of \$5.00 per student. Cafeteria managers must maintain records of all charges and repayments. Any meal charges not collected by the end of the school year must be reimbursed to the Child Nutrition fund from non-public funds.

### HAZARD ANALYSIS CRITICAL CONTROL POINT (HAACP) POLICY

The Tarrant Board of Education recognizes the importance of a food safety program. The Board requires Child Nutrition employees to have training concerning food safety. Child Nutrition employees (including sub-workers) must have passed the food safety exam given by the Jefferson County Health Department. A current food-handlers card will be kept on file at Tarrant Board of Education for all Child Nutrition employees.

To achieve our goal for food safety, a HAACP Plan has been developed and is available in all school cafeterias and with the Child Nutrition Director and/or Coordinator at Tarrant Board of Education.

The HAACP Plan is a work in progress. If the plan is changed it will be amended. Child Nutrition employees will be notified of the amendment and will be trained on that amendment.

#### HAACP Plan Objectives:

- To create and maintain food safety for our students/faculty
- To protect from food-borne illnesses during food preparation
- To create corrective action plans that will assure food safety
- To promote employee health and personal hygiene
- To create Standard Operation Procedures (SOP's)
- To control Critical Control Points
- To ensure cleanliness and sanitation of all facilities and equipment of the cafeteria
- To prevent food-borne illnesses by ensuring that ALL potentially hazardous foods are held at the proper temperature

Any questions concerning the HAACP Plan should be directed to the person(s) assigned as the Board's Child Nutrition Director and/or Coordinator.

**MAIL AND DELIVERY SERVICES**

Political and non-educational commercial materials shall not be distributed through the school mail unless approved by the superintendent and/or the building principal.