

# Oneida Special School District

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## Administrative Procedures

### Section 3 – Support Services

<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
<b>Facilities Management</b>		
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3.200.2	Inspection Report of Buildings and Grounds	00/00/00
3.200.3	Maintenance Checklist	00/00/00
3.200.4	Pest Control	00/00/00
3.201.1	District-Wide and Building-Level School Safety	00/00/00
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3.201.3	Crowd Control	00/00/00
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# Tennessee School Board Association

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# Oneida Special School District

## Building and Grounds Maintenance Program

3.200.1

A program of maintenance shall be implemented among all district-owned buildings and grounds.

### **CUSTODIAL SERVICES**

The program shall ensure facilities are clean, properly maintained, and provided with adequate custodial programs for all schools.

### **IMPROVEMENT AND MAINTENANCE OF BUILDINGS AND GROUNDS**

A maintenance team will be created within the district which will be made up of the Director of Schools, Principals, School Safety Coordinators and Maintenance Director. The team will meet quarterly to discuss any maintenance and improvement projects needed within the school district.

#### *Individual Schools*

A site visit will be conducted bi-annually to each school building in the district to assess the condition and needs for improvement. The Principal will accompany the maintenance personnel during the site visit.

At each site visit, the Principal will notify the Maintenance Director as to any observations he/she has made that would require any maintenance. Any improvements needed to the school building or its grounds will be communicated at this time.

If the Principal becomes aware of any maintenance or improvement needs that require immediate attention, the Principal shall notify the maintenance supervisor.

#### *Maintenance Personnel*

The maintenance personnel shall examine the school building and its grounds on a monthly basis and note any repairs and preventative maintenance. When needed, the following repairs are to be conducted by the maintenance personnel:

1. General carpentry repairs to doors, windows, ceilings, playground equipment, and roofs;
2. General plumbing repairs to clogged drains and minor leaks;

3. General electrical repairs such as replacing fuses and bulbs;
4. General HVAC repairs;
5. General painting and touch-up jobs; and
6. Routine maintenance on mechanical units.

Anything outside of these general repairs shall be reported to the maintenance supervisor.

Maintenance will perform and oversee all areas of the OSSD facilities while adhering to and abiding by all school board policies.

#### *Landscaping Services*

All maintenance and custodial staff are responsible for the landscaping of the school grounds. Landscaping and maintenance of school grounds will need to be assessed weekly and will occur on a regular basis. Any issues or complaints will need to be filed with the maintenance supervisor which will investigate the concern and will follow up in regard on any complaint/concern in regard to the maintenance of the grounds.

# Oneida Special School District

## Inspection Report for Buildings and Grounds

3.200.2

Date of Inspection: \_\_\_\_\_

Facility Inspected: \_\_\_\_\_

Previously reported problems (if applicable) : \_\_\_\_\_

### Safety and Cleanliness of Buildings and Grounds

After completing the maintenance checklist, were any problem areas found during the current inspection: Yes\* No

\*The following problems were observed, and the described action taken:

Issue	Action Taken	Person Responsible	Date of Completion

Additional sheets (if needed), as well as the maintenance checklist, shall be attached to the report.

\_\_\_\_\_  
*Maintenance Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Save Act Coordinator*

\_\_\_\_\_  
*Date*

# Oneida Special School District

## Maintenance Checklist

**3.200.3**

1Date of Inspection: \_\_\_\_\_

2Facility Inspected: \_\_\_\_\_

3The maintenance personnel shall examine the school building and its grounds on a monthly basis and  
 4note any repairs and preventative maintenance. The following checklist shall be used to ensure a  
 5satisfactory inspection.

6During an inspection, check any item below that requires any repairs or preventative maintenance. Any  
 7item checked shall be described in the comment section below.

<b>INSIDE FACILITY</b>			
	<i>Electrical</i>	<i>Plumbing</i>	<i>Carpentry</i>
	_____ Switches	_____ Toilets	_____ Windows
	_____ Receptacles	_____ Sinks	_____ Doors
	_____ Lights	_____ Drains	_____ Floors
	_____ Other	_____ Fixtures	_____ Ceilings
		_____ HVAC	_____ Painting
		_____ Other	_____ Other

8Comments: \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

<b>OUTSIDE FACILITY</b>				
	<i>Electrical</i>	<i>Plumbing</i>	<i>Carpentry</i>	<i>Grounds</i>
	_____ Lights	_____ Sewer	_____ Windows	_____ Shrubs
	_____ Power Lines	_____ Gutters	_____ Doors	_____ Trees
	_____ Poles	_____ Drains	_____ Roof	_____ Fencing
		_____ Downspouts	_____ Painting	_____ Playground
	_____ Other	_____ HVAC	_____ Other	_____ Playground Equipment
		_____ Other		_____ Other

13Comments: \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

\_\_\_\_\_

*Maintenance Supervisor*

\_\_\_\_\_

*Date*



# Oneida Special School District

## Pest Control

3.200.4

### DEFINITION

The pesticide used for maintenance of building grounds is a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticides are not subject to the provisions of these procedures when used where students and staff members do not have access to the bait.

### APPLICATION

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified applicator shall train non-certified staff members who apply pesticides. The training shall include:
  - a. A review of the label instructions for the pesticides to be used;
  - b. Methods to determine when an application of a pesticide is necessary;
  - c. How to minimize potential pesticide exposure to students, teachers, and staff;
  - d. What activities are prohibited; and
  - e. Written documentation on the training.
2. All applications of pesticides will be made in strict compliance with label instructions.
3. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
4. When possible, pesticide applications will be done during non-instructional time or during vacation periods. Any pesticide application is prohibited when children are in the room or near the area to be treated on school grounds.

### STORAGE

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1. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.

2. All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

## **RECORDS**

A copy of the records of each pesticide application at a school shall be maintained for at least ninety (90) days. The records will contain the following information:

1. Date and time of the inspection and pesticide application;
2. Pests found during inspection;
3. Brand name and the active ingredient of pesticide(s);
4. EPA registration number of pesticide(s);
5. Areas treated;
6. Name of the applicator; and
7. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

# Oneida Special School District

## District-Wide and Building-Level School Safety

3.201.1

### 1 SCHOOL SAFETY PLANS

2 A district-wide school safety plan shall be maintained for keeping school facilities safe and free from  
3 hazards.

4 The principal of each school shall maintain a building-level safety plan that aligns with board policy as  
5 well as any corresponding administrative procedures. The principal shall take in to consideration the  
6 qualities of his/her school building(s) and shall modify the building-level school safety plan to fit the  
7 needs of that particular school.

### 8 DEVELOPMENT OF PLANS

9 The district-wide school safety plan and the building-level safety plan shall contain information  
10 regarding crisis intervention, including suicides, shootings, and the death of a student or employee,  
11 emergency response, and emergency management. During development, a district-wide school safety  
12 team and a building-level school safety team shall be established. These teams will be responsible for  
13 the development of that team's respective plan.

14 During the creation of the plan, the team will ensure that [the guidelines developed by the state-level](#)  
15 [safety team](#) will be followed and implemented.

#### 16 *District-Wide School Safety Team*

17 May include the following: Save Act Coordinator; District-level supervisors and his or her designee; or  
18 anyone assigned by the Director of Schools.

#### 19 *Building-Level School Safety Team*

20 May include the following: Save Act Coordinator; District-level supervisors and his or her designee;  
21 Building level principal/assistant principal; or anyone assigned by the Director of Schools.

22

### 23 COORDINATION OF PLANS

24 The Save Act and Coordinated School Health Coordinator shall be responsible for the coordination of  
25 the school safety plan with the resources available through the Department of Mental Health and  
26 Substance Abuse Services, the Department of Intellectual and Developmental Disabilities, or a similar

27local agency to assure that the school has access to federal, state, or local mental health resources in the  
28event of a violent incident.

# Oneida Special School District

## Safety Incident Report

**3.201.2**

Potential Hazard

Spill

Fire/Property Damage

Employee Name:	Employee Title:	Department:
Date of Incident:	Location of Incident:	Time of Incident:
Description of Incident:		
Employee Suggested Correction:		
Action Taken:		
Follow-Up Responsibility:		

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Send complete original copy of report to building level principal  
Send copies of report to finance director

# Oneida Special School District

## Crowd Control

### 3.201.3

1 It is the principal's responsibility to promote the orderly conduct and safety of the students and other  
2 spectators attending school-sponsored events. Crowd control procedures shall include the following:

- 3 1. The principal shall ensure that enough administrators and faculty are assigned to provide  
4 adequate supervision;
- 6 2. The principal shall determine the number of law enforcement officers needed and advise as to  
7 their placement at the event;
- 9 3. The principal may request a law enforcement officer to be present at other school-sponsored  
10 events if he/she anticipates a conduct or safety problem;
- 12 4. The head coach will be responsible for the conduct of the team players;
- 14 5. All school-sponsored events shall be approved by the principal and placed on the school  
15 calendar;
- 17 6. The admission gate or door shall be controlled, and admission limited to eligible students,  
18 chaperones, and other authorized persons;
- 20 7. No one under the influence of alcohol or drugs shall be admitted; and
- 22 8. If a disturbance occurs, the principal is authorized to close the event and send those in  
23 attendance off the school grounds.

# Oneida Special School District

## Hazard Communication Program

**3.201.4**

The Maintenance Director shall be responsible for developing and overseeing the Hazard Communication Program which will inform employees of chemical hazards in the workplace.

The program will be designed to ensure that all employees who come in contact with hazardous chemicals will adhere to the following requirements:

1. Information on the hazards of chemicals shall be conveyed to all employees who come in contact with hazardous chemicals;
2. Inventories of the hazardous chemicals shall be maintained and updated regularly;
3. Material Safety Data Sheets created by OSHA for hazardous chemicals shall be maintained in each work area where chemicals are used or stored;
4. An employee-training program shall be implemented to effectively provide employees with information and handling precautions on hazardous chemicals in the workplace and adhere to the OSHA Hazard Communication Standards. This training shall be provided at the time of the employees' initial assignment and whenever a new hazard is introduced into the work area; and
5. Containers of hazardous chemicals shall be appropriately labeled in accordance with OSHA's Hazard Communication Standard.

All employees who come in contact with hazardous chemicals shall comply with the following:

1. Read all labels to become familiar with safety precautions, chemical and physical properties, and potential health hazards of the chemicals prior to handling;
2. Exercise all necessary precautions in the safe use of hazardous chemicals, including wearing personal protective equipment as recommended by the school district;
3. Notify the Maintenance Director of any deficiencies such as missing or improperly labeled containers or chemicals not listed on the hazardous chemical inventory as well as any working conditions that may cause substantial personal exposure to hazardous chemicals; and
4. Participate in scheduled training sessions for hazard communication.

# Oneida Special School District

## Emergency Preparedness Plan

## 3.202.1

### 1 *General*

2 The principal of each school will comply with the responsibilities outlined in the Emergency  
3 Preparedness Plan and assign duties to certain staff within each school to fulfill various requirements  
4 found in the plan. Duties will include, but are not limited to, taking inventory and replenishing  
5 emergency preparedness supplies, preparing students for emergency situations, assisting with  
6 emergency evacuations, maintaining an adequate supply of food and water for emergency use, and  
7 ensuring all school vehicles are properly maintained.

8 To aid in the emergency preparedness of the school, the principal will attach, with the Emergency  
9 Preparedness Plan, a copy of the following:

- 10 1. Building evacuation maps that show alternative routes and designated safe areas;  
11
- 12 2. Evacuation drills; and  
13
- 14 3. Building map with a key signifying the location of first aid kits, AEDs, and fire  
15 extinguishers.

16 A copy of the plan with the attachments will be provided to the local law enforcement agency, the fire  
17 department, and local emergency medical services.

### 18 **BOMB THREATS**

19 Threats against the students and staff of the school can be life-threatening and shall be taken seriously.  
20 The following procedures shall be followed when a bomb threat is received:

- 21 1. The person taking the call shall record the time of the call and the exact message and  
22 should get as much information from the caller as possible, such as where the bomb is  
23 and what time the bomb will go off;  
24
- 25 2. The person taking the call shall notify the principal immediately after the phone call  
26 ends;  
27
- 28 3. The principal will begin to evacuate the building and have students and staff proceed to  
29 the designated safe area;  
30
- 31 4. School Resource Officer and/or School Administration will notify the local police and  
32 the fire department and request their immediate assistance; and  
33



1                   5. The principal will notify the Director of Schools of the bomb threat.

2 After the building is declared safe by the proper authorities, students and staff will be able to return to  
3 class.

#### 4 **CIVIL DISTURBANCES**

5 In the event of a civil disturbance, the principal shall ensure that the following actions are taken:

- 6           1. The employee(s) discovering or experiencing the civil disturbance shall notify the principal  
7           immediately;
- 8  
9           2. The principal will investigate and determine if intervention is required to maintain safety  
10           within the school;
- 11  
12           3. If the principal determines that intervention is required, the principal shall contact the local  
13           authorities and request their immediate assistance; and
- 14  
15           4. The principal will notify the Director of Schools.

#### 16 **ARMED INTRUDERS**

17 In the event of a report of a person armed with a weapon on campus, the principal shall ensure that the  
18 following emergency actions are taken:

- 19           1. The main office will be notified immediately if there is any reason to believe that a  
20           weapon is on school grounds;
- 21  
22           2. Once alerted, the main office will notify the local law enforcement agency; and
- 23  
24           3. The principal will announce the appropriate code over the public address system to  
25           notify all staff members to lock all doors and begin the process for seeking protection  
26           due to an armed intruder.

27 An armed intruder drill shall be conducted annually and be in coordination with the appropriate local  
28 law enforcement agency.

#### 29 **INCIDENT COMMAND DRILL**

30 Each incident command drill, conducted annually by the school safety team, shall be without students  
31 present and prepare school staff and law enforcement agencies on what to expect in the event of an  
32 emergency situation in the schools.

33 The Incident Command System is located on page 80 of the district's *All Hazard Plan* and includes  
34 Operations, Planning, Logistics, and Finance Administration. The ICS will be notified and/or involved  
35 in incident command drills conducted by the school safety teams.

## 1 **EMERGENCY SAFETY BUS DRILLS**

2 Each emergency safety bus drill, conducted annually by the school safety team, shall be without  
3 students present and prepare school staff and law enforcement agencies on what to expect in the event  
4 of an emergency situation on a school bus.

5 American School Management Services conducts bus evacuation drills and trains drivers annually by  
6 September 30<sup>th</sup>.

## 7 **EARTHQUAKES**

8 In the event of an earthquake, the principal shall ensure that the following actions are taken:

- 9 1. Staff will take charge of their respective locations as soon as the earthquake begins and  
10 give instructions in a calm manner to prevent panic;
- 11 2. Students will be instructed to remain where they are and take cover under desks, tables,  
12 or other heavy furniture;
- 13 3. Students will be instructed to stay away from windows and any suspended objects such  
14 as light fixtures;
- 15 4. If students are outside, staff will lead the students away from the building and away  
16 from any overhead wires and utility poles; and
- 17 5. Once the earthquake has ceased, all staff and students will be evacuated from the  
18 building and report to the designated safe area.

19  
20  
21  
22  
23 After the building is declared safe by the proper authorities, students and staff will be able to return to  
24 class.

## 25 **FIRES**

26 In the event of a reported fire, the rules for fire evacuation, created by the principal and posted in each  
27 room, shall be followed. These will include directions on the exit and alternative exits to use and the  
28 outdoor area to proceed to upon leaving the building. The outdoor evacuation area will be at least one-  
29 hundred (100) feet from the building.

30 The posted rules will be discussed with each class using the instructional area during the first day(s) of  
31 the school year and shall be followed during each fire drill.

1 A distinctive fire alarm will be used for fire evacuations only. Another signal will be used by the  
2 principal to indicate a return to the classroom. No person is to remain in the building during a fire  
3 evacuation.

4 The Director of Schools will be notified as soon as practical.

5 If any building sustains damage, the building shall be examined by a qualified person who will be  
6 required to declare the building as safe before any re-entry occurs. The principal will notify the  
7 Transportation Supervisor if emergency bus services are needed.

#### 8 *Teacher Responsibilities During Fire Evacuation*

9 Each teacher shall be responsible for:

- 10 1. Maintaining order during the evacuation and ensuring that disabled children are  
11 assisted;
- 12 2. Taking the roll book and checking roll when the class is in its evacuation area; and  
13
- 14 3. Reporting to the principal any student who is unaccounted for.  
15

#### 16 **TORNADOES/SEVERE WEATHER**

17 In the event of a tornado/severe weather, the rules for safety, created by the principal and posted in  
18 each room, shall be followed.

19 The posted rules will be discussed with each class using the instructional area during the first day(s) of  
20 the school year and shall be followed during each tornado/severe weather drill.

21 A distinctive alarm will be used to indicate a tornado/severe weather warning and to indicate when  
22 staff and students need to seek protection. Another signal will be used by the principal to indicate when  
23 the tornado/severe weather warning is over.

24 Each teacher will be responsible for:

- 25 1. Ensuring that his/her students are in the appropriate designated safe area and in the  
26 proper position for maximum protection;  
27
- 28 2. Seeing that windows and doors are properly secured;
- 29 3. Maintaining order during the evacuation and ensuring that disabled children are  
30 assisted;  
31
- 32 4. Taking the roll book and checking roll when the class is in its designated safe area; and

1 5. Reporting to the principal any student who is unaccounted for.

2 *Dismissal*

3 Students will be permitted to leave school during a tornado/severe weather warning only when one  
4 parent/guardian is available at the school for pick-up.

5 Students shall be kept at school during a tornado/severe weather warning if the alert comes at dismissal  
6 time. No buses shall be permitted to leave the school premises during a tornado/severe weather  
7 warning until the all clear signal is given.

8 **MEDICAL EMERGENCIES** In the event of an outbreak such as the pandemic flu, the principal will  
9 implement procedures to protect students and the community from further infection.

10 The Oneida Special School District school administration will follow the pre and post-pandemic  
11 guidelines found in the district’s All Hazard Plan on pages 31 and 32.

12 **EMERGENCY PHONE NUMBERS**

13 **Big South Fork Medical Center.....569-8521**

14 **Central Office.....569-8912**

15 **Children’s Center of the Cumberlands.....569-8900 or 8901**

16 **Citizens Gas.....569-4457**

17 **East Tennessee Children’s Hospital..... (865) 541-8000**

18 **Mountain Peoples Mental Health (Administrative Office)..... (423) 286-4141**

19 **Oneida Fire Department.....911 or 569-8969**

20 **Oneida Police Department.....911 or 569-4255**

21 **Oneida Water Department.....569-6311 or 6312**

22 **Plateau Electric.....569-8591**

23 **Poison Control.....1-800-288-9999**

24 **Scott Appalachian Industries.....663-9300**

25 **Scott Co. Ambulance Service.....569-6000**

26 **Scott Co. Department of Children’s Services.....663-4119**

27 **Scott Co. Rescue Squad.....911 or 569-8200**

28 **Scott Co. Sheriff.....911 or 663-2245**

29 **S.T.A.N.D.....286-9925**

30 **Tennessee Suicide Prevention Network.....(855) CRISIS-1 or (855) 274-7471**

31 **WBNT.....569-8598**

32

# Oneida Special School District

## Fire and Safety Drill Report

3.202.2

1School: \_\_\_\_\_

Date	Type of Drill	Time of Drill	Person In Charge	Evacuation Time

2The fire and safety drill report is due in the office of the Director of Schools on or before July 1<sup>st</sup> of each year.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Schools

\_\_\_\_\_  
Date

# Oneida Special School District

## Automated External Defibrillator (AED) Devices

3.202.3

All schools are required to have AEDs to be used in a medical emergency.

Before placement of the AED, the Coordinator of School Health, School Nurse and/or Principal of shall seek the endorsement of a licensed physician as to the appropriate location of the AED and to the supervision of the placement.

The Coordinator of School Health and/or Principal shall ensure that the AED is registered with the local emergency medical service provider and give the provider a copy of the written AED plan, written notice that the district has established an AED program, the location of the AED, and how the use of the AED is coordinated with the local emergency medical service system.

Any time an AED is used within a school, the local emergency medical service shall be summoned to provide assistance as soon as possible. The usage of the AED shall be reported to the supervising physician/designee and to the Department of Health.

### TRAINING

The Principal/designee shall ensure that any expected AED users receive training in a nationally recognized course approved by the Department of Health, such as the American Heart Association, on AED use and cardiopulmonary resuscitation (CPR).

### AED PROGRAM

The Coordinator of School Health will establish and adhere to a program for the use of an AED that includes a written plan that contains the following:

1. The placement of the AED;
2. The individuals authorized to operate the AED;
3. How the AED will be coordinated with the local emergency medical service system;
4. The maintenance and testing that will be performed on the AED;
5. Any records that will be kept;

6. Any reports that will be made of the AED use;
7. A plan of action for the proper action of the AED; and
8. Any additional requirements as set forth by the Department of Health.

### **MAINTENANCE AND TESTING**

The Coordinator of School Health and/or Principal shall ensure that the AED is maintained and tested in accordance to the manufacturer's operational guidelines. Records shall be maintained as to all maintenance and testing performed on the AED.

# Oneida Special School District

## Remote Learning Drills

3.202.4

1 In the event that the school district moves to remote instruction for reasons prescribed by law, students  
2 shall be aware of how to effectively transition during these times.

3 In order to be prepared, the remote learning drill shall address the following:

- 4 1. Changes to class schedules, if any, when placed in remote instruction;
- 5
- 6 2. Which digital and online resources will be used and how to appropriately use the digital and  
7 online resources;
- 8
- 9 3. How to use reliable means of communication with teachers and administrators.
- 10
- 11 4. Access to any passwords, codes, or other log-in related information needed to access resources  
12 associated with the curriculum.
- 13
- 14 5. The Safe Schools Coordinator will send a survey within one week following the drill to all staff  
15 following remote drills; and
- 16
- 17 6. Staff surveys will collect quantitative and qualitative data pertaining to communication,  
18 transition, Instruction, technology, and media.

19 Before the drill is conducted, students shall be instructed to bring their laptops, chargers, and any other  
20 equipment the district deems necessary when conducting the drill.

21 Technology Director or his/her designee shall be available to assist if any technical problems arise  
22 while the drill is being conducted.

23 After the remote learning drill is completed, the Safe Schools Coordinator shall collect feedback from  
24 all personnel regarding any issues that occurred during the drill. All feedback shall be reviewed and  
25 reported to the Director of Schools.



# Oneida Special School District

## Operations of the Threat Assessment Team

3.204.1

The following members have been appointed to the threat assessment team for the school district:

Principal, Assistant Principal and School Resource Officer.

*\*This team must include LEA personnel and law enforcement personnel. It can include juvenile services personnel, a representative of the local district attorney's office, a representative of the department of children's services, and mental health service providers.*

### TRAINING

The Coordinator of School Health will be responsible for overseeing the training of the team. This training will be facilitated by the local law enforcement agency and mental health service providers (when available) on how to assess individuals exhibiting threatening or disruptive behavior and how to develop interventions for these individuals.

### OPERATIONS

The team will conduct threat assessments based on the dangerous or threatening behavior of individuals in the school, home, or community setting who present a threat to the health or safety of that individual or to others.

The assessment will take place in the following order:

1. Evaluate the threat – this includes collective information and conducting interviews;
2. Decide whether the threat is substantive – the threat will be considered and categorized as a certain level of risk;
3. If not substantive, respond to threat – this doesn't require a complete threat assessment; and
4. If deemed as substantive, assess the seriousness of the threat – this is determined by examining the severity of the threatened injury/action.

Once a threat assessment is completed, the team will determine the appropriate method of intervention, diversion, and de-escalation of threats.

The response to the threat shall be handled in an appropriate manner, which would include notifying and protecting all potentially involved individuals, cautioning the individual who may carry out threat of the consequences; and determine the appropriate management and discipline considerations to resolve the problem.

### *Guidance and Best Practices*

During the school year, guidance will be provided to students, faculty, and staff on how to recognize, address, and report threatening or dangerous behavior. This guidance will also include best practices for the intervention and prevention of violence and will be in the form of training, and/or procedural document.

If someone within the school district becomes aware of this type of behavior, the following procedures shall be followed:

Call 569-8912 to speak to Save Act Coordinator; Director of Schools; Assistant Director of Schools or his/her designee.

Once a report is submitted to the team, the team will develop the appropriate course of action. Courses of action include, but are not limited to, the following: referrals to community services or healthcare providers, notification to the individual's parent(s)/guardian(s), notification of law enforcement and emergency medical services, referral to support service, and the district level supervisors, and Director of Schools or his/her designee.

### *Post-Incident Assessment*

After an assessment or report has been resolved, the team will develop a post-incident assessment and evaluate the effectiveness and response of the school district to the incident.

The findings of this evaluation and the post-incident assessment shall be reported to the Director of Schools and will be taken into consideration when developing/modifying the district-wide school safety plan. If the assessment and evaluation are applicable to a specific school, the principal will be notified and will take these findings in to consideration when developing/modifying the building-level school safety plan.

# Oneida Special School District

## Building Security

## 3.205.1

1 In order to protect district property, certain practices shall be followed to ensure reasonable security  
2 within the school building:

- 3 1. Ensuring that all exterior doors leading into a school building are locked at all times and that  
4 access to the school buildings is limited to the school's primary entrance during the school day  
5 as well as when students are present outside of regular school hours;  
6
  - 7 a. Building security details pertaining to exterior doors at each facility can be  
8 found on page 20 of the District's All Hazard Plan. **The following is the default if the**  
9 **district does not create alternate local procedures.**] If, outside of regular school  
10 hours, there is a need to unlock the doors during a school activity, a school district  
11 employee shall be stationed by the door to ensure access is limited to authorized  
12 persons.
- 13 2. Securing all windows within thirty (30) minutes after the end of the school day;  
14
- 15 3. Issuing a limited number of keys to only those persons allowed to enter the building after  
16 school hours;  
17
- 18 4. Placing security lights in strategic locations around the school building;  
19
- 20 5. Ensuring that no money or personal valuable possessions are left in any classrooms;  
21
- 22 6. Making bank deposits daily and utilizing the bank's night deposit drop when feasible;  
23
- 24 7. Denying permission to students to access the building after school hours without the  
25 appropriate supervision; and  
26
- 27 8. **[During school hours, door entrances for the specified school facilities are found on page**  
28 **20 of the All Hazards Plan and will be enforced by the school administration, security,**  
29 **and school resource officers.**  
30

# Oneida Special Board of Education

## School Cybersecurity Preparedness

3.205.2

1 Cybersecurity is the art of protecting networks, devices, and data from unauthorized access or criminal  
2 use and the practice of ensuring the confidentiality, integrity, and availability of information.

3 Safe Schools / School Health Director is responsible for working with the district-wide school safety  
4 team and each building-level school safety team to ensure that each school safety plan incorporates  
5 information regarding school cybersecurity preparedness and includes information that identifies  
6 cybersecurity risks, implements mitigation planning, and protects cyberinfrastructure against  
7 cyberattacks and other cybersecurity threats and incidents.

### 8 **DATA BREACH**

9 Technology Director will be responsible for devising a plan in the event that a cyberattack or other  
10 cybersecurity threat or incident occurs. The plan shall include the following components:

- 11 1. Validate that the data breach occurred;
- 12
- 13 2. Investigate the breach;
- 14
- 15 3. Assemble an incident response team to begin mitigation efforts;
- 16
- 17 4. Notify the parties effected by the breach;
- 18
- 19 5. Determine whether to notify law enforcement; and
- 20
- 21 6. Assess the data breach to determine the cause as well as ways to minimize future risks.

22 When applicable, the plan shall be implemented in a prompt manner to minimize the risk of any further  
23 data loss as well as to mitigate any negative consequences of the breach.

# Oneida Special School District

**Community Use of School Facilities**

**3.206.1**

## Schedule of Fees for the Use of School Facilities\*

\$ _____ per hour	Hourly pay for supervision by a school employee
\$ _____	Custodial fee (if applicable)
\$ _____	Dining Room, plus custodial fee
\$ _____	Kitchen, plus custodial fee
\$ _____	Auditorium/Multi-purpose Room
\$ _____	Athletic Fields
\$ _____	Gymnasium
\$ _____	Classroom
\$ _____	Library/Media Room

\*Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school will not assess a fee for the use of school facilities.

If additional school property (i.e. tables, chairs, audio equipment) is needed during the use of the school facility, contact the local school Principal to request the use of these items.

If the organization uses signage or brings additional equipment during its event, the organization shall ensure that all signage and equipment is removed from school property when the event is complete and the organization leaves the facility.

**SECURITY**

If an organization requires security during the time of facility use, the organization will be required to select an officer from the approved list of School Resource Officers maintained by the Central Office. The organization will be responsible for compensating the officer for the time worked.

**OUTSTANDING BALANCES**

Any organization that maintains an unpaid invoice with the school district for a period greater than thirty (30) days shall not be permitted to use school facilities until the invoice is paid in full.

**CANCELLATIONS**

To cancel a scheduled time to use a school facility, the organization shall contact the local school office during office hours no later than twenty-four (24) hours prior to the facility use. The notification shall be sent to the local school Bookkeeper who will cancel any unpaid invoice or refund any paid balance.

**INSURANCE**

In order to use a school facility, the organization shall provide a certificate of insurance, attached to the request form, naming the Oneida Special School District as an additional insured and showing a liability limit of \$1 million and the dates the policy is effective.



**\*Please initial that you have read & understand the following statements:** \_\_\_\_\_

- In case of emergency, I agree to become aware of the AEDs location throughout the buildings.
- I agree to make patrons aware of all emergency exits. I understand that all evacuations should be made a minimum of 200 feet away from the building.

*Please sign and date below signifying your agreement to the rules outlined above:*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*



NAME OF GROUP: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

FACILITIES REQUESTED: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DEPOSIT FEE: \$50.00 (This will be returned if building is clean and damage free after use)

**IN ADDITION TO THE STANDARD FEE OF \$50.00/hr., THE APPLICANT FURTHER AGREES TO PAY A NON-REFUNDABLE DEPOSIT IN THE AMOUNT LISTED BELOW:**

***(Deposits must be Cash, Money Order or Certified Bank Check)***

**DEPOSIT DUE IMMEDIATELY, ALONG WITH THIS CONTRACT:** \$     N/C    

**REMAINING BALANCE DUE (BILLED AFTER THE EVENT):** \$                     

***Additional fees may apply for the use of OSSDS' materials &/or supplies, as well as any set-up or facility rental preparation.***

**TIME REQUESTED:**

DATE	TIME: TO/FROM	TOTAL HRS	STAFF PRESENT

**TIME USED:**

DATE	TIME: TO/FROM	TOTAL HRS	STAFF PRESENT

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**SIGNATURE OF PRINCIPAL**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**

If you have any questions concerning the rules outlined in this application, please contact individual building principals or Dr. Jeanny Phillips, director of schools. Elementary School 423-569-8340; Middle School 423-569-2468, High School 423-569-8818, or Central office at (423) 569-8912.

# Oneida Special School District

**Request for Facility Use**

**3.206.2**

Fill out the below information and return this form to the local school Principal at the local school office within two (2) weeks prior to the requested date of use of the facility. Approval shall be given to the organization before any use of the facility occurs. If approved, the local school Bookkeeper will issue an invoice to the organization if a fee is assessed for the facility use.

A copy of the organization's certificate of insurance and tax-exempt certificate (if applicable) shall be attached to the request.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Date of Use: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Building/Area Needed: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

By signing this request, the requestor signifies that he/she bears full responsibility for the organization utilizing the school facility and agrees that the buildings and grounds will be used in conformity with board policy, corresponding administrative procedures, and state and federal law. Requestor understands that the school principal reserves the right to cancel or reschedule the facility use at any time.

\_\_\_\_\_

Signature of Requestor

\_\_\_\_\_

Date

*For Internal Use Only:*

Request Approved: YES\* NO

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\*Signature of Principal

\_\_\_\_\_  
\*Date

\_\_\_\_\_  
\* Signature of Director of Schools

\_\_\_\_\_  
\*Date



**Facilities Usage Agreement**

**Oneida Special School District Board of Education**

This agreement, made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, by and between the Oneida Special School District Board of Education, by and through the Director of Schools or his/her designee (hereinafter referred to as “Board”), and \_\_\_\_\_, (hereinafter referred to as “User”).

That for and in consideration of the terms and conditions contained herein, and pursuant to the Board’s Use of School Facilities Policy, the parties agree as follows:

1. Board shall allow User to utilize the following facilities of \_\_\_\_\_ school.

Brief Description of Facilities - Specify any Special Needs/Equipment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

2. The utilization period shall be from \_\_\_\_\_ (Beginning Date/Time) to \_\_\_\_\_ (Ending Date/Time).

3. The Event Supervisor will be \_\_\_\_\_.

4. It is agreed by and between the parties hereto, that Board shall not be liable to User or any of its employees, agents, heirs, participants, spectators, or any other third-parties, for any injuries, claim for injuries, deaths, and

damages resulting therefrom or for any property damages or other damages which User, its employees, agents, heirs, participants, spectators or other third-parties might sustain while on or in Board property.

5. Users agree to carry at its/their own expense, liability and property damage insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per occurrence. Such insurance shall be for the joint benefit of Board and User and shall expressly name the Oneida Special School District Board of Education as an additional insured. The policy shall also provide that the Board, via its Central Office at 195 North Bank Street, Oneida, Tennessee 37841, will be given at least ten (10) days advance written notice in the event of cancellation of said policy.

6. In addition to its agreement to provide insurance under Paragraph No. 5, User shall indemnify and hold the Board, its members, its administrators, its agents and its employees harmless from any and all claims, actions, injuries (including, without limitation, physical, mental, and emotional injuries), damages, expenses (including, without limitation, attorney's fees) and liabilities arising out of, occurring during or in any way connected with User's use or occupancy of the Board property described in Paragraph No. 1 and any adjoining areas.

7. User states that it inspected the Board property referenced and described in Paragraph No. 1 (and any adjoining areas) and that same is satisfactory for User's use and further that its condition is safe and does not contain any dangerous condition which would cause personal injury or death to User, its employees, agents, heirs, participants, spectators or other third-parties.

8. User, together with all of its employees, agents, heirs, participants and spectators, shall leave the property referenced and described in Paragraph No. 1 clean and free of debris following the activity(ies) at issue. In the event User fails to do so, the determination of which shall be solely that of the Board, User shall pay to Board a clean-up fee (time and a half applicable wages, plus matching wage expenses due and any additional expenses necessary) to be due and immediately payable on receipt of billing. A custodial fee will be assessed to User.

9. Users agree that it is liable to the Board for the actual cost of repair and/or replacement of any equipment or portion of the facility, which is damaged, destroyed, or removed. In the event the Board should have to seek payment or reimbursement under Paragraphs No. 's 6 & 8, User also acknowledges that it will remain liable to the Board for any associated expenses and related attorney's fees.

10. Board may cancel this Agreement at any time and for any reason upon giving User two (2) days written notice of cancellation, unless such cancellation is called for under the Use of School Facilities Policy.

11. Board may cancel this Agreement at any time and for any reason upon giving User two (2) days written notice of cancellation, unless such cancellation is called for under the Use of School Facilities Policy.

12. Board shall have priority use over the facility/facilities which is subject to this Agreement and in the event Board determines it has a need to utilize the facility, at a time or times when User has Facilities Usage Agreement Oneida Special School District Board of Education scheduled usage of same, User's usage shall be canceled by Board, giving User notice either in writing (via mail, facsimile or email) or in-person no less than one (1) day in advance of User's scheduled usage of the facility.

13. In the event User determines that it will not be utilizing the facility, the subject of this Agreement, it shall notify the Board three (3) days in advance of the scheduled usage, either in writing or in person, that the facility shall not be utilized. Failure on the part of the User to give notice to the Board can result in the User paying an additional payment for failure to cancel in the amount of \$50.00 (principal's discretion). 14. Users shall not and does not have the right to transfer, sublease or assign any of its rights or privileges under this Agreement to any other person, organization, firm, corporation, or legal other entity.

15. All activities conducted and supervised during User's utilization shall be at the direction and control of User. User and its employees or agents are not acting in any way as agents, servants, employees or representatives of the Board, thus their actions and/or inactions shall not be binding on Board. A joint venture between the parties hereto is not created by this Agreement.

16. This agreement shall not be in effect or binding, and Board shall not be obligated to provide User the facilities, until the insurance requirement of Paragraph No. 4 is carried forth, including, but not limited to, User delivering evidence of the required insurance to Board. In the event the insurance lapses for any reason during the period covered by this Agreement, the Agreement will be immediately terminated without liability or obligation to the User.

17. The terms and conditions of this Agreement are to be read and construed using the laws of Tennessee. If any legal action should take place stemming from and/or related to this Agreement, said action must take place in a court of competent jurisdiction located in Scott County, Tennessee.

18. This Agreement is executed by each of the parties by their/its duly authorized signatory so as to be binding on each of the parties hereto.

This is the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**USER**

_____	_____	_____
Name	Title	Witness

**PRINCIPAL**

_____	_____	_____
Name	Title	Witness

**BOARD**

_____	_____	_____
Director of Schools	Title	Witness



### JayCee Ballpark Facilities Usage Agreement

#### **Oneida Special School District Board of Education**

This agreement, made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, by and between the Oneida Special School District Board of Education, by and through the Director of Schools or his/her designee (hereinafter referred to as "Board"), and \_\_\_\_\_, (hereinafter referred to as "User").

That for and in consideration of the terms and conditions contained herein, and pursuant to the Board's Use of School Facilities Policy, the parties agree as follows:

1. Board shall allow User to utilize the following facilities of JayCee Ballpark.

Brief Description of Facilities - Specify any Special Needs/Equipment:

The facilities can only be utilized if the Oneida Special School District is not using the facilities. All use must be approved with the Director of Schools and can be altered at any time. All trash must be picked up and facility must be left in the same or better shape than it was originally in. This agreement only gives access to the fields and does not give access to concession stands, bathrooms, scoreboards, etc. The user must agree to help maintain the fields and premises if needed.

2. The utilization period shall be from \_\_\_\_\_ (Beginning Date/Time) to \_\_\_\_\_ (Ending Date/Time).
3. The Event Supervisor will be \_\_\_\_\_.



4. It is agreed by and between the parties hereto, that Board shall not be liable to User or any of its employees, agents, heirs, participants, spectators, or any other third-parties, for any injuries, claim for injuries, deaths, and damages resulting therefrom or for any property damages or other damages which User, its employees, agents, heirs, participants, spectators or other third-parties might sustain while on or in Board property.

5. Users agree to carry at its/their own expense, liability and property damage insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per occurrence. Such insurance shall be for the joint benefit of Board and User and shall expressly name the Oneida Special School District Board of Education as an additional insured. The policy shall also provide that the Board, via its Central Office at 195 North Bank Street, Oneida, Tennessee 37841, will be given at least ten (10) days advance written notice in the event of cancellation of said policy.

6. In addition to its agreement to provide insurance under Paragraph No. 5, User shall indemnify and hold the Board, its members, its administrators, its agents and its employees harmless from any and all claims, actions, injuries (including, without limitation, physical, mental, and emotional injuries), damages, expenses (including, without limitation, attorney's fees) and liabilities arising out of, occurring during or in any way connected with User's use or occupancy of the Board property described in Paragraph No. 1 and any adjoining areas.

7. User states that it inspected the Board property referenced and described in Paragraph No. 1 (and any adjoining areas) and that same is satisfactory for User's use and further that its condition is safe and does not contain any dangerous condition which would cause personal injury or death to User, its employees, agents, heirs, participants, spectators or other third-parties.

8. User, together with all of its employees, agents, heirs, participants and spectators, shall leave the property referenced and described in Paragraph No. 1 clean and free of debris following the activity(ies) at issue. In the event User fails to do so, the determination of which shall be solely that of the Board, User shall pay to Board a clean-up fee (time and a half applicable wages, plus matching wage expenses due and any additional expenses necessary) to be due and immediately payable on receipt of billing. A custodial fee will be assessed to User.

9. Users agree that it is liable to the Board for the actual cost of repair and/or replacement of any equipment or portion of the facility, which is damaged, destroyed, or removed. In the event the Board should have to seek payment or reimbursement under Paragraphs No. 's 6 & 8, User also acknowledges that it will remain liable to the Board for any associated expenses and related attorney's fees.

10. Board may cancel this Agreement at any time and for any reason upon giving User two (2) days written notice of cancellation, unless such cancellation is called for under the Use of School Facilities Policy.

11. Board may cancel this Agreement at any time and for any reason upon giving User two (2) days written notice of cancellation, unless such cancellation is called for under the Use of School Facilities Policy.

12. Board shall have priority use over the facility/facilities which is subject to this Agreement and in the event Board determines it has a need to utilize the facility, at a time or times when User has Facilities Usage Agreement Oneida Special School District Board of Education scheduled usage of same, User's usage shall be canceled by Board, giving User notice either in writing (via mail, facsimile or email) or in-person no less than one (1) day in advance of User's scheduled usage of the facility.

13. In the event User determines that it will not be utilizing the facility, the subject of this Agreement, it shall notify the Board three (3) days in advance of the scheduled usage, either in writing or in person, that the facility shall not be utilized. Failure on the part of the User to give notice to the Board can result in the User paying an additional payment for failure to cancel in the amount of \$50.00 (principal's discretion). 14. Users shall not and does not have the right to transfer, sublease or assign any of its rights or privileges under this Agreement to any other person, organization, firm, corporation, or legal other entity.

15. All activities conducted and supervised during User's utilization shall be at the direction and control of User. User and its employees or agents are not acting in any way as agents, servants, employees or representatives of the Board, thus their actions and/or inactions shall not be binding on Board. A joint venture between the parties hereto is not created by this Agreement.

16. This agreement shall not be in effect or binding, and Board shall not be obligated to provide User the facilities, until the insurance requirement of Paragraph No. 4 is carried forth, including, but not limited to, User delivering evidence of the required insurance to Board. In the event the insurance lapses for any reason during the period covered by this Agreement, the Agreement will be immediately terminated without liability or obligation to the User.

17. The terms and conditions of this Agreement are to be read and construed using the laws of Tennessee. If any legal action should take place stemming from and/or related to this Agreement, said action must take place in a court of competent jurisdiction located in Scott County, Tennessee.

18. This Agreement is executed by each of the parties by their/its duly authorized signatory so as to be binding on each of the parties hereto.

This is the \_\_\_\_\_ day \_\_\_\_\_.

**USER**

\_\_\_\_\_  
Name Title

**BOARD**

\_\_\_\_\_  
Director of Schools Title

# Oneida Special School District

## Asbestos Management Plan

3.208.1

An Asbestos Management Plan shall be maintained for all buildings leased, owned, or otherwise used as school buildings and will be updated to keep current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. A copy of the plan will be maintained in the central office and the main office of each school building. The district website shall include information on the availability of the plan.

[The United State Environmental Protection Agency has published a model Asbestos Management Plan for local education agencies.](#)

This plan will be created in consultation with the Asbestos Hazard Emergency Response Act (AHERA) Manager. The manager shall ensure that the school district is in compliance with all federal laws surrounding the Asbestos Hazard Emergency Response Act.

The Maintenance Director shall serve as the AHERA Manager, 195 N. Bank Str., Oneida, TN 37841. 423-569-8912.

### TRAINING

#### *Employees Working in Building with ACBM*

All members of the school district's maintenance and custodial staff who work in a building that contains asbestos-containing building material (ACBM) shall receive awareness training of at least two (2) hours within sixty (60) days of employment.

Federal Programs Director will develop and conduct such awareness training that will comply with state and federal law and will include, but not limited to, the following:

1. Information regarding asbestos and its various forms;
2. Information on the health effects associated with asbestos exposure;
3. Locations of ACBM identified throughout each school building in which the employee works;
4. Recognition of damage, deterioration, and delamination of ACBM;

5. Contact information for the AHERA Manager; and
6. Location of the management plan.

### *Employees disturbing ACBM*

All members of maintenance and custodial staff who conduct any activities that will result in the disturbance shall receive fourteen (14) hours of training in addition to the two (2) hours described above. Such additional training will include, but not limited to, the following:

1. Descriptions of proper methods of handling as well as the detection and assessment of ACBM; and
2. Information and hands-on training on the proper use of respiratory protection and other personal protection measures.

### **EQUIPMENT**

Any employee who is directed to conduct maintenance in a building containing ACBM shall be provided the proper equipment and allowed to follow work practices that are necessary to safely conduct such work in order to prevent potential exposure.

### **SURVEILLANCE**

At least once every six (6) months after the management plan becomes in effect, maintenance personnel will conduct periodic surveillance of each building that the district leases, owns, or otherwise uses as a school building that contains ACBM.

# Oneida Special School District

## Naming New Facilities Proposal Form

3.210.1

1 This form is to be used by persons nominating names for schools and school facilities:

2 I propose that the \_\_\_\_\_ **[insert designation of**

3 **building and/or location address]** be named \_\_\_\_\_

4 **[insert proposed name]**.

5 Biographical/Other Data: \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 The significance of this name is: \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 I believe the facility should be so named because: \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

14\* Additional information may be attached.

# Oneida Special School District

## District Water Testing

3.212.1

### **FACILITATION OF DISTRICT WATER TESTING**

The Maintenance Director will be responsible for overseeing the water testing of lead throughout the district. All district facilities built before January 1, 1998 shall be tested every two (2) years. The Maintenance Supervisor will make the determination if any buildings built after that date will undergo any lead testing.

An assessment of all potential problems, a plumbing profile, and sampling plan shall be created before testing and correcting any lead problems.

After the assessment has been completed, drinking water samples shall be collected in accordance to guidance produced by the Environmental Protection Agency (EPA).

Once collected, all samples will be picked up or sent off for laboratory analysis (if applicable). The results of the analysis will be reviewed and used to decide any corrective action needed.

### **CORRECTIVE ACTION**

Solutions to lead problems need to be made on a short-term and on a permanent basis. The Maintenance Director will be responsible for ensuring that all corrective action is taken to remedy any lead problems and to instate routine control measures.

#### *Routine Control Measures*

The Maintenance Director shall ensure that the following control measures are put in place to prevent exposure to elevated levels of lead:

1. Create aerator cleaning maintenance schedules and clean debris from all accessible aerators frequently;
2. Use only cold water for food and beverage preparation. If hot water is needed, it should be taken from the cold water tap and heated;
3. Instruct students and staff to run the water before drinking;
4. Place signs on the bathroom sink that water should not be consumed;

5. Maintenance will work with waste and water companies to assist with the procedures.

#### *Short-Term Control Measures*

In certain cases, a short-term control measure will be utilized to minimize the consumption of any elevated levels of lead before a permanent measure can be put in to place. The Maintenance Director will make the determination as to when the following measures are appropriate:

1. Flushing the piping system in the building;
2. Providing bottled water to all staff and students;
3. Shutting off all problem outlets; and
4. Securing all areas of the building(s)

#### *Permanent Remedies*

The following remedies can be utilized to permanently reduce or eliminate the sources of lead:

1. Replacing all contaminated plumbing or lead pipes;
2. Reducing lead levels at the tap with mechanisms such as reverse osmosis units;
3. Checking any grounding wires;
4. Reconfiguring the plumbing;
5. Updating the flushing systems and set to automatic; and
6. Managing any and all areas within the facility needed.



# Oneida Special School District Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>District Video Surveillance</b>	Descriptor Code: <b>3.217</b>	Issued Date: <b>05/05/22</b>
		Rescinds: <b>3.217</b>	Issued: <b>05/06/21</b>

1 *General*

2 The Oneida Special School District Board of Education authorizes the use of video surveillance  
3 equipment on Board property (including but not limited to buildings, facilities, and school buses) as  
4 part of a multifaceted approach to protecting the safety and security of students, staff and property.  
5 Video surveillance shall be used only to promote the order, safety and security of students, staff and  
6 property.

7 The Board shall comply with all applicable state and federal laws related to video recordings when  
8 such recordings are considered and relied upon as part of the student’s behavioral record as determined  
9 by the Board’s administrators.

10 **SYSTEM OPERATION**

11 Video cameras will be utilized on Board property as approved by the Director. The Board shall notify  
12 students, staff, and the public that video surveillance may occur on school property. Such notifications  
13 will occur through incorporation in the school parent/student handbook and through the Board’s  
14 website.

15 No concealed cameras will be installed. Equipment will not monitor areas where the public and  
16 employees have a reasonable expectation of privacy, such as locker rooms and adult and student  
17 restrooms. Video recording equipment may be in operation 24 hours per day, but this is not  
18 guaranteed.

19 The use of video surveillance equipment on school grounds shall be supervised and controlled by the  
20 building principal or his/her designee.

21 Audio may not be a part of the video recordings made, reviewed, or stored by Board staff. Further, in-  
22 school audio or video recordings (including surveillance or live feeds) initiated by an individual  
23 student, parent, staff or community member are strictly prohibited. The Board takes the protection of  
24 its students and their confidentiality seriously, thus it takes steps to ensure students are not recorded or  
25 in any way monitored by third-parties while under the supervision of the Oneida Special School  
26 District.

27 Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with  
28 video recordings and/or video camera equipment and will be subject to appropriate disciplinary action.  
29 Disciplinary action shall be consistent with Board standards and may include, but is not limited to

1 written reprimand, suspension, demotion or termination depending upon the nature and severity of the  
2 situation.

3 The Board shall provide reasonable safeguards and controlled physical access to protect the  
4 surveillance system from unauthorized use.

5 Video monitors, at minimum, shall be located in an administrative office at the school. Video monitors  
6 shall not be located in an area that enables public viewing.

7 Building-level administrators may view/review video recordings whenever necessary to maintain order  
8 or investigate improper conduct

### 9 **STORAGE/SECURITY**

10 Video recordings will be stored for a minimum of ten (10) school days after initial recording. The  
11 vehicle for storage will be dependent upon the type of system installed, which could vary from school  
12 to school and with the introduction of new technology.

13 Video recordings held for review of property or student incidents will be downloaded and maintained  
14 in a digital forum pending resolution, whenever possible. Recordings can also be copied for authorized  
15 law enforcement agencies or retained as necessary as part of the student's behavioral record.

### 16 **VIEWING REQUESTS**

17 All requests for review of video recordings or photographs obtained from those video recordings that  
18 are considered an educational record will take place as follows:

- 19 1. All viewing requests must be submitted in writing. Requests for viewing will be limited to  
20 administration and/or district officials with a direct interest in the proceedings as authorized by  
21 the principal and only the portion of the video recording concerning the related specific  
22 incident will be made available for viewing.
- 23 2. Actual viewing will be permitted only at school-related sites including the school buildings, or  
24 central administrative offices.
- 25 3. All viewing of video footage will be under the supervision of the director of schools or his/her  
26 designee.
- 27 4. Video recordings will remain the property of the Board and may be reproduced only in  
28 accordance with law including applicable Board policy and regulations.

Bus Safety and Conduct 6.308  
Student Records 6.600

- 1 5. Video recordings not considered an educational record must be either subpoenaed or requested
- 2 in accordance with state law.
- 3

# Oneida Special Board of Education

## Appeal Regarding Access to Private Facilities

3.220.1

1 *General*

2 In accordance with state law, students, employees, or teachers shall not enter multi-occupancy  
3 restrooms or changing facilities while a member of the opposite sex is present. Students, employees,  
4 and teachers shall not be required to share sleeping quarters with members of the opposite sex unless  
5 the individual is a family member.

6 A request for a reasonable accommodation may be submitted to the principal if a student, employee, or  
7 teacher desires greater privacy when using multi-occupancy restrooms or changing facilities located in  
8 the school building or when using multi-occupancy sleeping quarters while attending a school-  
9 sponsored activity. If a student requesting a reasonable accommodation is under the age of eighteen  
10 (18), the student's parent/guardian shall provide the written request on the student's behalf.

11 **DENIAL OF REQUEST**

12 If the principal denies a written request for a reasonable accommodation, the student, teacher, or  
13 employee, or the student's parent/guardian, may appeal the decision by submitting a written request for  
14 an appeal to the Director of Schools/designee within fifteen (15) calendar days of the principal's  
15 written decision denying the request.

16 The Director of Schools/designee shall investigate and resolve the complaint within fifteen (15)  
17 calendar days of receiving the written request for appeal.

18 *Appeal Decision of Director of Schools/Designee*

19 If the Director of Schools/designee denies the written request for a reasonable accommodation, the  
20 student, teacher, or employee, or the student's parent/guardian, may appeal the decision of the Director  
21 of Schools/designee by submitting a written request for a hearing before an impartial hearing officer  
22 within fifteen (15) calendar days of receiving the decision.

23 The Director of Schools/designee shall select an impartial hearing officer from a list maintained by the  
24 Board within five (5) days of the Director of Schools/designee receiving the request for a hearing.

25 The impartial hearing officer shall notify all parties of the hearing officer's assignment and schedule a  
26 hearing no later than thirty (30) days of the Director of Schools/designee receiving the request for a  
27 hearing. The hearing shall be conducted privately. All or part of the hearing may be conducted by  
28 telephone if each participant has an opportunity to participate by telephone.

- 1 Within ten (10) days of the hearing's conclusion, the impartial hearing officer shall provide a written
- 2 decision to all parties.

# Oneida Special Board of Education

## Request for Reasonable Accommodation

3.220.2

1 A student, employee, or teacher who is requesting a reasonable accommodation may fill out the form  
2 below and submit it to the principal. If a student requesting a reasonable accommodation is under the  
3 age of eighteen (18), the student's parent/guardian shall provide the written request on the student's  
4 behalf.

5 Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

6 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

7 Title/Position (if applicable): \_\_\_\_\_

8 School/Department: \_\_\_\_\_

9 Grade (if applicable): \_\_\_\_\_

10 Specific Accommodation Requested: \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 Reason for Request: \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 Please attach any additional information that might be useful in reviewing your accommodation  
17 request.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

# Oneida Special School District

## Equipment and Supplies Management

**3.300.1**

1Each employee shall be responsible for an annual review of materials, equipment, and supplies under  
2his/her direct control. Any equipment or supply requiring replacement or maintenance shall be reported  
3to the Maintenance Director. The Maintenance Checklist for the Buildings and Grounds Maintenance  
4Program shall be attached to the report.

5The Maintenance Director shall be responsible for ensuring that all equipment requiring routine or  
6regular maintenance is addressed in accordance with the equipment's operator or owner manual.  
7Maintenance personnel shall also ensure that equipment and supplies shall be stored appropriately.

# Oneida Special School District

## District Provided Cell Phones

3.3001.1

### 1ASSIGNMENT AND USE

2District provided cell phones will be purchased and issued to authorized employees to better assist  
3their daily operations. For employees who wish to become authorized, he/she shall submit a request to  
4the Director of Schools, Assistant Director of Schools, or his/her designee and provide the justification  
5for the request and the approximate volume of usage.

#### 6*Purchasing of Cell Phones*

7The Finance Director will be responsible for determining the amount of cell phones needed for the  
8district and will facilitate the purchasing of all district cell phones and wireless communication  
9equipment. Any district cell phones currently in use that need replacing will also be considered in this  
10determination.

11The Finance Director will be responsible for researching cellular providers and selecting a provider  
12that meets the needs of the district. He/she will also select the rate plan which best meets the needs of  
13the authorized employee, with consideration taken as to the position of the authorized employee and  
14out-of-office duties assigned.

#### 15*Annual Review*

16Finance Director and the Director of Schools or his/her designee shall complete an annual review of all  
17district cell phones and determine if:

- 18 1. The cell phone is being used appropriately;
- 20 2. The cell phone is used frequently enough to justify continued use; and
- 22 3. The rate plan assigned meets the need of the type of use required.

#### 23*Discontinued Use*

24If the Finance Director, district supervisor, Director of Schools or his/her designee determines that an  
25authorized employee no longer needs a district cell phone, the authorized employee will be notified to  
26immediately return the cell phone by the end of the day.

27An authorized employee's right to possess a district cell phone may be suspended or discontinued if  
28determined to be in the best interest of the school district.



**29BILLING DISPUTES**

30Authorized employees shall be on notice that their rate plan can change at any time due to usage. If  
31changed, Finance Director will notify the authorized employee as to any expected changes.

32If the monthly bill reflects charges greater than the customary minimum monthly bill, the excess  
33portion shall become the responsibility of the authorized employee.

34If an authorized employee disputes an excess portion of the bill, he/she shall report the complaint to  
35Supervisor or Finance Director who will schedule an appointment with the authorized employee to  
36review the monthly billing statement.

**37LOST/DAMAGED CELL PHONES**

38Authorized employees are responsible for the safe-keeping of their district cell phones at all times.  
39District cell phones are to remain in the possession of the rightful authorized employee and shall not be  
40loaned to others.

41Defective, lost, or stolen cell phones are to be reported immediately to the supervisor and the Finance  
42Director who will in turn notify the cell phone provider. The authorized employee will be responsible  
43for the replacement of the defective, lost, or stolen cell phone.

# Oneida Special School District

## Borrowed or Rented Equipment and Supplies

3.301.1

Any request for equipment in conjunction with the use of facilities shall be included in the request for use submitted to the office of the principal. Use of school facilities does not include the use of equipment unless specifically permitted. A determination will be made whether to assess any additional costs for use of such equipment.

Special school equipment (i.e. stage equipment) may require assistance of school employees who are trained for the use of such equipment as determined by the principal.

### PROPER CONTROLS

All borrowed or rented equipment shall be identified in writing prior to use and include a description of the condition of the item, the anticipated length, and purpose of use, and contact information of the user. The principal shall identify any applicable limitations of use prior to the transfer of the item.

### MONITORING AND RETURNS

The Principal and/or Maintenance Director shall be responsible for monitoring all borrowed or rented property and maintaining logs to ensure the property is returned as scheduled and in appropriate condition. If any equipment is not timely returned or returned in a damaged condition, the maintenance personnel shall immediately notify the Principal.

### SCHEDULE OF RENTAL FEES

The following reasonable rental rates will be used for the rental of equipment or supplies. A waiver of a rental fee will be made when it is deemed appropriate (i.e. items of nominal value, low risk of damage to an item, the item is incident to the use of a facility).

Schedule of Fees for the Rental Rates for Equipment or Supplies	
<b>[Insert type of equipment/supplies for rent]</b>	\$ _____
<b>[Insert type of equipment/supplies for rent]</b>	\$ _____
<b>[Insert type of equipment/supplies for rent]</b>	\$ _____

<b>[Insert type of equipment/supplies for rent]</b>	\$ _____
---	----------

# Oneida Special School District

## Request to Borrow or Rent District Owned Equipment or Supplies

3.301.2

Fill out the below information and return this form to the local school within two (2) weeks prior to the requested date of use. Approval shall be given before the use of any district-owned equipment or supplies. If approved, the Bookkeeper will issue an invoice if a fee is assessed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Date of Use: \_\_\_\_\_ Estimated Duration of Use: \_\_\_\_\_

Equipment/Supplies Needed: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

By signing this request, the requestor agrees to return all borrowed items in the same condition as when borrowed. If any damages are sustained to the borrowed item, the requestor will bear the responsibility of reimbursing the Oneida Special School District for any damages. Requestor understands that the school principal reserves the right to cancel or reschedule the use at any time.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

*For Internal Use Only:*

Request Approved: YES\* NO

Comments/Limitations of Use:

---

---

---

---

\*Signature of Principal

\*Date

# Oneida Special School District

## Transportation Program

3.400.1

### SCHOOL BUSES

#### *Responsibility of Transportation Supervisor*

The Transportation Supervisor will be responsible for overseeing the school bus routes to ensure that the most efficient and economical services are being rendered. He/she will also be responsible for the maintenance of the school bus fleet as well as ensuring the quality of performance of all school bus drivers.

#### *Responsibility of Principal*

Principals will play a role in a safe, efficient transportation program and work with the transportation supervisor to ensure that the most efficient and economical services are being rendered. The following responsibilities will be assumed by principals and conducted throughout the school year:

1. Report to the transportation supervisor any major infractions by bus drivers, including any frequent deviations from time schedules;
2. Report to the transportation supervisor any deficiency in equipment brought to his/her attention;
3. Ensure that proper supervision is given at all times for students who arrive to school early or remain late because of transportation schedules;
4. Maintain a map, when practical, showing the attendance areas of the school and the zones in which bus transportation is not available to students;
5. Instruct students, as needed, to the particular hazards faced by the different modes of transportation (i.e. school bus, car rider, walking routes) available to students at the school; and
6. Any duty related

#### *School Bus Fleet*

Each school bus utilized within the school district shall meet all requirements for safe use and operation at all times of use, including the national minimum school bus standards and all applicable federal motor vehicle safety standards.

All school buses are to be inspected each month during the school year by a certified mechanic. Any defects found shall be documented and repaired immediately. All maintenance records and safety inspections shall be recorded and maintained in the central office. Any mechanical problems observed by the school bus driver shall be reported immediately.

School buses in operation shall be insured for liability and property damage as required by state law.

School buses may be used until their eighteenth year of service unless the Department of Safety approves additional years of service.

#### *School Bus Drivers*

A list of the bus drivers employed by the district will be submitted to the Department of Safety who will notify the district if any bus driver has a suspended or revoked license. The bus driver also bears the responsibility of informing his/her immediate supervisor if his/her license becomes revoked or suspended.

Physical and mental examinations will be made of all school bus drivers annually as required by state law. Any bus driver who is found to be physically, mentally, or morally unfit to operate a school bus, or who has been guilty of operating a school bus while under the influence of alcohol or drugs, shall not be allowed to be on duty.

#### *Special Transportation*

As determined by the IEP team, special transportation is provided for students with disabilities who have specific needs beyond regular bus transportation.

1. The special transportation bus will have a minimum of one attendant (in addition to the bus driver) to ensure the safety of each child being transported. Attendants shall remain on the bus during pick up and drop off stops except in emergency situations.
2. Parents/guardians are responsible for ensuring their children get on the bus safely.
3. Each child, upon arriving at his/her exit point, must have a pre-determined person(s) in sight of the bus driver to take responsibility for the child each day.
4. If no person with the authority for receiving the child is visibly present to the bus driver, the bus driver will not leave the child. The child will be taken back to the child's assigned school where school staff will contact the parent/guardian for pick-up from the school office.”

## **CAR RIDERS**

Students that are being dropped off or picked up must adhere to each school's pick-up procedures. Please see School Handbook

### *Drop-off*

Students may be dropped off beginning at 7:30 a.m. Students shall be ready to exit the vehicle as soon as the vehicle stops. Students shall never be dropped off in the parking lot area and allowed to walk through the car rider line. Parent(s)/guardian(s) shall place their car in park while the student is exiting the vehicle. Students shall exit the vehicle on the right side, if possible. The use of cell phones in the car rider line is prohibited.

### *Pick-up*

Students may be picked up beginning at the times designated in each individual school handbook. Students shall enter the vehicle on the right side, if possible, and allow the vehicle to come to a complete stop before entering.

## **WALKING ROUTES**

While the majority of students are transported to school by the parent(s)/guardian(s) or public transportation, some students have the ability to take walking routes to school each day.

Building level Principals will be responsible to determine if any special hazard zones are present within all walking routes that students commonly utilize going to and returning from schools. Special hazards include an absence of sidewalks, a highway of four (4) or more lanes, an intersection where right turn on red is prohibited, one or more sex offenders reside in the area, or any other condition that would affect the safety and well-being of children walking to/from school. If a special hazard zone is deemed to be present, the building level principal shall submit the findings to the entity responsible for the road or highway and work with the entity to minimize the hazardous condition.



# Oneida Special School District

## Bus Safety Complaint Form

3.400.2

1All complaints shall be submitted to the Transportation Supervisor, 195 N. Bank St., Oneida, TN 237841, 423-569-8912. Complaints may be submitted in person, via phone, mail, or e-mail on the form 3below. A form shall be completed for each complaint or alleged school bus violation reported.

4Complaint Registered By:  School  Parent  Bus Driver

5  Other: \_\_\_\_\_

6Name: \_\_\_\_\_

7Address: \_\_\_\_\_

8Phone: \_\_\_\_\_

9E-mail (optional): \_\_\_\_\_

10Date of Incident/Event: \_\_\_\_\_ Time: \_\_\_\_\_ Bus Number: \_\_\_\_\_

11Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

12Description and Location of Incident/Event: \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

19 *For Internal Use Only:*

20 Date Received: \_\_\_\_\_

21 Have prior complaints been submitted on the same incident/event?

22  YES  NO

23 Has the reported incident/event been investigated and resolved due to prior complaints?

24  YES  NO

25 Has prior disciplinary action been taken against the bus driver?

26  YES\*  NO

27 \*Description of Action Taken:

28 \_\_\_\_\_

29 Results of Investigation and Action Taken:

30 \_\_\_\_\_

31 \_\_\_\_\_

32 \_\_\_\_\_

33 Comments: \_\_\_\_\_

34 \_\_\_\_\_

35 \_\_\_\_\_

\_\_\_\_\_  
Signature of Transportation Supervisor                      Date

\_\_\_\_\_  
Signature of Principal    Date

\_\_\_\_\_  
Signature of Director of Schools    Date

# Oneida Special School District

## School Bus Driver Training

**3.400.3**

1All regular and substitute bus drivers shall complete the following:

- 2 1. File with the Transportation Supervisor a record of past driving experience (before  
3 employment);
- 5 2. Attend driver training programs prescribed by the State Department of Education;
- 7 3. Participate in emergency evacuation drills conducted by the Transportation Supervisor;
- 9 4. Attend instructional sessions conducted by the Transportation Supervisor that comply with state  
10 law, State Board of Education rules and regulations, and board policies as they relate to student  
11 transportation;
- 13 5. Complete the state-prescribed training course and hold Tennessee School Bus Driver  
14 Certificates;
- 16 6. Renew these certificates each year by completing in-service training; and
- 18 7. Possess a commercial driver's license with the passenger endorsement for a school bus.

# Oneida Special School District

## School Bus Accidents

**3.400.4**

If the school bus is involved in an accident, the following procedures are to be followed by the bus driver:

1. If an accident occurs, the bus driver will immediately call 9-1-1;
2. The bus garage, Transportation Supervisor, and the Director of Schools shall be notified as quickly as possible;
3. In reporting an accident to the bus garage:
  - a. Give the exact location of the bus;
  - b. Indicate whether or not another bus is needed to transport students; and
  - c. Indicate whether or not a wrecker is needed;
4. Set flares or reflectors;
5. If the bus is damaged and is not safe to drive or if it is blocking the road, a wrecker shall be called if the bus garage cannot send one;
6. Fill out an accident report in full and file it with the Transportation Supervisor on the day of the accident. Failure to do this constitutes negligence on the part of the driver;
7. The driver is not to admit that an accident is his/her fault. The driver may say, "I'm sorry the accident happened, and it will be reported to the insurance company that handles the Board's insurance.";
8. Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims;
9. Never say, "The Board's insurance company will pay for the damage." The Board's insurance the adjuster will make that decision; and
10. Be sure to get the names, addresses, driver's license numbers, tag numbers, and insurance information of all persons (including witnesses) involved in the accident.

# Oneida Special School District

## Exiting the School Bus

**3.401.1**

1 No student may exit the bus at a destination other than that student's designated bus stop.

2 A student shall be allowed to exit the bus at a stop other than the student's regular bus stop if the  
3 following exceptions apply:

4 1. The student provides the driver with a signed note from the parent/guardian informing the  
5 driver of the change in the student's bus stop for the day;

6

7 2. The driver removes a student from the bus in order to preserve the safety of other student  
8 passengers or the driver;

9

10 3. An emergency arises that causes the student to exit prematurely; and

11

12 4. Any exits must be approved by the bus driver.

13 In the case that a student exits the bus at a stop other than the student's regular bus stop and depending  
14 on the circumstances, the bus driver shall document the situation, accept a parent/guardian note and  
15 return it to the principal (if applicable), and notify Lead Driver and/or Transportation Director, as soon  
16 as possible, of the exit of the bus at a point other than the student's destination for that trip.

17 Any time a student exits the bus, the driver shall secure the safety of the student for the uncompleted  
18 trip.

# Oneida Special School District

## Loading and Unloading the School Bus

**3.401.2**

All school bus drivers shall adhere to the following safety requirements:

1. Operate the stop-warning system before a stop is made to load or unload students. The stop arm shall be turned out when the bus stops to load or unload students;
2. Not permit students to leave their seats until the bus has stopped; then, the students are to leave the bus without crowding or disturbing others;
3. Handle students loading or unloading the bus as follows:
  - a. The bus door is not to be opened until the driver has checked the side view mirror and the windshield to see that all traffic has stopped, and it is safe to cross the road;
  - b. The driver should open the door, let the students on/off, and keep checking traffic; and
  - c. Ensure that when 3 or 4-year-old children exit the school bus, documentation is kept and parents/guardians are present at drop-off.
4. After students have loaded or unloaded safely, begin moving all traffic stopped by the bus by turning the stop arm; and
5. Move slowly up the righthand side of the road to assist the rear traffic in passing and then pull out into the road and resume normal speed.

# Oneida Special School District

## Authorization of Use of Private Vehicle

3.404.1

**[Insert name of employee/volunteer]** of the Oneida Special School District has permission to use his/her privately owned vehicle for **[insert the purpose for the trip and the destination of the trip]** on **[insert date of trip]**.

If applicable, parent(s)/guardian(s) shall grant permission in writing and submit this form to the local Principal at the local school before any students are transported in a privately-owned vehicle

**[Insert name of employee/volunteer]** has certified that he/she has the appropriate liability insurance on the vehicle being used and has supplied a copy of the current insurance certificate as proof of liability coverage in the event of a liability claim.

The Director of Schools reserves the right to terminate the authorization at any time as deemed necessary.

---

Signature of Employee/Volunteer

Date

---

Signature of Principal

Date

---

Signature of Director of Schools

Date

---

# Oneida Special School District

## Food Service Procedures

3.500.1

1 The Director of Food Service shall be responsible for the development of the district food service  
2 procedures manual. He/she will work in coordination with Central Office to develop this manual.

3 A copy of the manual will be maintained in the central office, the front office of each school, and in the  
4 cafeteria.

### 5 MEAL MODIFICATIONS

6 The office of the principal shall give notice to all parent(s)/guardian(s) and students of the meal  
7 modifications available at their school, including the required process for obtaining a modification due  
8 to disability. The Director of Food Service shall be responsible for creating the process for requesting  
9 meal modifications and arrange for an impartial hearing process to resolve grievances related to  
10 requests for modifications based on a disability.

### 11 COLLECTION OF UNPAID MEAL CHARGES

12 The Director of Food Service will be responsible for coordinating communications with the  
13 parent(s)/guardian(s) to resolve any unpaid charges.

14 The Director of Food Service will notify parent(s)/guardian(s), monthly of any outstanding negative  
15 balance in the student's lunch/meal account. The Director of Food Service will also send home letters  
16 each week to the parent(s)/guardian(s) of any students who carry negative balances of \$10.00 and  
17 above.

18 All accounts shall be settled by May 1<sup>st</sup> of each year. Letters will be sent home approximately 14 days  
19 before to students who continue to have a negative balance.

20 Parent(s)/guardian(s) of students with unpaid chargers will be given the option of entering in to a  
21 repayment plan that will include the payment amounts and due dates appropriate to the particular  
22 circumstances. The Director of Food Service will be responsible for developing the repayment plans  
23 and overseeing the payments.

24 Students who graduate or withdraw from the school district and have \$1.00 or more left in their  
25 lunch/meal food service account will be notified by mail and given the option to transfer these funds to  
26 another student or to receive a refund.

27 If no response is received within 60 days, the student's lunch/meal account will close, and the funds  
28 will no longer be available. Unclaimed remaining balances will be transferred to the unclaimed balance  
29 fund.



# Oneida Special School District

## HIPAA Protected Information

### 3.600.1

Oneida Special School District shall ensure the confidentiality, integrity, and availability of all HIPAA protected information that the school district creates, receives, maintains, or transmits.

Information regarding HIPAA protected information will be posted in the staff workroom and included in the employee handbook.

Human Resources will be responsible for creating guidelines to protect against any reasonably anticipated threats or hazards to the security or integrity of such information.

The guidelines will cover, at a minimum, the following:

1. The methods of storage for this information;
2. The retention schedule for these records;
3. Security measures that will take place if the confidentiality, integrity, and availability of the information is breached as well as an annual review of these measures; and
4. The implementation specifications as required by federal law, including administrative, physical, and technical safeguards to prevent, detect, contain, and correct security violations.

# Oneida Special School District

## Report of Employee Accident and Injury

3.602.1

1Name of Injured: \_\_\_\_\_

2School or Location: \_\_\_\_\_

3Date of Accident/Injury: \_\_\_\_\_ Time: \_\_\_\_\_

4Place Accident/Injury Occurred: \_\_\_\_\_

5Witness(es): \_\_\_\_\_

6How Accident/Injury Occurred: \_\_\_\_\_

7Cause of Accident/Injury: \_\_\_\_\_

8Describe Injury: \_\_\_\_\_

9 \_\_\_\_\_

10Was first-aid administered? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

11What was done? \_\_\_\_\_

12Was professional medical attention required?  Yes  No

13If yes, report physician, ER or EMT findings and/or treatment: \_\_\_\_\_

14 \_\_\_\_\_

15Was the immediate supervisor notified and all applicable reports filed?  Yes  No

\_\_\_\_\_

Position: \_\_\_\_\_

Signature of Person Filing Report/Date

**FORWARD FORM TO CENTRAL OFFICE**