

**Policy**  
**BUILDINGS AND GROUNDS INSPECTIONS**

**Descriptor Code: EBA**

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The Superintendent will be responsible for the general safe operations of the buildings and grounds and will periodically assist in their inspection for safety hazards.

At least annually, the Superintendent will assist an inspector of the department of public safety in the inspection of school buildings and grounds for fire safety hazards.

Violations to fire protection laws and other safety hazards will be reported to the Superintendent and corrected to ensure the well-being of all students, staff and the general public on school property.

*Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.*

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Elkton School District 5-3

Date Adopted: Pending  
Last Revised: 12/13/2012

**Policy**  
**STUDENT TRANSPORTATION SERVICES**

**Descriptor Code: EEA**

The major purpose of school transportation is to get students who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum, and transportation for support of the co-curricular program (athletics, music, drama, and the like).

District-owned buses will be provided by the Board for the transport of students to and from school. However, as it is impractical to transport certain special education students by regular bus, they may be transported by other conveyance. The transportation supervisor, working in conjunction with school principals and under the supervision of the Superintendent, will be responsible for the day to day operation of the school transportation system and the scheduling and routing of all buses, bus stops and all regulations of the program.

Vehicles owned by the Board will be operated by authorized school employees or officials who are properly licensed. These employees and officials must meet all state requirements for licensing.

Management of the school transportation program will meet the following criteria:

1. Adequacy: Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. Safety: Does the scheduling and operating of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. Economy: Is the program operated in the most efficient manner possible after considering the constraints imposed by criteria of adequacy and safety?

Evaluation: The school transportation program will be monitored by the administration or their designees, and subjected to periodic evaluations by them as necessary.

*Notes: A district that does not provide bus services but does provide mileage reimbursement for elementary students in grades K-8 living over five miles from school, should indicate such in a policy statement. The IEP would govern transportation for Special Education students where the five miles would not apply.*

*Since providing transportation within the five mile radius of the school or within the city limits is optional, if a Board provides transportation for those students who live within those boundaries, the policy statement should reflect this. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school.*

*With an overall policy on student transportation, such as the above, few policies would be needed in subcategories of code EEA. However, there would be a need for board-approved regulations in several areas. It is advisable for a school board to approve most regulations in the sensitive area of student transportation. Many laws will apply in these areas.*

**Policy**  
**WALKERS AND RIDERS**

**Descriptor Code: EEAA**

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Transportation may be provided to and from school for elementary school children, (grades K-8) who live within the five-mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient, and is justifiable in terms of student safety. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school.

Students who reside more than five miles from the school of assignment and who do not have access to the bus service furnished by the district, will be entitled to transportation or board and room allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

Exceptions to the established areas may be made by the Board for the following reasons:

1. Where, in the judgment of the Board, walking conditions to the student's school are extremely hazardous.
2. Where because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

*Notes: Providing transportation for students who live within the five mile radius of the school or within the city limits is an option the Board is allowed by state law. The IEP would govern transportation for special education students where the five miles would not apply. If a district provides transportation services for children within these boundaries, this policy should reflect such. Individual districts have the option of determining the distance a child must live from the school or within the city limits if transportation is provided for children within these boundaries. For example, if a Board determines it will provide transportation for students one and one-half miles from school, and that all other students may walk or are responsible for their own transportation, this should be mentioned in a policy statement in this category.*

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Elkton School District 5-3

Date Adopted: Pending  
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**Policy**  
**SCHOOL BUS SCHEDULING AND ROUTING**

**Descriptor Code: EEAB**

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The transportation supervisor will conduct studies of bus routes to provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child transportation to school within the prescribed time limits.

When practical, safe, timesaving and economical, transfers may be made from one bus to another. Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all children within this section will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

No official bus route will be extended or changed without Board approval. Before recommendation to the Board, the proposed extension or change will be reported to the transportation office, which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy.

Buses will not go off the main route to pick up children. Children will not be put off the bus until reaching their destination.

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Elkton School District 5-3

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**Policy**  
**ACCIDENT REPORTS****Descriptor Code: EBBB**

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Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the child when the accident occurred will file an accident report with the principal on the same day. Teachers also will report promptly to the principal any members, or accidents occurring off school grounds or involving school transportation vehicles, will be filed in accordance with procedures developed by the superintendent.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.

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Elkton School District 5-3

Date Adopted: Pending  
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**Policy**  
**ACCIDENT PREVENTION AND SAFETY**  
**PROCEDURES**

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**Descriptor Code: EBB**

Student safety will be considered a part of the general education program. Students in science and industrial arts classes will be given an orientation each semester to familiarize them with the equipment and materials they will be using and the dangers involved if safety precautions are not taken. Signs will be posted in rooms as a constant reminder of these safety precautions.

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses:

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

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Elkton School District 5-3

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**Policy  
FIRST AID****Descriptor Code: EBBA**

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The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by a physician.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

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Elkton School District 5-3

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**Policy**  
**FIRE DRILLS****Descriptor Code: EBCB**

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.

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Elkton School District 5-3

Date Adopted: Pending  
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**Policy**  
**BUILDINGS AND GROUNDS SECURITY**

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**Descriptor Code: ECA**

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The Superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

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Elkton School District 5-3

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**Policy  
VANDALISM****Descriptor Code: ECAB**

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Buildings and material contents constitute one of the greatest investments of the school district. It is in the best interest of pupils and the taxpayers to protect that investment adequately.

Every citizen, every student, every staff member, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to school property and the name(s) of the person or persons believed to be responsible. Each employee will report to the building administrator every incident of vandalism known to him and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges and may delegate authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property will be disciplined in conformance with school district policy.

Parents and students will be made aware of the legal implications involved. Reimbursements will be sought for all or part of any damages.

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Elkton School District 5-3

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**Policy**  
**BUILDINGS AND GROUNDS MAINTENANCE**

**Descriptor Code: ECB**

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The board believes that keeping school buildings and grounds safe is part of its responsibility to provide students, staff and community members with a healthy learning and working environment.

The board strives to provide schools that are safe from hazards, sanitary, properly equipped, lighted and ventilated and esthetically suited to promoting the goals of the schools.

The superintendent will have direct supervision of the care of the school property. The superintendent will be responsible to the board for its adequate maintenance.

Each school principal will have responsibility for the school facility and grounds under his or her charge. Principals will carry on a continuous inspection of all buildings, equipment, playgrounds, outside walkways and grounds to discover conditions that may be dangerous to the safety of students, staff and community members. The principal will supervise the custodial staff of the school in maintaining an adequate program of school care and maintenance.

District employees are encouraged to report promptly to the principal of the school any defects to the building or equipment that could prove injurious to students, staff or other persons.

*Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.*

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Elkton School District 5-3

Date Adopted: Pending  
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**Policy**  
**FOOD SERVICES MANAGEMENT**

**Descriptor Code: EF**

The Board considers the practice of serving food at school primarily a convenience for parents, children, and school management; secondarily as a means of encouraging good health habits.

The school system will operate a school lunch program in each school, which will be under the supervision of the cafeteria supervisor.

The cafeteria staff in each school will be directly responsible to the district cafeteria supervisor, but will cooperate with the principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria will rest with the building principal, who may assign appropriate staff to provide supervisory control.

Food services will include hot lunches, and a milk program for kindergartens.

The Board will approve the prices set for school lunches and the price of milk.

**PARTICIPATION REGULATIONS**

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

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

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

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