

Gadsden City Schools

Section E: Business Management

Table of Contents

Code	Description	Last Revised Date
EA	Business Management Goals and Objectives	7/10/1990
EB	Buildings and Grounds Management	7/10/2012
EBA	Insurance Program	7/10/1990
EBB	Safety Program	7/10/1990
EBBA	Fire Prevention	7/10/1990
EBBC	Emergency Drills	7/10/1990
EBBCA	Bomb Threats	7/10/1990
EBBD	Emergency Closings	7/10/1990
EBBE	Traffic and Parking Controls	7/10/1990
EBBEA	Motor Vehicle Idling	7/8/2010
EBC	Security	7/10/1990
EBCA	Vandalism Protection	7/10/1990
EBE	Cleaning Program	7/10/1990
EBF	Sanitation	7/10/1990
EBG	Repairs	7/10/1990
EBH	Leasing and Renting	7/10/1990
EBI	Long-Range Maintenance Program	7/10/1990
EBJ	Building and Grounds Records	7/10/1990
EC	Equipment and Supplies Management	7/10/1990
ECA	Installation of Personal Equipment in School Building	7/10/1990
ED	Student Transportation Management	7/10/1990
EDC	Safety	7/10/1990
EDDA	Special Use of School Buses	7/10/1990
EE	Food Services Management	7/10/1990
EEA	Free Food Service	7/10/1990
EEB	Child Nutrition Program Charged Meal Policy	3/6/2018
EEC	Food Services Records	7/10/1990
EG	Insurance Management	7/10/1990
EGA	Staff Insurance Program	1/14/1992
EGAA	On-the-Job-Injuries	7/2/1996
EGAC	Health	7/10/1990
EGB	Student Insurance Program	7/10/1990
EGC	Property	7/10/1990
EGD	Liability	7/10/1990

Policy EA: Business Management Goals and Objectives

Gadsden City Schools

Original Adopted Date: 07/10/1990 | Last Reviewed Date: 07/10/1990

Status: ADOPTED

The Gadsden City Board of Education considers business operations of the school system essential to the central function of the school system, i.e., education. The Board of Education delegates to the professional staff the overseeing of school business operations for the purpose of providing the facilities and services that will support a good educational program and required periodic appraisal of conditions and needs relative to school facilities and services. The Board of Education requires that all aspects of operation and maintenance of the school plant, grounds, equipment, and services demonstrate that personnel place a high priority upon reasonable and prudent standards for safety, care, and promotion of pupil and staff health and also upon reasonable prudent efforts to ascertain and eliminate any potential hazardous conditions.

With the assistance of the Superintendent and personnel designated by him, the Gadsden City Board of Education shall establish efficient management procedures for fiscal accounting, purchasing, transportation, and management of equipment and supplies. It is incumbent upon each employee to enhance the educational environment by adhering to or exceeding these standards.

The Board shall also authorize adequate funds and personnel based upon the Superintendent's recommendation to insure that responsibilities concerning staff and student safety, care, and welfare are discharged responsibly.

Ref: Titus v. Lindberg, 49 N.J. 66228A. 2d 65 (1967); Schnell v. Travellers Insurance Co., 262 La. App., 1171, 264 So. 2d 346 (1972).

Policy EB: Buildings and Grounds Management

Gadsden City Schools

Original Adopted Date: 07/10/2012 | **Last Reviewed Date:** 07/10/2012

Status: ADOPTED

The Board is fully cognizant of its legal responsibility for the care, safety, and welfare of all personnel under its jurisdiction and the concomitant need for proper management of all buildings and grounds within this district.

It shall, therefore, be the policy of the Gadsden City Board of Education to require that school properties be maintained in good physical condition. Safe, clean, sanitary, comfortable, and adequately maintained facilities are considered basic indications of efficient and legally defensible management. Their provision is, thus, to be treated as a responsibility of highest priority. The Board shall conduct periodic inspections to assure that school plants and grounds are clean, safe, and otherwise maintained properly.

The Board recognizes that to maintain the buildings, grounds, playgrounds, and equipment at such recognized legally acceptable safety-related standards, to adequately repair, alter or improve properties and to effectively plan and construct new facilities all commensurate with the requirements of the educational program and legal requirements will often require the services and skills of many trained persons. The Gadsden City Board of Education shall seek to provide safe, clean, and adequately maintained facilities for all students in the school system. In this regard, the Board shall instruct the Superintendent of Education to assure that all normal building and grounds maintenance, repairs, and improvement functions are an integral part of the Gadsden City School District educational program. The Board will also provide for necessary building maintenance services for all Gadsden City Schools. Contractual work shall be initiated after board approval and in accordance with state statutes for items which are not sufficiently repetitive in nature to justify additional employment of specialized staff or equipment.

The following indicate to the public this Board's philosophy concerning respect for public and private property:

1. School facilities and their maintenance shall reflect the commitment of this Board and the Superintendent of Education to placing care, safety, and academic welfare of students as top priorities among all Gadsden City School District goals;
2. The Board will attempt to provide clean, safe, well-maintained, and adequate buildings and grounds for the needs of Gadsden City students and professional personnel;
3. Pupils, staff, and other users shall show respect for school properties and equipment;

Additionally, land and property titles shall be duly examined and protected at the time of acquisition for school purposes. All property purchased by school organizations, activity fund accounts, or contributed by outside organizations shall become the property of the Gadsden City School District since, as stipulated by law, the title to all real and personal property accruing to this district shall be vested in the Gadsden City Board of Education.

The Superintendent shall be delegated a broad range of administrative and supervisory authority relative to the school district's buildings and grounds program. Periodic reports shall be provided to the Board relative to maintenance needs within the district, safety, utility, and attractiveness of school plants and grounds.

Ref: Alabama Code 16-11-2; 16-11-9; 16-1111; Acts, 1977, Number 771; Johnson v. Orleans parish School Board; 261 So. 2d 699, 700 (Louisiana, 1972); Hovey v. State, 27 N.Y.S. 2d 195 (N.Y. 1941); Sears v. City of Springfield, 303 So. 2d 602 (Louisiana Appeals Ct., 1974); Wiener v. Board of Education of City of New York, 48 App. Div. 2d 887, 369 N.Y.S. 2d 207 (1975); Ala. Tort Claims Acts, 1977, Number 673, Sections 1, 2, 3; Alabama Code 11-93-1; 11-93-2; 11-93-3 (reference to School District, officer and employee liability for tort claims).

Policy EBA/EG: Insurance Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board shall require that all buildings and contents be adequately and properly insured with the State Insurance Fund of the Department of Finance. Periodic inspections shall be made by the maintenance supervisor and respective Gadsden City School principals to determine if fire hazards exist in the schools and make prompt corrections as appropriate. All schools shall be inspected annually by a representative from the State Insurance Fund.

Ref: Alabama Code 16-11-9; 16-11-11; 16-11-12.

Policy EBB: Safety Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education strives to maintain safe buildings, grounds, and equipment in order to minimize accidents or injury to students, employees, and other citizens and to provide protection from such dangers as fire, natural disasters, mechanical and electrical malfunction, and other avoidable hazards.

Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal building codes of safety regulations.

Buildings shall be provided with alarm systems and fire extinguishers.

Proper supervision of students and other citizens using the building shall be required at all times.

The Superintendent shall develop a district-wide safety program which coordinates the requirements of the Civil Defense program with appropriate local officials who serve the Gadsden City School District.

Safety instruction, to include accident prevention and safety drills, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total Gadsden City safety program.

First aid equipment shall be readily available in every Gadsden City School for use in emergency situations.

The Superintendent shall instruct principals of all Gadsden City schools to prepare and disseminate to staff members supervision schedules concerning such supervisory areas as: (1) pre-school supervision of buildings, grounds, and halls; (2) school dismissal supervision; (3) cafeteria supervision; and (4) recess supervision. Such schedules shall be annually placed in individual school "Teacher Handbooks" or "Teacher Information Sheets" which are given to each teacher every year. Schedules and duties shall be periodically reviewed during staff meetings and otherwise promulgated to all professional personnel. Copies of supervision schedules shall be submitted to the Superintendent of Education each year prior to the opening of school.

Special emphasis shall be placed upon supervision within classrooms and requirements concerning safety precautions in such "high-risk" areas as shop classes and physical education classes.

In all areas of the school-related safety program, all professional personnel shall act in a reasonably prudent manner commensurate with actions of said reasonable and prudent persons in the same or similar circumstances.

The Superintendent of Education shall require regular inspections of buildings and grounds within this system and make periodic evaluative reports concerning their adequacy in terms of student care and safety. All Health department sanitation standards shall be followed.

Ref: Alabama Code 16-3-12, 16-4-13, 16-11-9.

Policy EBBA: Fire Prevention**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Superintendent of Education shall direct administrative personnel to conduct regular inspections of all buildings under the jurisdiction of the school district for fire hazards.

The Superintendent of Education shall review carefully the annual inspection reports of all buildings under the jurisdiction of the school district following inspections conducted by the State Fire Marshal's office. Reports of said inspections by members of the State Fire Marshal's office shall be presented to the board by the Superintendent of Education, as shall inspections by personnel from the State Insurance Fund.

The Superintendent and his designated representatives are charged with the responsibility of developing procedures for fire prevention which are considered adequate by the Gadsden City Fire Department.

Ref: Alabama Code 16-1-2, 16-1-1.

Policy EBBC/EBBCA, JGFA: Emergency Drills**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Each school shall conduct a minimum of one fire drill each month school is in session. A report concerning the fire drill shall be filed with the Superintendent of Education by the Principal along with the monthly pupil attendance report. Principals shall cooperate with Civil Defense and Red Cross authorities in the development of emergency and disaster plans. An orderly plan shall be developed for each school. At least two emergency or disaster drills shall be held each semester. Purpose of these drills shall include, but not be limited to, protecting students from severe weather; e.g., tornadoes, nuclear emergencies, or various natural disasters.

Exit routes for both fire and emergency drills shall be posted in each classroom. These shall be explained to all students during the first weeks of school.

Ref: Alabama Code 36-19-10, 36-19-11.

Policy EBBCA/EBBC: Bomb Threats**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the principal will immediately take appropriate action to insure the safety of students and staff members.

Any decision concerning the dismissal of school pupils and subsequent action after the appropriate procedures have been taken is the prerogative of the Superintendent. He will confer with members of the Board, if available, and brief them on the situation.

Policy EBBD/AFC: Emergency Closings**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education authorizes the Superintendent of Education or his designee to close the schools or delay the school opening time in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property. Whenever possible, the Superintendent of Education shall give prior notification to Board members. The Superintendent shall direct all news media releases relative to emergency closings of schools.

Ref: Alabama Code 16-11-2.

Policy EBBE/JGFD, JGFF: Traffic and Parking Controls**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board and administrative staff will work with the police department and other appropriate city and/or other agencies in an effort to provide the best possible safety procedures for students leaving and entering school grounds.

These safety procedures will include the use of safety patrols at crosswalks when approved by the police department and the marking of school speed zone areas as provided by law.

The Superintendent or his designee shall develop rules and regulations relative to parking and traffic controls on all school property under control of the Board.

Policy EBBEA: Motor Vehicle Idling**Gadsden City Schools****Original Adopted Date:** 07/08/2010 | **Last Reviewed Date:** 07/08/2010**Status:** ADOPTED

Automobile exhaust from idling vehicles on school grounds can accumulate in and around the vehicles and pose a health risk to children, drivers, and the community at large. Exposure to automobile exhaust can cause lung damage and respiratory problems. School buses and other vehicles on school grounds should not remain idle for more than five minutes. If any vehicle is parked on school grounds for more than five minutes, the engine should be turned off to reduce unhealthy emissions.

Policy EBC/EBH: Security**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Real and personal property of the Gadsden School District constitutes the greatest investments of taxpayers' funds in the school district. It is in the best interest of the district to protect these investments wisely.

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards, faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. Staff members will require close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors. Security shall also involve assurances that staff and students are free from any disruptive influence.

Access to school buildings and grounds after regular school hours shall be limited to personnel whose work requires it or to those to whom access has been granted by the Board through the principal. An adequate key control system shall be established which will limit access to buildings to authorized personnel. A purpose of this system is to provide safeguards against the potential of entrance to buildings by keys in the hands of unauthorized persons.

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

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

Ref: Alabama Code 16-11-9.

Policy EBCA: Vandalism Protection**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It shall be declared trespassing for any unauthorized person, without official reason, to loiter around any Gadsden City System school building and on school campuses of this district. The school administration shall be authorized to seek aid from police agencies as necessary in the event unauthorized persons are apprehended on school property. Each employee shall report to the Principal of respective schools every incident of vandalism known to him or her and, if known, the names of those responsible.

The Board shall prosecute to the fullest extent to the law, consonant with stipulations of the Crime and Vandalism Act, any acts of vandalism. Parents or guardians shall be held responsible for payment of damages or for stolen items in event such acts are committed by minors.

The Gadsden City Superintendent of Education shall assure that adequate notice of this policy is placed on the bulletin boards of the schools otherwise disseminated widely throughout the school district.

Policy EBE: Cleaning Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Superintendent and/or his designated representatives shall be responsible for initiating and maintaining an effective school plant cleaning program in compliance with all sanitation requirements of the Department of Health and policies of this Board. Necessary personnel may be employed with Board approval to provide effective custodial services for all schools in the district.

Policy EBF: Sanitation**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board shall establish and maintain an effective sanitation program in all schools, in an effort to provide a quality education program in desirable and healthy surroundings. The Board shall cooperate in sanitation surveys and inspections of all applicable school facilities in accordance with such rules and regulations as may be developed by both state and local health departments.

Ref: Alabama Code 16-8-43, 16-10-10, 16-9-18.

Policy EBG: Repairs**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

All requests for maintenance services shall be submitted to the maintenance supervisor by the person responsible for the site on which the maintenance and/or repair is needed. Requests for maintenance services shall be made on the prescribed forms.

Requests for repair of hazardous conditions or of an emergency nature should be reported to the maintenance supervisor and/or the Superintendent as soon as the condition requiring repair is identified. Such hazardous and emergency requests shall be given priority consideration by the staff.

Ref: Alabama Code 16-12-7.

Policy EBH/DFG, EBC, KG: Leasing and Renting**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Use of the school facilities by parents' organizations and other organizations devoted to instruction of children or well-being of the community shall be permitted, provided such use does not interfere with the educational activities.

Permission for use of school facilities by individuals or organizations must be secured from the principal of the school involved and the Superintendent.

When such use involves admission charges or any money-making project, reasonable fees shall be charged, as well as fees for any necessary staff services. The fee schedule shall be approved by the Board.

Whenever an outside group uses school facilities, the user shall submit a proper application, which shall clearly state the purpose and hours of use. The user shall agree to abide by all regulations, submit proof of any liability insurance that may be required, and agree to pay for any damage that may be done to school property.

Use of School Playground During the Summer

It is the policy of the Board to allow school playgrounds to be used by organized recreational groups sponsored by civic or other organizations. Such recreational groups shall have adult supervision and shall be responsible for all damages, but otherwise shall be exempt from charges.

Use of School Facilities for Political Meetings

The school facilities shall not be made available for political meetings designed to foster the candidacy of any individual.

Use of School Facilities for Private Use

School facilities shall not be used by private individuals for private use, such as wedding receptions and showers.

Ref: Alabama Code 16-11-9, 16-11-11, 16-11-12, 16-12-3 (A), (B).

Policy EBI: Long-Range Maintenance Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It shall be the policy of the Gadsden City Board of Education to furnish personnel, material, and equipment necessary to maintain the school plants of the school district as is consistent with sound economic and educational requirements.

A system of work orders shall be utilized, and a work order shall be made for maintenance jobs as the need becomes apparent. A systematic file of work orders shall be maintained. One file shall be kept for completed jobs and one file for incomplete jobs. Work orders shall be initiated by the principal or his designee and shall be in such form as to include: date, school, location, nature of problem, suggested materials needed, and priority.

Work orders for emergency repairs, particularly those repairs needed to protect persons or property, shall be labeled as such and processed as quickly as possible.

The principal or his designee shall complete that section of the work order form indicating when the job is completed and other pertinent information concerning the job.

The principal or his designee shall continually assess maintenance requirements of the schools and, in cooperation with the Superintendent, shall establish a schedule of jobs to be completed. Maintenance jobs, as far as practicable, shall be completed when school is not in session in order to maintain a minimum of interference with the instructional program.

Policy EBJ: Building and Grounds Records**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Superintendent shall maintain a comprehensive schedule of property values for all Board owned buildings and other facilities. This schedule of values shall include the estimated actual cash value of each piece of Board owned property. This statement of values shall be updated at least annually.

The Superintendent shall also maintain a comprehensive inventory of the contents of all Board owned buildings and other physical assets owned by the Board. This inventory should be updated annually and should reflect the estimated replacement cost of all items with current functional use.

Policy EC: Equipment and Supplies Management**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board requires that all maintenance equipment, tools, etc., be inventoried and a periodic check made to assure proper accounting of such equipment. Board owned equipment shall not be loaned to private individuals or used for private purposes.

All office and janitorial supplies provided by the Board shall be requested in writing, and accurate records of their distribution shall be maintained.

Ref: Alabama Code 16-11-9, 16-11-12.

Policy ECA: Installation of Personal Equipment in School Building**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It is the policy of the Gadsden City School System that personnel wishing to install personal equipment such as air conditioners must adhere to the following regulations:

1. A written request must be presented to the local school principal by the employee.
 2. A detailed written report of the project must be presented to the Superintendent's office by the local school principal.
 3. If approved by the Superintendent, it is then necessary for the employee to submit a letter to the Superintendent stating that he/she is transferring the ownership of any equipment involved in the project to the Gadsden City Board of Education.
 4. All work must be done by a licensed individual and approved by the Superintendent's office prior to any actual work being done.
-

Policy ED/JGG: Student Transportation Management**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The transportation program of the Gadsden City School District shall be operated in accordance with provisions of the Code of Alabama, State Board of Education rules and regulations, and applicable federal standards. The primary consideration of the transportation program shall be the safety and welfare of students. Though safety shall be the main consideration, other concerns shall include efficiency and economy of the school district's transportation system.

Ref: Alabama Code 16-27-1 through 16-27-6.

Policy EDC: Safety**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The State Board of Education requires that all vehicles used for the transportation of children, whether privately or publicly owned, be inspected annually by authorized and qualified State Department of Education employees. Any bus found to be deficient shall be "red tagged" and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

The safety of those who ride a school bus depends to a great extent on their own behavior. Students on school buses are under the supervision of the bus driver and shall obey the driver at all times. Failure of a student while on a school bus to comply with the instructions of a school bus driver shall result in the student being subject to the Board's disciplinary policies.

Ref: Alabama Code 16-27-3 to -6.

Policy EDDA: Special Use of School Buses**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It shall be the policy of the Board to permit the use of school buses for student trips or excursions to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff.

In addition to any regulations that may be prescribed, the Board shall require the following:

1. Application for use of any school bus must be submitted to and approved by the Superintendent prior to the date of anticipated use.
2. Only qualified, licensed school bus drivers shall drive school buses on any student trip or excursion and expenses thereof shall be paid by the local school.
3. Only school pupils and school personnel shall be permitted to ride the bus on such trips. Appropriate school patrons may be used as chaperones.
4. A teacher who is regularly employed by the Board shall ride the bus at all times when making such trips. In addition, appropriate school patrons may be used as chaperones.
5. No bus that does not have stop lights and clearance lights that are properly working will be used for night trips.

Special forms will be furnished by the Superintendent in order to fully comply with this policy. Principals are responsible for seeing that all forms are completed properly.

Policy EE/JGH: Food Services Management**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education, in cooperation with the Alabama State Department of Education and the United States Department of Agriculture, administers the National School Lunch Act, and/or the Child Nutrition Act. The school food service program will at all times be operated in compliance with federal, state, and local laws and regulations as well as policies of the Board. Lunches are available to all students who are present at lunch time. A school food services supervisor shall be designated the responsibility of coordinating the district's food service programs.

All personnel within the school food services program shall comply with statutory and Board requirements relative to physical examinations for tuberculosis.

The Superintendent of Education and his designated representatives shall be responsible for operating an economically sound school lunch program. The Superintendent of Education shall recommend for appointment the necessary personnel to initiate and maintain a quality school lunch program.

All Gadsden City Schools shall offer free and reduced price meals for qualified students.

All sanitation standards required by law shall be strictly observed in each local school's food service program. This shall include, but not be limited to, physical examination requirements of employees, preparation procedures, conditions of kitchens and dining areas and maintenance procedures.

Ref: P.L. 91-248, Part 245. Federal regulation 210.6(a); P.L. 93-150; United States Department of Agriculture Regulations; Alabama Code 16-22-3.

Policy EEA: Free Food Service**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED**Students**

The Board maintains that the school district shall provide eligible children free or reduced-price lunches in accordance with National School Lunch Program Guidelines. When a child transfers from one school to another, the transferring principal shall report eligibility status to the receiving principal, upon request.

CNP Personnel

Only adults who are paid fully from child nutrition program funds are permitted to eat free in accordance with federal CNP regulations.

Policy EEB/JGHA: Child Nutrition Program Charged Meal Policy**Gadsden City Schools****Original Adopted Date:** 05/04/2010 | **Last Revised Date:** 03/06/2018 | **Last Reviewed Date:** 03/06/2018**Status:** ADOPTED

The Child Nutrition Program operated by Gadsden City Board of Education shall follow all applicable state and federal guidelines. No person may receive a meal without appropriate payment to the CNP program.

CNP CHARGED MEAL PROCEDURE

It is the intent of Gadsden City Board of Education to provide a nutritious breakfast and lunch for each student during the school day. It is the responsibility of the Child Nutrition Staff, the principal and the Central Office Staff to ensure participating students are provided a meal. It is the policy of Gadsden City Board of Education to comply with all federal regulations pertaining to the National School Breakfast and National School Lunch programs. K-3 grade children and special needs children must be provided a reimbursable meal even if the student does not have sufficient funds to pay for the meal. It is the responsibility of the parent or guardian to pay for meals a student purchases and any ala carte item. In the event any student reaches a negative balance, attempts will be made to collect said negative balance. Parents will be notified via email, written note or verbally when a child has a low/negative balance. Parents/Guardians also have the ability to create an online account for the child to check balances and add funds to the child's account at any time. Gadsden City Schools will not allow the charging of any adult meal or any ala carte items. When the school year ends, a report will be given to the school principal detailing any child with an unpaid CNP balance. These children will become the responsibility of the principal for payment. Payment for unpaid student balances will be due to the CNP department within two weeks of receipt of the unpaid balance report.

Policy EEC: Food Services Records**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board requires that all lunchroom funds be accounted for in accordance with policies set forth by the local, state, and federal requirements.

Ref: Alabama Code 16-11-22, 16-12-3(a), (f), 16-12-12, 16-13-31, 16-11-21.

Policy EG/EBA: Insurance Management**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Gadsden City Board of Education has the responsibility to maintain an adequate insurance program to protect the property of the district against fire, vandalism, extended coverage, and theft; to protect the Board members and employees against liability resulting from the discharge of their duties; to offer protection against injury for all employees while acting in behalf of the school.

The responsibility of administering the total insurance program shall be delegated to the Gadsden City Superintendent of Education and administrative staff. Underlying such administrative delegation, there will first be prepared for review and approval, specifications for insurance coverage of various types. Any modification of these specifications which may from time to time be considered necessary because of changes in the law or substantial changes in the Board's risk exposure value will be brought before the Board for discussion and adoption.

Ref: Alabama Code 16-11-9; 16-22-5.

Policy EGA/CEE, CGA, DJC, GBA, GCA: Staff Insurance Program

Gadsden City Schools

Original Adopted Date: 01/14/1992 | **Last Reviewed Date:** 01/14/1992

Status: ADOPTED

1. Requests for establishment of payroll deduction slots must be cleared through the Fringe Benefit Committee of the Gadsden City Schools.
2. The Fringe Benefit Committee will meet once annually to consider requests by companies for inclusion in the Gadsden City Schools cafeteria insurance program. Companies requesting to be included shall have previously obtained a payroll deduction slot following the school system's policy. Requests for consideration of programs for the cafeteria plan must be made in writing to the Fringe Benefit Committee and must be received on or before March 1, in order for the program to be considered for the subsequent school year. The committee will have a procedure in place for reviewing such requests and contacting prospective companies who have made inquiries about participating in the cafeteria program.
3. During school hours and/or at school locations, any person-to-person contacts made by insurance companies (other than the plan administrator) for the purpose of soliciting customers from among school system employees must follow the procedures listed below that were established by the Fringe Benefit Committee: Companies that have been approved by the Fringe Benefit Committee shall be allowed to leave literature in the schools at any time, but person-to-person contact shall be limited to the day or days established for that purpose by the committee.
 - a. Companies that have not been pre-approved by the Fringe Benefit Committee shall be denied all access to employees (direct and indirect) during working hours and at school locations.
 - b. Other contacts for the purpose of soliciting additional business must be made outside working hours and away from school locations.

When the school year ends, a report will be given to the school principal detailing any child with an unpaid CNP balance. In the case of a child with unpaid balances, it becomes the responsibility of the principal for payment.

Policy EGAA: On-the-Job-Injuries**Gadsden City Schools****Original Adopted Date:** 07/02/1996 | **Last Reviewed Date:** 07/02/1996**Status:** ADOPTED

The Board adopts the following policy in regard to those employees of the Gadsden City School System who are accidentally injured while performing those duties of their assigned tasks:

1. The injury must have been caused by an unintentional action by the employee or fellow employee or by an act of the employee or fellow employee which does not have any contributing factor such as gross negligence or disobedience of instructions. As a matter of policy, any employee who is injured by a party or parties not employees of the Gadsden City Board of Education as a result of the employee's attempt to perform his/her assigned tasks or protect the property of the Gadsden City Board of Education or the lives and health and well-being of those entrusted to the Board will be fully protected under this policy.
 2. Any on-the-job injury should be immediately reported to the employee's supervisor. The supervisor should make a report in writing to the superintendent's office of any injury that he or she feels has the potential of resulting in loss of work time.
 3. The injury sustained under the terms of this policy must be of such severity or nature that the employee is rendered incapable of performing his/her regularly assigned duties.
 4. Such disability as stated in number three (3) above must be documented by a written report from a duly licensed physician.
 5. Any employee meeting the standards of this policy as stated above will be paid 100 percent of his/her salary for a period of ninety (90) working days, provided that the employee is totally unable to perform his/her duties during the ninety (90) days in question, without having such days of disability counted against the employee's sick leave or any other leave.
 6. No leave may be granted until approved by the Board after recommendation of the superintendent.
 7. Employees who are absent from work due to such job related injuries under conditions above described which result in partial or permanent disability shall be informed about their rights to proceed before the Alabama State Board of Adjustment.
 8. Employees who request consideration under the "on-the-job injury policy" will be required to sign a statement that they have been notified of their option to appeal to the Alabama State Board of Adjustment.
-

Policy EGAC: Health**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board upon a majority vote of its employees has elected to participate in the Public Education Employees' Health Insurance Plan (PEEHIP). All funds allocated by the state will be disbursed in accordance with state law and regulations pertaining to this plan.

Policy EGB/JGA: Student Insurance Program**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Low-rate group accident insurance may be made available to all Gadsden City District students. Principals in all Gadsden City Schools shall distribute forms pertinent to student insurance during the initial weeks of school each year.

Gadsden City students participating in certain interscholastic activities shall be required to be insured either through a carrier approved by the Board or through parental insurance coverage. In the latter situations, statements attesting to such adequate coverage shall be provided.

Policy EGC: Property**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board shall insure all property for which it has title, including but not necessarily limited to buildings and contents.

Ref: Alabama Code 16-11-27.

Policy EGD: Liability**Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board will purchase general liability insurance coverage to protect the Board members, the School District and employees from the risks to which all are exposed. This coverage will be purchased with limits for the District equal to at least the limits of exposure defined within the Alabama Tort Claims Act.

The Board will also purchase errors and omissions liability coverage to protect the Board members, the School District, and all school employees.
