

## 7000 SERIES - SUPPORT SERVICES

<u>CHILD NUTRITION</u>	7000
<u>CHILD NUTRITION SERVICES DIRECTOR</u>	7010
<u>DUTIES OF CHILD NUTRITION SERVICES DIRECTOR</u>	7011
<u>CHILD NUTRITION SERVICES DEPARTMENT STAFF</u>	7020
<u>DUTIES OF PRINCIPALS AND CAFETERIA MANAGERS IN CHILD NUTRITION SERVICES PROGRAM</u>	7030
<u>SUPERVISION OF STUDENTS</u>	7031
<u>CHILD NUTRITION PROGRAMS</u>	7040
<u>FREE AND REDUCED PRICE MEALS</u>	7041
<u>COOPERATION WITH OTHER AGENCIES</u>	7042
<u>MENU PREPARATION AND SCHOOL FOOD SERVICE PURCHASING</u>	7050
<u>BANKING, RECORDKEEPING, BUDGETING AND ACCOUNTING</u>	7051
<u>FOOD SERVICE SAFETY AND SANITARY PRACTICES</u>	7060
<u>ELIGIBILITY OF PATRONS</u>	7070
<u>TRANSPORTATION</u>	7100
<u>APPOINTMENT OF TRANSPORTATION DIRECTOR</u>	7110
<u>DUTIES OF TRANSPORTATION DIRECTOR</u>	7111
<u>DAMAGING SCHOOL BUSES</u>	7120
<u>DUTIES OF SUPERINTENDENT IN TRANSPORTATION PROGRAM</u>	7130
<u>DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS</u>	7131
<u>DUTIES AND RESPONSIBILITIES OF SCHOOL BUS MONITORS</u>	7132
<u>DUTIES AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS</u>	7133
<u>STUDENT TRANSPORTATION INSURANCE</u>	7140
<u>BUS SERVICE PRIORITY</u>	7150
<u>CONTRACT TRANSPORTATION</u>	7160
<u>PURCHASE OF SYSTEM-OWNED VEHICLES</u>	7170
<u>SCHOOL VEHICLES</u>	7171
<u>ACTIVITY BUSES</u>	7172
<u>MAINTENANCE PROGRAM</u>	7200
<u>DISPOSAL OF HAZARDOUS OR TOXIC MATERIALS</u>	7210
<u>INTEGRATED PEST MANAGEMENT</u>	7220
<u>BUILDINGS AND GROUNDS</u>	7300
<u>DIRECTOR OF MAINTENANCE</u>	7310
<u>DUTIES OF DIRECTOR OF MAINTENANCE</u>	7311
<u>DUTIES OF PRINCIPAL IN OPERATIONS PROGRAMS</u>	7320
<u>SCHOOL FACILITIES</u>	7400
<u>COMMUNITY USE OF SCHOOL FACILITIES</u>	7401

SUPERVISION OF ACTIVITIES	7402
VISITORS TO THE SCHOOLS	7403
ATTENDANCE AT ATHLETIC EVENTS AND EXTRACURRICULAR ACTIVITIES	7404
SMOKING AND TOBACCO PRODUCTS PROHIBITED	7405
CARE OF SCHOOL BUILDINGS	7410
VANDALISM	7411
FACILITY CONSTRUCTION AND DESIGN	7500
FACILITY EXPANSION PROGRAM/LONG-RANGE PLANNING	7510
PLANS FOR MEETING HANDICAPPED CODES IN BUILDINGS	7520
SALE OF PRODUCTS OF VOCATIONAL EDUCATION PROGRAMS	7600
BUILDING AND GROUNDS MANAGEMENT SAFETY	7700
EMERGENCY DRILLS	7710

**7000**

**CHILD NUTRITION**

**7000**

The child nutrition services program shall operate in accordance with law. The programs in which the system participates are the breakfast program, the school lunch program, and the summer food services program.

Legal Reference: G.S. 115C-263, -264  
Adopted: June 5, 2000

[Back to Top](#)

**7010**

**CHILD NUTRITION SERVICES DIRECTOR**

**7010**

The Child Nutrition Services Director shall be appointed by the Board upon the recommendation of the Superintendent.

Legal Reference: G.S. 115C-47  
Adopted: June 5, 2000

[Back to Top](#)

**7011**

**DUTIES OF CHILD NUTRITION SERVICES DIRECTOR**

**7011**

The Child Nutrition Services Director shall be responsible to the Superintendent for the conduct of those duties and responsibilities as set forth in the job description.

Legal Reference: G.S. 115C-47  
Adopted: June 5, 2000

[Back to Top](#)

**7020 CHILD NUTRITION SERVICES DEPARTMENT STAFF 7020**

A staff shall be provided for the administration and operation of the child nutrition services program in accordance with the recommendations of the State Department of Public Instruction, Division of Child Nutrition.

Legal Reference: G.S. 115C-47, -263, -264  
Adopted: June 5, 2000

[Back to Top](#)

**7030 DUTIES OF PRINCIPALS AND CAFETERIA MANAGERS 7030**  
**IN CHILD NUTRITION SERVICES PROGRAM**

The principal and cafeteria manager shall be responsible for the child nutrition services program in their school, under the supervision of the Child Nutrition Services Director.

Legal Reference: G.S. 115C-47  
Adopted: June 5, 2000

[Back to Top](#)

**7031 SUPERVISION OF STUDENTS 7031**

All responsibilities for supervision of students in the cafeteria should be designated by the principal. Cafeteria managers and teachers should work together to assure an orderly environment in the cafeteria.

Legal Reference: G.S. 115C-288(e), -307  
Adopted: June 5, 2000

[Back to Top](#)

All schools shall participate in the National Child Nutrition Program, under the jurisdiction of the Division of Child Nutrition of the Department of Public Instruction, and in accordance with federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture, and in accordance with Board Policy.

The Pamlico County Board of Education will accept all federal and state revenues available for its child nutrition programs and will maximize the use of these funds for the purposes of providing nutritionally adequate meals to all students at the lowest possible price. Realizing the need for adequate income for each category of meals, this Board of Education fully intends to use all federal, state and local resources in order to provide adequate income in all categories of meals, whether they be free, reduced or paid, in order to fully support maximum federal reimbursement, so long as the uses of federal, state and local revenues are in harmony with local, state and federal policies. In no way does this policy statement indicate that this Board of Education will be required to provide any additional support, but simply directs the financial support that is presently being provided. This document will serve as a basis for the Board of Education to direct its financial support (presently being provided) to that category of meals that operates at a deficit.

Legal Reference: G.S. 115C-47(7), (22); -263; -264; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

The child nutrition services program shall participate in the national school lunch program, and the school breakfast program, and shall receive commodities donated by the United States Department of Agriculture; and it shall accept responsibility for providing free meals and reduced price meals to eligible children in the schools.

Application forms shall be sent to all homes by the end of the first week of school, along with an explanatory letter to parents. Additional copies shall be available at the principal's office in each school. The information provided on each application is confidential, and it will be used for the purpose of determining eligibility. The use or disclosure of any information obtained from an application for free or reduced price meals shall be limited as provided by law. Applications may be submitted at any time during the school year. In certain cases, foster children may also be eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals, the family should contact the school. In the operation of these programs, no child will be discriminated against because of race, sex, color, disability or national origin. The Child Nutrition Services Director will review the applications and determine eligibility. This form shall be sent to the food services office for review, to be signed by the verifying official and kept on file for three years and three months. In the event that a parent should be dissatisfied with the verifying official's decision, the parent may request, either orally or in writing, a hearing to appeal the decision. The Superintendent shall designate a hearing officer for the program. The hearing officer, as well as the verifying official, shall have a copy of the hearing procedure, which may be reviewed by any interested party.

Legal Reference: G.S. 115C-263, -264; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

The Child Nutrition Services Program will abide by the rules and regulations of and cooperate with the North Carolina Department of Agriculture and the U. S. Department of Agriculture.

Legal Reference: G.S. 115C-47(7), (22); -263, -264; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

## 7050 MENU PREPARATION AND SCHOOL FOOD SERVICE PURCHASING 7050

Menu preparation and purchasing by the Child Nutrition Services Program will be consistent with established state and federal guidelines for programs which receive special revenue funds and shall comply with any related procedures required by law. It shall not be mandatory that the provisions of G.S. 115C-522(a) and § 143-129 be complied with in the purchase of supplies and food for such school food services. However, the Board prefers and encourages using the bidding process to the extent it is possible and reasonable to do so.

Legal Reference: G.S. 115C-47(7), (22); -263, -264, -522; G.S. 143-129; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

**7051            BANKING, RECORDKEEPING, BUDGETING AND ACCOUNTING            7051**

Banking, recordkeeping, budgeting and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.

Legal Reference:        G.S. 115C-47(7), (22); -426, -450; -Art. 31; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

**7060            FOOD SERVICE SAFETY AND SANITARY PRACTICES            7060**

The Child Nutrition Services Program will comply with all local, state, and federal rules and regulations to establish and maintain high standards of safety and sanitation.

Legal Reference:        G.S. 115C-47(7), (22); -263, -264; National School Lunch Act, as amended, 42 U.S.C. §§1751, et seq.; Child Nutrition Act of 1966, as amended, 42 U.S.C. §§1771, et seq.

Adopted: June 5, 2000

[Back to Top](#)

Adults eligible to eat in the school cafeterias shall be school employees and personnel on official business and local patrons, subject to the authority of the cafeteria manager and principal. The adult price will be charged.

Legal Reference: G.S. 115C-47(7), (22); -263, -264  
Adopted: June 5, 2000

[Back to Top](#)

The Board shall provide a system of transportation for all eligible students.

- 7100.1        Supplementary rules and regulations to govern the operation and use of buses, in conformity with state statutes and regulations, shall be prepared by the Superintendent's office and distributed to students and other appropriate persons.
- 7100.2        State supported transportation shall be limited to those services for which funds have been budgeted.
- A.        Students who live outside Pamlico County will not be guaranteed transportation on school buses.
- B.        Students who are assigned outside their geographical area because of their request for a transfer are not guaranteed transportation.
- C.        Students who are medically certified as temporarily incapacitated may be considered for special accommodation.
- 7100.3        All other transportation, such as activity buses and transportation for field trips, shall be operated from local fund provisions.
- A.        State-operated buses may be used for instructional programs directly related to the school curriculum when the trip and the use of the bus are approved in accordance with Board policy.

Legal Reference: G.S. 115C-239, -242

Adopted: June 5, 2000

[Back to Top](#)

**7110**

**APPOINTMENT OF TRANSPORTATION DIRECTOR**

**7110**

The Transportation Director shall be appointed by the Board upon the recommendation of the Superintendent.

Legal Reference: G. S. 115C-239, -240, -241, -242, -248  
Adopted: June 5, 2000

[Back to Top](#)

**7111**

**DUTIES OF TRANSPORTATION DIRECTOR**

**7111**

The Transportation Director shall be responsible to the Superintendent or his designee for the conduct of those duties and responsibilities as set forth in the job description, including the establishment of bus routes and stops, designed for maximum safety and efficiency.

Legal Reference: G.S. 115C-240(c), -248; 20-218  
Adopted: June 5, 2000

[Back to Top](#)

**7120**

**DAMAGING SCHOOL BUSES**

**7120**

Any willful or careless damage to a school bus shall be paid for by the person responsible for such damage. The principal and the Transportation Director will inspect all school buses and assess fair and reasonable damage fees.

All persons should be aware that, in addition to violating Board policy, it is unlawful to willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus, punishable by a fine and/or imprisonment.

Legal Reference: G.S. 14-132.2; 115C-399

Adopted: June 5, 2000

Revised: September 3, 2002.

[Back to Top](#)

**7130**

**DUTIES OF SUPERINTENDENT IN TRANSPORTATION PROGRAM**

**7130**

The superintendent or his designee shall be responsible for pupil and employee transportation for all buses that serve the school system. The responsibilities of the Superintendent or designee shall include:

- A. Assigning buses to the respective schools;
- B. Assigning pupils to buses;
- C. Assigning drivers, other employees and volunteer safety monitors to school buses;
- D. Assigning the employees who may be transported to and from school on school buses;
- E. Preparing, implementing and enforcing the plan for school bus routes.

In cases where buses serve more than one school, the principals of the respective schools shall implement and enforce the assignment of the pupils made by the Superintendent or his designee.

Legal Reference: G.S. 115C-244 through -246, -288

Adopted: June 5, 2000

[Back to Top](#)

**7131**

**DUTIES AND RESPONSIBILITIES OF  
SCHOOL BUS DRIVERS**

**7131**

The school bus driver shall keep informed of all laws, rules, and regulations pertaining to operating the school bus and shall cooperate with the superintendent, the principal, and other school officials in compliance.

7131.1        A bus driver shall possess proper certification to operate the vehicle to which he is assigned.

Legal Reference: G.S. 20-218; 115C-245(b) and (c)

Adopted: June 5, 2000

[Back to Top](#)

**7132**

**DUTIES AND RESPONSIBILITIES OF  
SCHOOL BUS MONITORS**

**7132**

The superintendent or his designee may, in his discretion, appoint a bus monitor to assist the bus driver. The monitor shall possess all essential leadership characteristics and abilities.

All monitors shall be given instruction as to the performance of their duties and responsibilities.

Legal Reference: G.S. 115C-245(d)

Adopted: June 5, 2000

[Back to Top](#)

7133

**DUTIES AND RESPONSIBILITIES OF  
SCHOOL BUS PASSENGERS**

7133

The principal shall make certain that all passengers assigned to a school bus for transportation are informed and cautioned, through class instruction, supervision, and otherwise, of the responsibility of the individual passenger for conduct and safety. The principal shall also inform parents of each bus passenger as to the responsibilities of bus passengers. Each bus passenger shall cooperate with the superintendent, principal, teacher, bus driver, and bus monitor.

Legal Reference: G.S. 115C-245(b)  
Adopted: June 5, 2000

[Back to Top](#)

7140

**STUDENT TRANSPORTATION INSURANCE**

7140

Student transportation insurance entitlements shall be administered in accordance with general statutes.

Legal Reference: G.S. 115C-257  
Adopted: June 5, 2000

[Back to Top](#)

7150

**BUS SERVICE PRIORITY**

7150

It shall be the responsibility of the Transportation Director to maintain all buses in safe and proper operational order, placing first priority on the maintenance of those buses assigned to the transportation of students to and from school.

Legal Reference: G.S. 115C-242, -248, -249  
Adopted: June 5, 2000

[Back to Top](#)

**7160**

**CONTRACT TRANSPORTATION**

**7160**

In cases where Board- or State-owned vehicles cannot serve the transportation requirements efficiently, private contracts shall be negotiated in accordance with law.

Legal Reference: G.S. 115C-253

Adopted: June 5, 2000

[Back to Top](#)

**7170**

**PURCHASE OF SYSTEM-OWNED VEHICLES**

**7170**

All buses and other system-owned vehicles shall be titled in the name of the Board and purchased in accordance with law and relevant Board policies.

Legal Reference: G.S. 115C-239, -240

Adopted: June 5, 2000

[Back to Top](#)

**7171**

**SCHOOL VEHICLES**

**7171**

Subject to the approval of the Superintendent, vehicles may be purchased out of individual local school funds and used for school purposes only. The title of any such vehicle shall be in the name of the Pamlico County Board of Education. For such vehicles less than five years old, the Board shall maintain insurance coverage sufficient to cover the vehicle's fair market value. The Board shall maintain insurance coverage for property damage and shall provide insurance coverage for personal liability of not less than \$100,000.

Legal Reference: G.S. 115C-42, -47(25), -239, -247, -249, -255

Adopted: June 5, 2000

[Back to Top](#)

The Pamlico County Board of Education recognizes the value of activity buses. Student transportation for school activities is an integral part of the school program.

These rules and regulations will apply to activity buses:

- A. The principal is responsible for carrying out all regulations.
- B. The bus must have minimum insurance coverage as provided in Policy 7171.
- C. The expenses of maintenance and repair of all activity buses must be paid from local funds.
- D. The bus may be driven only by a driver who is at least age 18 and has been approved by the principal and holds a valid driver's license of Class "A", or Class "B", or a Class "C" license and a school bus driver's certificate, or a commercial driver's license and a school bus driver's certificate.
- E. Activity buses must be used only for school related activities as approved by the principal and/or Board of Education.
- F. A member of the school staff or a person designated by the principal must accompany all trips.
- G. Permanent licenses and gas without tax may be purchased for activity buses whose title are in the name of the Pamlico County Board of Education.
- H. Passenger capacity shall be limited to the number of persons who can be properly seated.
- I. The fee for the use of the activity bus shall be in keeping with the cost of operation as suggested by the Division of School Bus Transportation, State Department of Public Instruction.
- J. Activity buses shall be inspected at least once each thirty days during the school year for defects which may affect the safe operation of the buses.
- K. Other uses of activity buses, in accordance with state law, must be approved by the Board.

Legal Reference: G.S. 20-218; 115C-47, -243, -247, -248, -288; 66-58(c)

Adopted: June 5, 2000

[Back to Top](#)

The Pamlico County Board of Education recognizes that emissions that accumulate from school buses can be harmful to students and bus drivers. The board further recognizes that unnecessary bus idling wastes fuel and financial resources. The board is committed to transporting students on school buses in a manner that is safe and consistent with resource conservation. To this end, the board prohibits all unnecessary school bus idling. In addition, the board prohibits the warming up of buses for longer than five (5) minutes, except in extraordinary circumstances or circumstances beyond the bus driver's control.

This policy applies to school buses and activity buses when used to transport students to/from school, extracurricular activities, field trips and other school-related activities.

The superintendent or designee shall develop procedures consistent with this policy, and ensure that school bus drivers and appropriate school personnel are informed of the idling policy and the procedures for limiting bus idling.

Legal Reference: G.S. 115C-36; State Board of Education Policy Number EEO-M-003; N.C. Public School Allotment Policy Manual, State Allotment Formulas – Transportation of Students, Program Report Code 056 (as modified October 6, 2005)

Legal Reference: G.S. 115C-36; State Board of Education Policy Number EEO-M-003;  
N.C. Public School Allotment Policy Manual

Adopted: December 5, 2005

[Back to Top](#)

## **STUDENT TRANSPORTATION MANAGEMENT: RESOURCE CONSERVATION FOR BUS TRANSPORTATION**

The Pamlico County School System recognizes its responsibility to practice fiscal and environmental conservation. The Superintendent of Pamlico County Schools or designee shall prepare and implement a policy to make fuel conservation and protection of air quality an integral part of the system's school bus transportation operation. The purpose of this policy shall be to conserve fuel and to reduce student and driver exposure to diesel exhaust particulate matter by limiting unnecessary idling of activity and school buses in all operations except when student safety would be jeopardized. All activity and school bus drivers are directed to conserve fuel during bus operations thus reducing the amount of diesel emissions and cost for fuel.

### **RESOURCE CONSERVATION PRACTICES FOR BUS TRANSPORTATION**

**In an effort to conserve fuel and reduce exhaust emissions the following practices are hereby enacted:**

- 1. Maintain vehicles in a condition that promotes efficient operation.**
- 2. School buses shall not idle longer than five (5) minutes during warm-up periods.**
- 3. Encourage passengers to be waiting for the bus at the designated time and location.**
- 4. No bus shall run without the driver being in the driver's seat or within three feet of the bus.**
- 5. Buses shall not idle longer than five (5) minutes while loading or unloading.**
- 6. Buses shall not park "nose to tail" when it can be avoided.**
- 7. Drivers shall leave sufficient following distance between other buses.**
- 8. Buses shall not park on school grounds near building air intake systems.**
- 9. All bus drivers shall receive a copy of this policy and regulations and/or equivalent educational materials upon employment and at the beginning of each school year.**
- 10. During periods of increased costs of fuel, fuel shortages, or crisis situations the Superintendent or designee shall restrict field trips as they deem necessary.**

Exceptions to these practices are granted only when running the engine is necessary to operate required safety equipment, or to maintain a safe environment for students with special needs.

**Implementation of this policy is the responsibility of the superintendent, finance officer, transportation director, school-level administrators and bus drivers.**

7200

**MAINTENANCE PROGRAM**

7200

It shall be the responsibility of the Director of Maintenance to safeguard the investment made in public schools, to keep all school buildings in safe condition and in good repair to the end that all public school property shall be taken care of and be at all times in proper condition for use.

Legal Reference: G.S. 115C-524(b)

Adopted: June 5, 2000

[Back to Top](#)

7210

**DISPOSAL OF HAZARDOUS OR TOXIC MATERIALS**

7210

A broad range of substances including solvents, oils, heavy metals, and herbicides or insecticides must be disposed of in accordance with federal and state regulations. Environmental contamination or potential civil and criminal liability may result from failure to comply with federal and state law. For this reason, any employee who is faced with materials that may potentially be regulated by state or federal law should contact the school system's hazardous waste coordinator before making any effort to dispose of these materials. Any employee who suspects that any hazardous or toxic waste may have been spilled on the property of the school system will immediately report such knowledge to the hazardous waste coordinator.

2422.1 The Superintendent shall designate the individual who shall have responsibilities as the hazardous waste coordinator.

Legal Reference: G.S. § 143, Article 21A; 33 U.S.C. § 1251 et seq.

Adopted: June 5, 2000

[Back to Top](#)

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose risks to human health and environment. The Board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the Board will utilize Integrated Pest Management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the school system. The Superintendent will appoint an IPM contact person to facilitate the use of IPM techniques. As necessary, the Superintendent will develop administrative procedures for the IPM program.

#### A. Overview of Integrated Pest Management (IPM).

IPM is a comprehensive approach that combines effective, economical, environmentally sound, and socially acceptable methods to prevent and solve pest problems. IPM emphasizes pest prevention and provides a decision-making process for determining if, when, and where pest suppression is needed and what control tactics are appropriate. Pesticides will not be used based solely on a schedule, but only as needed to achieve pest control goals.

The school district's IPM will strive to do the following:

- Minimize any potential health, environmental, and economic risks from pests or from the use of pest control methods.
- Minimize loss or damage to school structures or property from pests or from the use of pest control methods.
- Minimize the risk of pests spreading into the community
- Enhance the quality of facility use for the school and community.

#### B. Use of IPM in Facility and Maintenance Operations

The school district shall include pest management considerations in facilities planning, design, and maintenance. The IPM contact person, in conjunction with the school district's contracted pest management professional will recommend to the Superintendent any modifications in landscaping, structures, or sanitation practices needed to reduce or prevent pest problems. The Superintendent will review such recommendations and may authorize action to address necessary minor changes in a timely manner, as the budget permits. For significant changes or changes that require a significant expenditure of funds, the Superintendent will recommend changes to the Board for approval.

#### C. Providing information on IPM to the school community

Staff, students, pest managers, parents, and the public will be informed about potential school pest problems, school IPM policies and procedures, and their respective roles in achieving the desired pest management objectives.

D. Recordkeeping

Records of all pest management activities shall be maintained, including inspection records, monitoring records, pest surveillance data sheets or other indicators of pest populations, and a record of structural repairs or modifications. If pesticides are used, records shall be maintained on site to meet the requirements of the state regulatory agency and school board. Material Safety Data Sheets (MSDS) related to substances used in pest management will be on file at each school and the Maintenance Department.

Legal Reference: G.S. 115C-36  
Adopted: December 3, 2007

[Back to Top](#)

**7300 BUILDINGS AND GROUNDS 7300**

It shall be the responsibility of the building-level supervisor to keep all buildings and grounds in a clean, well-groomed, and attractive state at all times in order to provide a healthful, safe, and attractive setting for the educational program.

Legal Reference: G.S. 115C-47, -524  
Adopted: June 5, 2000

[Back to Top](#)

**7310 DIRECTOR OF MAINTENANCE 7310**

The Director of Maintenance shall be appointed by the Board upon the recommendation of the Superintendent.

Legal Reference: G.S. 115C-47, -276  
Adopted: June 5, 2000

[Back to Top](#)

**7311**

**DUTIES OF DIRECTOR OF MAINTENANCE**

**7311**

The Director of Maintenance shall be responsible to the Superintendent for the conduct of those duties and responsibilities set forth in the job description or established by the Superintendent or his designee.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000

[Back to Top](#)

**7320**

**DUTIES OF PRINCIPAL IN OPERATIONS PROGRAMS**

**7320**

It shall be the duty of all principals to be alert continually for and to identify any conditions of their buildings in the nature of uncleanliness, safety hazard, or other threats to health and safety.

Legal Reference: G.S. 115C-47, -288, -523, -524

Adopted: June 5, 2000

[Back to Top](#)

**7400**

**SCHOOL FACILITIES**

**7400**

Since school facilities represent an investment of the citizenry for the education of students and for the general benefit of the community and its citizens, their proper use and enjoyment shall be encouraged.

Legal Reference: G.S. 115C, Art. 13

Adopted: June 5, 2000

[Back to Top](#)

**7401**

**COMMUNITY USE OF SCHOOL FACILITIES**

**7401**

The Pamlico County Board of Education endorses community use of school facilities for appropriate purposes, subject to the first priority use for school purposes. The Superintendent shall prepare and administer regulations and procedures necessary for the general use of school facilities including regulations to safeguard the investment made in public schools and to keep all school buildings and property in good repair. A fee schedule for facility use shall be prepared annually by the Superintendent and approved by the Board.

No liability shall attach to the Board, individually or collectively, for personal injury suffered by reason of community use of school property.

Legal Reference: G.S. 115C, Art. 13; -524  
Adopted: June 5, 2000

[Back to Top](#)

**7402**

**SUPERVISION OF ACTIVITIES**

**7402**

The principals shall be responsible for the supervision of all activities in their respective auditoriums, cafeterias, classrooms and on school grounds when used by the school or community.

Legal Reference: G.S. 115C-47, -288  
Adopted: June 5, 2000

[Back to Top](#)

**7403**

**VISITORS TO THE SCHOOLS**

**7403**

All school visitors shall report to the administrative office for clearance and permission to be in the school. Each principal shall see that signs are posted in each school to notify all visitors to report to the school office.

7403.1 To protect the educational program from being eroded through encroachments upon instructional time, salespersons shall not be permitted to call upon personnel at their school buildings except when given written permission by the Superintendent, in accordance with Board Policy 2322.

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

[Back to Top](#)

**7404**

**ATTENDANCE AT ATHLETIC EVENTS**

**7404**

**6802**

**AND EXTRACURRICULAR ACTIVITIES**

**6802**

Attendance at athletic events and other extracurricular activities sponsored by the Pamlico County Schools is limited to students, parents, staff and other persons whose presence poses no threat to the goals of the program or the safety of persons attending the program. Any person who has been convicted of a felony involving the manufacture, sale, delivery or possession of a controlled substance under federal, state or territorial law and whose citizenship has not been restored will not be permitted to attend athletic events or other extracurricular activities sponsored by the Pamlico County Schools.

Legal Reference: G.S. 115C-47(4)

Adopted: June 5, 2000

[Back to Top](#)

7405  
3032  
4032

**SMOKING  
AND TOBACCO PRODUCTS PROHIBITED**

7405  
3032  
4032

It is the policy of the Board of Education to promote the health and safety of all students and staff and to promote the cleanliness of all school facilities. To this end, the Board prohibits smoking and the use of tobacco products by any person in any school building or facility, or on school grounds, or at any school events or activities at any time.

Tobacco products may be included in instructional or research activities in school buildings, provided the activity is conducted or supervised by a faculty member overseeing the instructional research, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product. Permission must be obtained from the principal prior to conducting any such instructional or research activities.

The Superintendent is responsible for providing adequate notice to students, school personnel and visitors of this policy, including posting signs regarding this policy in every school building. The Superintendent is also responsible for enforcing this policy at the central office of the Pamlico County Schools. The principal of each school in the school system is responsible for enforcing this policy at his or her respective school and shall require that school personnel enforce this policy.

Legal Reference: G.S. 115C-47(18), -407; 20 U.S.C. §6083

Adopted: June 5, 2000

Revised: July 6, 2004

[Back to Top](#)

**7410**

**CARE OF SCHOOL BUILDINGS**

**7410**

It shall be the duty of every teacher and principal in charge of school buildings to instruct students in the proper care of public property. Principals and teachers shall exercise due care in protecting school property against damage by students. If they fail to exercise reasonable care in the protection of property during the school day, principals and teachers may be held financially responsible for any resulting damage. If the damage is due to carelessness or negligence on the part of the principal or teachers, the superintendent may hold those in charge of the building responsible for the damage. If the damage is not repaired before the close of the term, the final voucher of the responsible principal or teacher may be deducted in an amount sufficient to cover the cost of repair.

If any child in school shall carelessly or willfully damage school property, the teacher or principal shall report the damage to the parent and, if the parent refuses to pay the cost of repairing same, the teacher or principal shall report the offense to the superintendent of schools.

It shall be the duty of all principals to report immediately to the superintendent any unsanitary conditions, damage to school property or needed repair.

Legal Reference: G.S. 1-538.1; 115C-276(c); -288(f); -307(h); -523; -524  
Adopted: June 5, 2000

[Back to Top](#)

**7411**

**VANDALISM**

**7411**

Vandalism is the willful destruction of school property, equipment or materials. Local school authorities are to report in writing to the Superintendent any forceful entry that results in theft and/or damage to any school property, and shall immediately notify local law enforcement officials. Determination of the loss resulting from the theft and/or damages shall be a joint endeavor of the local school personnel and the Director of Maintenance or other designated administrator.

Legal Reference: G.S. 1-538.1; 14-132, -132.2, -288.4; 115C-100, -276(c), -288(f), -307(h), -398, -399, -523, -524, -526  
Adopted: June 5, 2000

[Back to Top](#)

School building construction will be undertaken in accordance with the master plan for each school adopted by the Pamlico County Board of Education. The Board will not be involved in substandard construction. In the event of insufficient funding for a project, the Board will defer parts of the master plan to later phases.

The Board is committed to designing new and renovated facilities in a manner that maximizes the use of space, conserves environmental resources and produces structurally sound and safe buildings. All school buildings should be designed to create safe, orderly and inviting learning environments.

The Superintendent is responsible for the design of facilities that have been identified in the long-range facility needs plan and have been approved for funding. The Superintendent will ensure that all legal requirements are met in the design of new or renovated buildings. The Superintendent may utilize services of outside professionals, including architects and other consultants, in the facility design and construction. Any contract for professional services related to facility design must be reviewed by the Board attorney and approved by the Board.

The Superintendent will report periodically to the Board on the development of facility plans. The Superintendent also will report on the State Board's review of facility plans conducted pursuant to G.S. 115C-521(c) and will specifically address any concerns noted by the State Board. The Board will give final approval of facility plans before investing money into new buildings or renovations.

Legal Reference: G.S. 115C-521; -524

Adopted: June 5, 2000

[Back to Top](#)

7510

**FACILITY EXPANSION PROGRAM/  
LONG-RANGE PLANNING**

7510

The Board, in conjunction with the Superintendent, shall develop a long range plan for construction of new facilities. This plan shall be reviewed periodically.

The Board authorizes the Superintendent to gather information as to long-range facility needs of the district. The Superintendent may utilize the services of those consultants, such as city, county or regional planners, he deems necessary.

It is the goal of the Board to provide the facilities needed for the number of students in the school system and to provide the type of facilities that will best accommodate and support the educational program.

Legal Reference: G.S. 115C-47, -276, -521, -524

Adopted: June 5, 2000

[Back to Top](#)

## **7520 PLANS FOR MEETING HANDICAPPED CODES IN BUILDINGS 7520**

The Pamlico County Schools shall pursue a plan of modification of its school facilities that shall culminate in those buildings being made accessible and functional for use by handicapped persons.

It is not expected that all buildings will immediately meet all standards related to handicapped codes. However, no handicapped individual will be placed in any area that will not meet educational and safety requirements. No qualified individual with a disability shall be excluded or denied the benefits of services, programs, or activities of the Pamlico County Schools because of inaccessible or unusable facilities. All students with disabilities who are served through the Exceptional Children's Program shall be served in the least restrictive environment.

All new facilities shall be designed and constructed in such a manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities. Standards for construction approved by federal regulations shall be followed for new facilities. Any facilities constructed after 1980 also must be readily accessible to and usable by individuals with disabilities. Any modifications necessary to achieve this standard and to be in compliance with federal regulations shall be made.

Facilities existing prior to 1980 shall be modified as necessary in order for programs and activities of Pamlico County Schools, when viewed in their entirety, to be readily accessible to individuals with disabilities. Existing facilities also shall be modified, as necessary, in order to serve students with disabilities in the least restrictive environment in which their individual education plan can be implemented. If structural changes are necessary to achieve program accessibility, Pamlico County Schools shall develop a transition plan setting forth the steps necessary to complete such changes. Opportunity to participate in the development of the transitional plan shall be given to interested parties and the plan shall be available for public inspection.

The following plan shall be followed to satisfy handicapped codes:

1. Assure accessibility to buildings;
2. Provide facilities necessary to assure the safety and health of handicapped students;  
and
3. Create a physical and educational environment conducive to the education of the handicapped.

Although there are varying degrees of renovation and modification that are needed for individual buildings, it is desirable that all of the building complexes will be made functionally adaptive to serve all handicapped students, and this will be accomplished as funds become available for this purpose.

Legal Reference: 29 U.S.C. §§794 et seq., 42 U.S.C. §§12101 et seq., 20 U.S.C. §§1400 et seq., 34 CFR 104.21, 104.22, 104.23, 28 CFR 35.149, 35.150, 35.151.

Adopted: June 5, 2000

[Back to Top](#)

**SALE OF PRODUCTS OF VOCATIONAL  
EDUCATION PROGRAMS**

All services, properties and products generated through vocational education programs, including project houses, may be sold or disposed of through:

- (a) private negotiation and sale, prior to which the Board may, but need not, specify a minimum price, sales agent or method of advertisement;
- (b) advertisement for sealed bids, specifying a date certain for opening bids;
- (c) negotiated offer, advertisement and upset bid, upon the terms set forth in G.S. 160A-269 or as modified by the Board at the time this method of sale or disposal is selected;
- (d) public auction upon the terms set forth in G.S. 160A-270 or as modified by the Board at the time this method of sale or disposal is selected;
- (e) exchange through private negotiation; or
- (f) lease or rental, upon such terms as designated by the Board.

Any of the above methods of sale or disposition may be chosen, in the discretion of the Board, upon adopting a resolution authorizing the sale or disposition.

All checks or funds received from sales or dispositions under this policy must be made payable to and paid directly to the Pamlico County Board of Education. All proceeds from the sale or disposition of services, properties or products of vocational education programs shall be applied to the vocational education fund.

Legal Reference: G.S. 115C, Art. 10, Part 2

Adopted: June 5, 2000

[Back to Top](#)

**7700**

**BUILDING AND GROUNDS MANAGEMENT SAFETY**

**7700**

The Pamlico County Schools shall be in compliance with the rules and regulations of the N.C. Department of Labor, which administers the Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA), as amended.

The Pamlico County Schools will provide safe surroundings and equipment. Safety procedures are established for the benefit of all employees. When safety equipment is required, it will be furnished by the school system.

Safety is every employee's responsibility. Where any unsafe condition is discovered, the facts concerning this condition should be brought to the attention of the immediate supervisor without delay.

Legal Reference: G.S. 115C-166, -169

Adopted: June 5, 2000

[Back to Top](#)

**7710**

**EMERGENCY DRILLS**

**7710**

Each school principal shall conduct a fire drill during the first week after the opening of school and, thereafter, at least one fire drill each school month in each building in his charge where children are assembled. The principal shall inspect each building in his charge at least twice each month during the regular school session, and the principal shall file a written report each month with the Superintendent.

The Superintendent shall cause each principal to be aware of various potential emergencies such as natural disasters, civil disturbances, etc. Each principal shall develop emergency plans to cope with such situations.

Legal Reference: G.S. 115C-288, -525

Adopted: June 5, 2000

[Back to Top](#)