

BUILDINGS AND GROUNDS

Chapter IX Buildings and Grounds was approved and amended by the Lewis County Board of Education in session February 3, 2003. Reviewed and approved on September 10, 2007.

9.1 BUILDINGS AND GROUNDS RELATED USE STATEMENT

9.1.1 Bldg & Grounds Use The Lewis County Board of Education recognizes the capital investment that community has in school buildings and grounds; and believes that such facilities/grounds should be used for legitimate community purposes. Lewis County Schools' properties will be made available for community use according to the provisions set forth in this policy.

9.2 BUILDING USE RANKING PRIORITY

- 9.2.1 Building Use All School Curricular and Extracurricular Programs/Activities
- 9.2.2 Building Use School Related Organizations
- 9.2.3 Building Use Approved Youth Groups
- 9.2.4 Building Use *Non-Profit Organizations
- 9.2.5 Building Use Public Meetings
- 9.2.6 Building Use *The use of school facilities for profit is prohibited.

9.3 RELIGIOUS USE

- 9.3.1 Religious Use The Lewis County Board of Education will give consideration to special requests for non-profit activities that are sponsored by established religious or social groups. Such requests will be approved for limited duration and will meet all state and federal statutes.
- 9.3.2 Religious Use The use of school facilities/properties by such groups will not interfere with the regular operations of the school program(s).

9.4 COMMERCIAL USE

9.4.1 Commercial Use The Lewis County Board of Education will not permit the use of any facility/grounds for regular commercial ventures.

9.5 PUBLIC MEETINGS

9.5.1 Public Meetings Public meetings or meetings of community organizations may be held in school facilities or on school grounds providing such activities are not in conflict with any state or federal statutes and are approved and scheduled by the school's principal.

9.6 UNACCEPTABLE FACILITY USE

9.6.1 Unacceptable Facility Use The use of school facilities/grounds by groups promoting gambling or other activities prohibited by state code will not be approved.

9.7 CHARGE OF ADMISSION

- 9.7.1 Charge of Admission A community organization may be granted permission to use school facilities/grounds for events for which admission fee is charged under the conditions that follow:
- 9.7.2 Charge of Admission The net proceeds will be used to help promote a non-profit group or community effort.

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9.7.3 Charge of Admission The activity must not conflict with any provision set forth in this policy or any state code or statute.

9.8 FEES FOR USE OF FACILITIES

9.8.1 Fees/Use of Facilities Fees include a charge for custodial services and will be paid by all organizations using Lewis County Schools’ facilities/grounds. The amount of the custodial fees will be contingent on the state salary schedule.

9.9 LIABILITY INSURANCE

– Reference House Bill 4064 §18-5-19d

- 9.9.1 Liability Insurance Outside organizations, using school-owned properties or facilities; shall furnish liability insurance in the name of the Board of Education of the County of Lewis in a minimum amount of:
- 9.9.2 Liability Insurance \$2,000,000 General Liability Limit (Aggregate)
- 9.9.3 Liability Insurance \$1,000,000 Products & Completed Operations Limit
- 9.9.4 Liability Insurance \$1,000,000 Personal & Advertising Injury Limit
- 9.9.5 Liability Insurance \$1,000,000 General Liability limit (Each Occurrence)
- 9.9.6 Liability Insurance \$50,000 Damage to Rented Premises
- 9.9.7 Liability Insurance Please also note that the Lewis County Board of Education, in order to protect their own interest, will be listed as an additional insured on any policy obtained by any persons with use of properties owned by the Lewis county Board of Education. The insuring company of a pending cancellation of insurance within thirty days of the termination date would notify any listed additional insured. This would avoid lapse in coverage that the board was aware of. The actual intent of General Liability policy is for the protection of the third party individuals for property damage or bodily injury, not for property damage or bodily injury to the insured, attendees or members of the insured’s organizations. This type of coverage can be obtained through alternative types of insurance policies.
- 9.9.8 Liability Insurance The sponsoring organization will file proof of insurance with the principal to show that a liability policy is in effect to protect both the organization/group and the Lewis County Board of Education. The policy must be written in the name of the board of education, of the county of Lewis.

9.10 PROPERTY DAMAGE

9.11.1 Use of facilities/ground Any organization/group sponsoring an activity in or on school facilities/grounds will be held responsible for all damages to school property by either the participants or spectators.

9.11 REQUESTING USE OF SCHOOL FACILITIES/GROUNDS

9.11.2 Use of facilities/ground Any organization/group requesting the use of school facilities/grounds must complete an application for Buildings and Grounds Use.

9.12 BUILDING CONSTRUCTION/REPAIRS

9.12.1 Build. Construct/Repairs The superintendent or his/her designee subject to approval of the board of education, must approve any additions, repairs and/or demolitions of school facilities/grounds.

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9.13 DISPLAYS ON SCHOOL PROPERTY

9.13.1 Displays on Sch Prop. The school’s principal must approve the display of pictures, signs and other similar items in or on school facilities/grounds. No item will be displayed on school premises that conflicts with any provisions set forth in the Lewis County Schools Policy Manual.

9.14 PLANNING AND MAINTAINING SCHOOL FACILITIES

– Reference WVDE

Policy 6200:126CSR172

9.15 PROPERTY LOSS STATEMENT

– See Property Loss Statement Form

9.16 APPLICATION FOR BUILDING AND GROUNDS USE

– See Form

9.17 INVESTIGATING INDOOR AIR QUALITY (IAQ) COMPLAINTS

Reference WVDE Policy 6202:126-174-112. See IAQ Complaint Investigation Form.

9.18 TOBACCO POLICY

9.18.1 Tobacco Policy The possession or use of tobacco products in all Lewis County school buildings, or school grounds is prohibited.

Reference: WV Code 16-9A-4 and West Virginia State Board Policy – 2422.5A and 1461.

9.19 ACCESS TO SCHOOL FACILITIES AND GROUNDS BY CONTRACTORS, SERVICE PROVIDERS , VENDORS

Policy 9.19 was initially created and approved by the Lewis County BOE in session December 10, 2007.

- 9.19.1 Access to Contractors, service providers, and vendors and their employees cannot have unaccompanied contact with students or unaccompanied access to school grounds when students are present UNLESS, the Board has written verification that contractors, service providers, and vendors and their employees have not previously been convicted of a sex offense as defined in W.Va. Code § 15-12-2.
- 9.19.2 Access to In order to satisfy this requirement, all contractors, service providers, and vendors that provide service to Lewis County Schools, must verify in writing the criminal records of their employees or absence thereof, before the Board grants unaccompanied contact or access to school facilities/grounds while students are present.
- 9.19.3 Access to The Board may, with prior written approval obtain information regarding contractors, service providers, and vendors and their employees from the Central Abuse Registry.
- 9.19.4 Access to The Board with prior written approval may also share information provided with the Central Abuse Registry with other county school boards.

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- 9.19.5 Access to Any contractor, service provider, and vendor that does not provide the written verification within the timelines established may be denied permanent access to school facilities and grounds while students are present.
- 9.19.6 Access to The Board and its employees will make every effort to work with contractors, service providers, and vendors to ensure full compliance before access is denied.
- 9.19.7 Access to It is the contractor, service provider, and vendor’s responsibility to update written records as new employees are employed that require access/contact with schools or the status of a current employee changes.
- 9.19.8 Access to The Board will annually notify and remind contractors, service providers, and vendors of their obligation to ensure records are current and accurate.
- 9.19.9 Access to Reference: W.Va. Code § 18-5-15c and § 15-12-2

9.20 Staff ID Badges

Policy 9.20 was initially created and approved by the Lewis County BOE in session March 10, 2008 and effective March 11, 2008.

- 9.20.1 Staff ID Badge The intent of this practice is to create and maintain awareness for safety and security within all school buildings. The display of ID badges presents a medium to recognize unauthorized and unwanted adults in the building and for staff and students to react accordingly. The absence of an ID badge will indicate this individual should not be in the building and must be reported to the office and/or a staff member.
- 9.20.2 Staff ID Badge All staff (including substitutes) will wear identification badges (ID badges) during regular academic school hours or when students are present.
- 9.20.3 Staff ID Badge ID badges must be prominently displayed on person at all times during regular academic school hours or when students are present.
- 9.20.4 Staff ID Badge The principal(s) will ensure that all staff wear (display) an ID badge. Additional badges will be on hand for staff that forget or lose their badge until a replacement is available.
- 9.20.5 Staff ID Badge Each school principal(s) will annually review expectations and procedures related to staff wearing ID badges in the building.

9.21 Visitors / Guest Access

Policy 9.21 was initially created and approved by the Lewis County BOE in session March 17, 2008 and initially effective July 1, 2008.

Reviewed and approved on September 28, 2009.

- 9.21.1 Visitors/Gue All schools will maintain a single secured entrance for students, visitors, and guests during regular school hours. All others doors and/or gates will be locked at all times to prevent unauthorized access to a school facility.

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- 9.21.2 Visitors/Gue At schools’ main entrance intercom, all visitors and guests will provide their name, child’s name, and reason for needed access to a school facility.
- 9.21.3 Visitors/Gue All schools will require and issue visitor and guest’s badges to individuals before access is permitted to a school facility.
- 9.21.4 Visitors/Gue A sign in and out log will be maintained in the main office. The log will include: name of person, reason for access, location of visit, and anticipated return to the office to sign out.
- 9.21.5 Visitors/Gue Visitors/guests must prominently display visitor/guest badge on person at all times.
- 9.21.6 Visitors/Gue Visitors/guests must sign out of the building and the office staff must ensure they exit the school via the main entrance.
- 9.21.7 Visitors/Gue During special school day events, name tags will be issued to all visitors and guests. Name tags must be worn at all times while in the school facility.
- 9.21.8 Visitors/Gue Adults not displaying an ID badge must be reported to the office and/or a staff member.
- 9.21.9 Visitors/Gue Once informed or aware, and if practical, a staff member should escort the adult not wearing an ID badge to the office. Otherwise, the staff member must immediately notify the office via the classroom intercom.
- 9.21.10 Visitors/Gue The main office staff will be responsible for enforcing access procedures. At no time will a student or volunteer permit access to a school facility.
- 9.21.11 Visitors/Gue Each school principal will periodically monitor practices and written records to ensure compliance with access procedures.
- 9.21.12 Visitors/Gue Annually, the principal will review procedures with staff to ensure implementation and compliance.

9.22 – School Access Safety Procedures Training

Policy 9.22 was initially created and approved by the Lewis County BOE in session March 17, 2008 and initially effective July 1, 2008.

- 9.22.1 School Access Training Sustained training is tantamount in initializing and ensuring that school access safety procedures are employed successfully in the event of a threatening or actual emergency situation. Staff, students, and parents must be attentive to the safety and security issues present at each school, as well as procedures that will be launched in the event of an emergency situation. Additionally, training on recognizing, mitigating, and/or preventing a potential volatile situation will be offered at each school as a component of staff development. The main focus and need of training is to head-off a possible threatening condition before it escalates into an actual emergency situation. Therefore, training will target the areas of deterrence, detection, delay, communication and implementation as follows:
- 9.22.2 School Access Training Introduction and/or annual review of the School Access Safety Plan (SASP).
- 9.22.3 School Access Training Any changes made to the plan during annual review.

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- 9.22.4 School Access Training Recognizing possible threatening and volatile conditions.
- 9.22.5 School Access Training Identifying troubled and/or dangerous students.
- 9.22.6 School Access Training School bullying.
- 9.22.7 School Access Training Diffusing potential threatening and volatile situations.
- 9.22.8 School Access Training School procedures to implement and follow when faced with a potential or actual emergency situation.
- 9.22.9 School Access Training School reporting procedures of potential or actual emergency situations.
- 9.22.10 School Access Training Lockdown procedures (teachers required to carry classroom keys on person at all times).
- 9.22.11 School Access Training Shelter-in-Place concept and procedures.
- 9.22.12 School Access Training Communications between staff and office.
- 9.22.13 School Access Training Communications with parents and students.
- 9.22.14 School Access Training Dos and Don'ts.
- 9.22.15 School Access Training Triage.
- 9.22.16 School Access Training Trends in school safety and security practices.
- 9.22.17 School Access Training Emergency Operation Plan (EOP)
- 9.22.18 School Access Training The principal(s) in cooperation and coordination with the county staff development councils and county office supervisors will ensure that the topics contained within this policy are annually reviewed.

9.23 – Lewis County Board of Education Safety Policy Statement

Policy 9.22 was initially created and approved by the Lewis County BOE in session December 22, 2008.

- 9.23.1 Safety Policy Statement Maintaining safe facilities, conducting work in a safe manner, and protecting the safety of employees, students, and the general public are extremely important to the Lewis County Board of Education. It is the policy of the Lewis County Board of Education to establish and hold fast to universal risk management and loss control procedures that will protect its assets, the safety of employees, students, and members of the general public
- 9.23.2 Safety Policy Statement All Lewis County Board of Education's employees have certain responsibilities in the risk management and loss control process that must be carried out in order to have a successful program. These responsibilities include activities that ensure a safe work environment, following common sense safe work practices, limiting exposure to potential liabilities and loss, and execution of the steps necessary to maintain an effective and efficient risk management and loss control program

9.24 – Lewis County Board of Education Safety Committee Duties

Policy 9.22 was initially created and approved by the Lewis County BOE in session December 22, 2008.

- 9.24.1 Safety Comm Duties The purpose of the Lewis County Board of Education Safety Committee is to provide support in sustaining a safe, healthful, and secure working and learning environment for employees, students and visitors.
- 9.24.2 Safety Comm Duties Duties of the Safety Committee include the following:
- 9.24.3 Safety Comm Duties Will meet bi-annually and keep minutes of safety meetings at each work station.

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- 9.24.4 Safety Comm Duties** Submit minutes and any safety recommendations to the county office.
- 9.24.5 Safety Comm Duties** Assist in communicating and documenting the county’s Safety Policy Statement and the School Access Safety Plan to all employees.
- 9.24.6 Safety Comm Duties** Assist in loss control review for all accidents or incidents involving employees, students, and members of the general public related to entity vehicles or property. This review would include recommending mitigating measures that could prevent or lessen impact of similar mishaps in the future.
- 9.24.7 Safety Comm Duties** Assist in reporting hazardous conditions or activities and recommending corrective action.
- 9.24.8 Safety Comm Duties** Assist in inspecting facilities to observe compliance with establish loss control procedures and practices, and to identify and recommend corrective action to potentially hazardous conditions.
- 9.24.9 Safety Comm Duties** Assist in planning, organizing and evaluating lock-downs, evacuations, shelter-in-place drills and other emergency type code exercises.
- 9.24.10 Safety Comm Duties** Assist in determining loss control and safety training needs.
- 9.24.11 Safety Comm Duties** Assist in guaranteeing that first aid kits and other emergency devices are available and locations are known by all employees.
- 9.24.12 Safety Comm Duties** Assist in planning, organizing, and implementing training sessions on defusing potential hostile situations and responding to injuries.
- 9.24.13 Safety Comm Duties** Assist in preparing and presenting safety orientation programs to new employees.
- 9.24.14 Safety Comm Duties** Maintain a list of completed school access safety projects.
- 9.24.15 Safety Comm Duties** Assist in making new recommendations to control unwanted access or lessen impact if access is gained.
- 9.24.16 Safety Comm Duties** Assist in reprioritizing new and/or pending school access safety projects.
- 9.24.17 Safety Comm Duties** Assist in updating and maintaining accurate drawings and layouts of school physical plant for first responders.
- 9.24.18 Safety Comm Duties** Assist in planning annual training and prevention sessions on harassment and violence for staff and students.
- 9.24.19 Safety Comm Duties** Assist in planning annual training on recognizing, preventing, reporting and responding to bullying as per WV State Board Policy 4373.

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9.25 – Public Access Defibrillation Program (AED)

Approved by the LCBOE on March 28, 2011

- 9.25.1 Public Access Defibrilla** PURPOSE:
- 9.25.2 Public Access Defibrilla** The practices and procedures described in this document comprise the program through which Lewis County Board of Education will administer its Automated External Defibrillation (AED) Program. This program will conform to standards set forth by the American Heart Association (AHA). It is the policy of Lewis County Board of Education to minimize the risk associated with Sudden Cardiac Arrest (SCA) among its employees, students, and visitors.
- 9.25.3 Public Access Defibrilla** DEFINITIONS:
- 9.25.4 Public Access Defibrilla** Automated External Defibrillation (AED) – a device used to treat a patient with cardiac arrest whose heart is beating irregularly (fibrillating) by assessing the patient’s heart rhythm, judging whether defibrillation is needed, and then administering a shock to return the heart to normal.
- 9.25.5 Public Access Defibrilla** AED Coordinator – the person designated by Lewis County Board of Education who conducts the day-to-day duties associated with the AED program and serves as the Oversight Physician’s point of contact for the AED program.
- 9.25.6 Public Access Defibrilla** AED Oversight Physician – a designated, licensed physician providing medical oversight to the AED program, who is responsible for medical control, development, implementation, and establishing response procedures and a quality improvement plan.
- 9.25.7 Public Access Defibrilla** Medical Response Team – the group of Trained Rescuers who provide basic life support (CPR/First Aid) and apply AED’s during medical emergencies.
- 9.25.8 Public Access Defibrilla** Sudden Cardiac Arrest (SCA) – a condition where the heart stops beating suddenly and unexpectedly, due to a disturbance in the heart’s electrical system called ventricular fibrillation.
- 9.25.9 Public Access Defibrilla** Trained Rescuer – a person or category of people designated to respond to medical emergencies, and possess training in CPR, First Aid, and AED use within the confines of the AED program including defibrillation of the victim.
- 9.25.10 Public Access Defibrilla** AED LOCATION:
- 9.25.11 Public Access Defibrilla** The AED is to be located in an unrestricted, public area within the school building at all times. This location will allow quick access for first responders in the event of a cardiac arrest. An Automated External Defibrillator (AED) will be maintained in the gymnasium areas of Robert L. Bland Middle School, Lewis County High School, and Jane Lew Elementary School.
- 9.25.12 Public Access Defibrilla** Locator placard: AEDs are located in the metal AED cabinets
- 9.25.13 Public Access Defibrilla** Equipment: Each AED will be equipped with the following;
 - Two sets of electrodes
 - Two pair of latex gloves
 - One facemask barrier device
- 9.25.14 Public Access Defibrilla** Maintenance and testing is conducted as recommended by the manufacturer. Documentation of the maintenance and testing is maintained in a binder marked AED in the nurse’s office for a period of at least five years. Documentation shall reflect the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.
- 9.25.15 Public Access Defibrilla** Maintenance is completed yearly and on an as needed basis by:
 - Biomedical Technology
 - 949 Point Marion Road
 - Morgantown, WV 26508
 - (304) 599-5514