

## **Section 5: School Operations**

### **5.0 School Facilities**

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**BOARD POLICY**  
**5.000**

**SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT**

The Director is responsible for the care, custody and safekeeping of all School property. The procedures shall encompass the following components:

- Regular review and analysis of school building needs, including recommendations for new construction and improvements, along with supervision of new construction projects when appropriate
- Repair and maintenance of school property and the operation of school plants
- Employment and training of maintenance personnel
- Materials and equipment management, including system of inventory control
- Energy conservation and recycling program.

Facilities shall not only include School buildings and grounds but also faculty housing. Regulations shall also cover community use of these facilities after school hours.

In addition, regulations shall cover the proper use and care of all School property and equipment, including science labs, computer technology, playground and physical education equipment, off campus use of school equipment, cafeteria and other food services equipment, instructional equipment, books and supplies.

Funds shall be budgeted annually for the ongoing upkeep and maintenance of the School's facilities and equipment as a part of the budget process.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.010 Faculty Housing  
5.020 Use of School Facilities  
5.030 Off-Campus Use of School Equipment

**BOARD POLICY**  
**5.010**

**FACULTY HOUSING**

The School may provide furnished housing for its Overseas Based / Overseas Hired faculty. The Board holds the Director responsible for establishing regulations governing all matters related to staff housing including:

- A. Assignment of housing
- B. Regulations and restrictions related to use
- C. Maintenance and safety
- D. Furnishings

The Director shall be authorized to enter into long-term contracts, within limits established by the Board or elsewhere in Board policy, for faculty housing that is of size and condition normally acceptable to expatriates living in the local community.

Those faculty members housed in school-provided accommodations must comply with the lease agreement entered into between the School and the lessor as well as any School regulations established by the Director pertaining to such housing.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**5.020**

**USE OF SCHOOL FACILITIES**

The School buildings and grounds are primarily for the use of the School in offering its program of instruction and associated activities. The Board has approved making the facilities available for Trustees' events when school is not in session. Such use must not interfere with the School's primary purpose.

The Board authorizes the Director to establish regulations and all necessary rules for the use of the School's facilities during such times that school is not in session. This shall include identification of permissible types of events or functions, dates of availability, fees to be assessed and general guidelines for proper use. He/she shall also ensure the facilities and grounds are not used for purposes that are inconsistent or interfere with the School's philosophy and mission.

The Board approves the charging of a fee, established at the beginning of each school year, to defray costs associated with use of the facilities, utilities and staffing requirements as determined by the Director with approval from the Board.

**ADOPTED:** June 9, 2008

**REVISED:** October 18, 2009

**CROSS-REFERENCES:** 1.100 School Philosophy, Mission and Objectives  
5.000 School Buildings, Grounds and Equipment  
5.030 Off-Campus Use of School Equipment  
9.200 School Community Center

**BOARD POLICY**  
**5.030**

**OFF-CAMPUS USE OF SCHOOL EQUIPMENT**

The Director may establish regulations for the use of School equipment off campus, by School personnel, parents, students or other organizations/ individuals. The School does not typically encourage employees to take School equipment and materials home for professional use; however, there may be situations necessitated by School needs when it is appropriate to do so.

In general, School equipment shall not be taken off campus or loaned to any person, company or agency, except as follows:

- The Director may permit employees or other authorized individuals to use the school equipment overnight or on the weekend for the purpose of conducting a School-sponsored activity or preparing instructional material for classroom use.
- Permission may be granted by the Director for School employees to use school equipment in presenting programs for community organizations, nonprofit organizations or for public relations purposes.

Under no circumstances shall School equipment be used for personal purposes.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.000 School Buildings, Grounds and Equipment  
5.020 Use of School Facilities

**BOARD POLICY**  
**5.040**

**SCHOOL INFORMATION TECHNOLOGY PROGRAM**

The Director will develop short and long term plans for the School's overall computer and technology program, including the School's technology requirements in the areas of computer instruction, business operations, media services, data storage and security, information protection, and data privacy.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.000 School Buildings, Grounds and Equipment  
7.320 Instructional Computer Program  
8.225 Use of Information Technology

**BOARD POLICY**  
**5.110**

**SAFETY AND SECURITY PLANNING**

An important part of the School's safety and security program shall be the formation of an Emergency Response team, comprising the Director and key individuals from the School staff and community, who shall meet periodically to review and update the School's safety and security plans, as well as be the focal point in the event an emergency situation arises. The plans shall also include regular communications, training and drills.

Safety inspections of the School's physical facilities, equipment and materials shall be conducted at least once a year and more frequently if required, by the US Embassy Regional Security Officer (RSO) or a qualified individual. A safety inspection checklist shall be completed and submitted to the Director who shall report the findings, along with any corrective measures, to the Board.

The School's emergency safety and security plan shall be reviewed by the Director and the Emergency Response Team on an annual basis and updated where appropriate. The Director shall provide the Board evidence that this annual review has taken place.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**5.115**

**PHYSICAL SECURITY AND PROTECTION**

The Board recognizes that the School's buildings and grounds are important assets, and because security control is essential, policy and regulations must guard against trespassing by unauthorized persons and/or damage or losses caused by carelessness, vandalism or theft. In the interest of protecting School property, the Director is responsible for establishing regulations that shall ensure the overall security of School property by providing the proper screening of all individuals entering and leaving the school grounds.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
5.120 Vandalism  
5.130 Emergency Plans, Drills and Incidents  
9.030 Visitors to the School

**BOARD POLICY**  
**5.120**

**VANDALISM**

The Director is responsible for the development of procedures for reporting and investigating cases of vandalism, as well as disciplinary action in the case of students and steps for repairing/replacing the damaged property.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
5.110 Physical Security and Protection  
8.260 Vandalism / Damage to Property  
8.300 Student Discipline

**BOARD POLICY**  
**5.130**

**EMERGENCY PLANS, DRILLS AND INCIDENTS**

The Director will oversee the preparation and maintenance of a comprehensive emergency preparedness program to provide for the welfare of students and staff during the school day and while involved in School-sponsored activities. The School's emergency guidelines and procedures in support of this policy shall comprise, but not be limited to, the following types of emergencies that might be encountered in the community:

- A. Fire
- B. Earthquakes
- C. Severe Weather
- D. Bomb threats
- E. Terrorist attack
- F. Civil disturbance, demonstration or riot
- G. Suspicious persons or occurrences
- H. Emergencies while on field trips or excursions both within and outside Tripoli.

The Director shall work closely with the US Embassy RSO to ensure the School's plans are current, complete and aligned with US Embassy procedures. The emergency guidelines and procedures shall be designed to permit the most expedient notification of proper authorities, engage the services of US Embassy officials trained and knowledgeable in security matters, and minimize the danger to students regardless of circumstances.

The school will conduct routine training and practice drills necessary to ensure faculty, staff, and students can respond correctly and in a timely manner to an emergency situation.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

## **BOARD POLICY**

### **5.140**

#### **BOMB THREATS**

The Board of Directors takes seriously any action by any person that disrupts or threatens to disrupt the educational process. Of particular concern is the making of a threat that a bomb or other explosive device has been placed in the School, on School property or at any School-sponsored activity. Therefore, the Board directs that any and all legal remedies and actions be taken against any person apprehended and proven to have made such a threat, regardless of whether the threat is real or a prank.

The Board directs the Head of School to establish and implement regulations to be followed in cases of a bomb threat. These regulations should aim first at protecting the students and faculty in the School; second at finding the bomb device allegedly placed in the School; and third, identifying the person or persons responsible for making the threat.

Any investigative action shall be initiated by the Head of School, and then routed through the U.S. Consulate Regional Security Office and/or local security personnel in accordance with associated Board policies and regulations.

Any student of the School who has been apprehended and proven to have made such a threat, shall be disciplined in accordance with Board policies and procedures for student discipline, including possible suspension and/or expulsion.

All members of the School staff, especially office personnel who are likely to be the first recipients of threatening calls, shall be instructed on a regular basis in bomb threat procedure. Distribution of these procedures shall be at the discretion of the Head of School.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
5.130 Emergency Plans, Drills and Incidents  
8.270 Dangerous Weapons and Explosive Devices  
8.300 Student Discipline  
8.330 Student Suspension and/or Expulsion

**BOARD POLICY**  
**5.150**

**EMERGENCY SCHOOL CLOSINGS**

The Director is empowered to close the School for one day, delay the opening time of School, dismiss School early, hold students in School past dismissal time, or declare a “minimum day” if adverse weather conditions, or emergency safety considerations make it necessary.

The closure of School for more than one day requires Board approval.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**5.160**

**HEALTH AND SAFETY**

The health and safety of students and School personnel is a primary concern to the Board of Directors. The Board holds the Head of School responsible for establishing and maintaining an effective health, safety and sanitation program that meets or exceeds international standards. The program shall cover all students and School personnel while on School property or attending School-sponsored events.

The program shall include, but not be limited to:

- Fire safety, drills and prevention measures
- Building and property inspections
- Cafeteria safety and sanitation
- General health and safety measures
- Accident prevention procedures
- General sanitation procedures (including a pest management system)
- Staff training programs
- General health and safety awareness programs.

Teachers shall recognize and be particularly observant of conditions that affect the health and safety of children in their classrooms, on the playgrounds or in other areas where children work or play. Teachers shall take every reasonable precaution to protect students and other personnel from accidents, injury or health hazards and shall concern themselves with continual, repeated health and safety instructions as may be appropriate and necessary for the welfare of students and other personnel.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
5.170 Accident Prevention and Reporting  
5.180 Pest Management System  
5.300 Food Services Program  
8.400 Student Welfare and Safety  
8.410 Accidents and Illness

**BOARD POLICY**  
**5.170**

**ACCIDENT PREVENTION AND REPORTING**

All employees shall exercise due precaution in executing their duties and responsibilities, and shall immediately report any dangerous situation or condition to their supervisor or the Director.

Proper and immediate care of students is the School's first and primary responsibility.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 5.100 Safety and Security Planning  
5.160 Health and Safety  
8.400 Student Welfare and Safety  
8.410 Accidents and Illness

**BOARD POLICY**  
**5.210**

**SCHOOL-ASSIGNED VEHICLES**

The Board approves the provision of school-owned or school-leased vehicles to overseas recruited personnel. The Board may also consider the sharing or assignment of such vehicles on an as-needed basis to these individuals or other senior employees whose School responsibilities require “after hours” business on behalf of the School.

The employee shall operate the vehicle safely and responsibly and report immediately any suspected need for special maintenance or repair. The employee shall make the vehicle available when scheduled by the school for regular servicing. A fee for use may be assessed as determined by the Board, upon the recommendation of the Director. Fuel is at the expense of the employee, unless the vehicle use is for School-related purposes, in which case the School shall pay.

Upon Board approval, the Director shall develop clear guidelines governing the assignment and use of such vehicles, including procedures in the event of an emergency or accident. Under no circumstance shall a School vehicle be taken more than 150 km from the city center without prior approval from the Director.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**5.220**

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The School is not responsible for student safety in any instances where students ride in private vehicles, including car pools arranged by parents.

A staff member may transport a student or a group of students in his/her own car only if he/she has special authorization from the Director covering the specific trip and signed permission forms from the parents.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**