

SUPPORT SERVICES

SAFETY, FACILITIES, AND SPECIAL PROJECTS

Jerry W. Evans, Director

SAFETY

Safety continues to be priority #1! We take very seriously the safety of all of our children and our employees! Every school has a safety plan that is reviewed annually and our schools have a minimum of 10 fire drills each year as well as other safety drills including lock downs, evacuations, and tornado drills. Our goal continues to have a safety plan for implementation to keep our students safe in all situations. We have installed Knox boxes at the entrance to all of our schools so that the fire department has a quick and easy way to enter our schools if the need should arise in hours when staff is not available.

MAINTENANCE DEPARTMENT

Procedures and Regulations

Mission Statement: The Facilities and Maintenance Department's mission is to provide timely delivery of educational facilities, products, and related services of the highest quality, within the budget amounts approved by the School Board of Dixie District Schools. The Maintenance Department is committed to providing a full range of services to ensure that schools and facilities are safe, operationally efficient, clean, and well maintained.

The Maintenance Department of Dixie District Schools is operated with an extremely efficient and capable staff. All work is performed to comply with the Florida Building Code. The Director of Safety, Facilities, and Special Projects annually applies for an Annual Maintenance Permit. As part of this, the school district must maintain a detailed log of all work performed under this permit. A copy of this log is submitted annually to the Department of Education, Office of Educational Facilities. All work must also comply to the State of Florida Educational Regulations (SREF).

In order for any work or repair to be completed, a Requisition for Work and Services must be completed. The need may be called or faxed in, but the employee receiving the call must complete the requisition. A work order is then completed and sent to the maintenance staff.

Mr. Dwayne Leverette, Maintenance Coordinator and Supervisor, reviews all work orders and assigns the work order to a maintenance worker. If there is any question about the work order, Mr. Leverette consults with the Director of Safety, Facilities and Special Projects. Work beyond our capability or that would tie the staff up so that they could not perform daily responsibilities are referred to the Director to be contracted. Work orders that are requested but are not able to be performed due to safety reasons or because they do not meet code are denied and this is explained to the principal by the director.

HEALTH SERVICES

The Dixie County System has a comprehensive health program that provides school health clinics at all four campuses. One/two school health technicians work full time in the school health clinic offering services such as: first aid administration, evaluation and referral of medical conditions, issuance of doctor ordered medication, school health screenings (vision, hearing, weight and height, scoliosis, dental, and head lice screens). The School Health staff also maintains mandated medical records including immunizations, and physical exams. In addition to these services, health education programs are also provided to various grade levels.

Medication must be brought on campus by the parent in its original container issued by the drug store. **Students are not** to bring medications on campus. When parents bring medication to the clinic, they will be asked to fill out authorization forms that provide the name, and parent's signature, as well as a copy of the prescription, provided by the prescribing physician.

No other medication, diet supplements, diet pills, pills or powders should be brought to school. All medication should be turned in to the clinic, and any found to be in student possession may result in disciplinary action with possible expulsion.

TRANSPORTATION

The primary goal of the Dixie School District Transportation Department is to provide safe and dependable transportation to every child in our district. Dixie District Schools has 25 busses on the road each day and we strive to safely deliver our children to school and back to their homes.

We appreciate our drivers and staff for their dedication to our students and our district. We continue to deal with budget cuts that make us constantly search for ways to be more efficient in our operation and ask that you work with us if we find it necessary to make changes that impact you. If you have questions regarding your child's route, please contact our Transportation Department at 352-498-6152 or 498-6160.

Dixie County School District currently has 25 buses on the road daily delivering our children to and from school. Buses are purchased out of Capital Projects Funds that can only be spent on buses or building projects. Since it is our goal to keep updated buses that are safe, we continue to add newer buses as often as we can. Mr. P.J. Hope is Coordinator of our Transportation Department and is available to assist you if you have a transportation need. Kevin Davis, mechanic, performs a monthly safety inspection on each bus in addition to taking care of mechanical problems as they occur. Mrs. Robyn Wilkerson, Transportation Bookkeeper, answers the phone, handles all the paperwork for our department, and can usually assist with routing information.

Our drivers are professional drivers who must maintain a CDL license with passenger and student endorsement. Drivers are required to undergo an annual physical examination and must attend training to review safety procedures each year. All drivers' licenses are evaluated each month to assure that each has a safe driving record. Random drug testing is conducted quarterly on drivers to assure safety. **We continually have a need for qualified substitute bus drivers and frequently offer classes to provide training.**

Visit us online at . . .

www.dixie.k12.fl.us

HEALTH QUESTIONS

*Anderson Elementary School
498-1336*

*Old Town Elementary School
542-7818, Extension 5*

*Ruth Rains Middle School
498-1290*

*Dixie County High School
498-6453*