

# BUILDING SITES

## SERIES 900

**900**            **Statement of Guiding Principles For Buildings and Sites**

**902**            **Maintenance and Operation**

- 902.1            Maintenance Schedule
- 902.2            Requests for Improvement
- 902.3            Emergency Repairs
- 902.4            Use of Contract Service
- 902.5            Disposition of Obsolete Equipment
- 902.6            Inventory

**903**

- 903.3            Hazardous Chemical Risks Right To Know
- 903.4            Public Conduct on School Premises

**904**

- 904.1            Tobacco/Nicotine-Free Environment

**STATEMENT OF GUIDING PRINCIPLES FOR BUILDINGS AND SITES**

The primary purpose of the school building program is to provide the best environment in which to achieve the educational objectives of the school district.

The Board of Directors has full and final responsibility for the selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, and payment for work performed on contractual agreements; the Board also has the responsibility for final acceptance or rejection of work done. All related actions should be taken only on the basis of official Board resolutions, passed upon formal recommendations from district administrators at legal Board meetings.

The superintendent shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives of the building program, and for making recommendations to the Board of Directors.

Approved: January 14, 1991  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

## **MAINTENANCE SCHEDULE**

The superintendent of schools, in cooperation with the administrative, faculty, and maintenance personnel, shall cause to be developed and administered, a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and groups of the school district. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

Approved: January 14, 1991  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 902.2

## **REQUESTS FOR IMPROVEMENTS**

Provisions for procedures in making requests for improvements and/or repairs for all school district property shall at all times, except in cases of emergency, follow the proper lines of authority and the proper sequence of organization as outlines in the school district maintenance schedule.

Approved: January 14, 1991  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 902.3

## **EMERGENCY REPAIRS**

When an emergency arises in the maintenance and operation of any school district property that directly affects the learning environment and/or safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:

- 1) any staff member shall do all in his/her power to correct the emergency as need dictates, or
- 2) if unable to correct and/or control the emergency, shall report the emergency situation to the maintenance staff immediately for correction.

In the event of an emergency requiring repairs, in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Approved: January 14, 1991  
Revised: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 902.4

#### **USE OF CONTRACT SERVICE**

The superintendent of school shall use his/her judgment as conditions dictate as to the use of school district maintenance personnel or contracting for a special service in the maintenance of the school district's grounds, buildings, and equipment.

Approved: January 14, 1991  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 902.5

#### **DISPOSITION OF OBSOLETE EQUIPMENT**

It is recommended that whenever any furnishings, equipment, and/or supplies valued at less than five thousand dollars (\$5,000.00) have been declared obsolete by the administration, the superintendent of schools or his/her designated agent shall be authorized to dispose of such furnishings, equipment, and/or supplies at the best price possible. The funds derived there from shall be forwarded to the secretary of

the board. The secretary of the board shall credit such receipts to the proper fund as stated in Code of Iowa, Chapter 297-22.

Whenever any furnishings, equipment, and/or supplies valued at more than five thousand dollars (\$5,000.00) have been declared obsolete by the administration, the superintendent of schools shall sell such items under the Code of Iowa, Chapter 297-15 through 297-25.

Approved: January 14, 1991  
Revised: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 902.6

## **INVENTORY**

An annual inventory of all furniture and other equipment shall be maintained under the supervision of the business manager. All items of equipment that are not consumable in nature shall be included in the annual inventory.

A perpetual inventory shall be maintained for all items that are consumable in nature.

Approved: January 14, 1991  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 903.3

### **HAZARDOUS CHEMICAL RISKS RIGHT TO KNOW**

The Board of Directors recognizes the necessity to transmit information by means of a comprehensive hazard communication program, which includes container labeling, material safety data sheets and employee training, and to transmit that program to district employees, the community and to emergency response personnel.

Therefore, it shall be the policy of the Board of Directors to develop and implement a program to comply with the "Right To Know Law and Rules". The program shall be administered by the superintendent of schools or a designee.



Approved: April 13, 1987  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 903.4

### **PUBLIC CONDUCT ON SCHOOL PREMISES**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

-Abusive, verbal or physical conduct of spectators directed at participants, officials

or sponsors of sponsored or approved activities or at other spectators will not be tolerated.

-Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.

-The use of vulgar, obscene or demeaning expression directed at students, officials or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future sponsored or approved activities.

Under recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

Approved: November 10, 1999  
Reviewed: July 11, 2016

Reviewed: August 14, 2006

Reviewed: August 8, 2011

Code No. 904.1

### **TOBACCO/NICOTINE-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately.

It shall be the responsibility of all school personnel to enforce to this policy. It shall be the responsibility of the superintendent to develop administrative regulations in concert with this policy.

Approved: November 9, 1987  
Revised: August 11, 2014

Reviewed: August 14, 2006  
Reviewed: July 11, 2016

Reviewed: August 8, 2011