

**Avery School District
#394
SCHOOL FACILITIES**

Goals

9000

The Board recognizes the importance the physical plant plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the District. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The District will review demographic factors as changes make such reviews necessary.

Policy History:

Adopted on: 5/21/2018

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Acquisition, Use, and Disposal of School Property

9100

Acquisition of Property

Real Property: Within one year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property: The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than \$25,000. When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost \$25,000 or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Conveyance of Property

Less than \$500: For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000: For property that has an estimated value of less than \$1,000, the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one published advertisement is required.

\$1,000 or Greater: For property with a value of \$1,000 or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402(g). Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in the District until full payment is received.

Donated Property

If property is donated to the District, the Board may sell the property without advertising or bidding within one (1) year of the time the initial appraisal was conducted.

Exchange of Property

The Board may exchange real or personal property for other property provided that:

1. Such property is appraised;
2. 1/2 plus one of the members of the full Board determine such conveyance or exchange is in the best interest of the District; and
3. A resolution is passed authorizing such exchange of real and/or personal property to any of the following:
 - A. U.S. government;
 - B. City;
 - C. County;
 - D. State of Idaho;
 - E. Hospital district;
 - F. School district;
 - G. Public charter school;
 - H. Idaho Housing and Finance Association;
 - I. Library district;
 - J. Community college district;
 - K. Junior college district; or
 - L. Recreation district.

Cross Reference: 2510P Selection of Library Materials

Legal Reference: I.C. § 33-402	Notice Requirements
I.C. § 33-601	Real and Personal Property – Acquisition, Use or Disposal of Same
I.C. § 67-2801, et seq.	Purchasing by Political Subdivisions – Legislative Intent

Policy History:

Revised on: 5/21/2018

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Contractor License, Surety Bonds, and Insurance

9200

No contract shall be awarded to any contractor who is not licensed as required by the laws of this State. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than eighty five percent (85%) of the contract amount for the sole protection of the District; and
2. Payment bond in an amount not less than eighty five percent (85%) of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his or her subcontractors in the prosecution of the work performed under the contract.

Legal Reference: I.C. § 54-1902 Unlawful to Engage in Public Works Contracting
 Without License
 I.C. § 54-1925 et seq. Public Contracts Bond Act

Policy History:
Revised on: 5/21/2018

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Operation and Maintenance of District Facilities

9300

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the principals, fire chief, and county sanitarian, shall periodically inspect plants and facilities. He or she shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference: 8520 Inspection of School Facilities
 9400 Safety Program
 9500 Security

Legal Reference: I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds
 I.C. § 33-1613 Safe Public School Facilities Required

Policy History:

Revised on: 5/21/2018

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Safety Program

9400

The Board acknowledges the importance of safety for students, staff, and others having business with the District. In addition, programs that advocate safety education, accident prevention, proper supervision, and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness. The Board directs the Superintendent to form a District-wide Safety Committee to research and assess available programs and make recommendations to the Board for the implementation of these programs.

The Board also directs the District Safety Committee to develop an Exposure Control Plan to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus.

Cross Reference: 8520 Inspection of School Facilities
 9300 Operation and Maintenance of District Facilities

Legal Reference: I.C. § 33-512 Governance of Schools
 29 CFR 1910.1030 The Bloodborne Pathogens Standard

Policy History:

Revised on: 5/21/2018

**Avery School District
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Security

9500

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security guards may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of District Facilities

Policy History:

Revised on: 5/21/2018

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Facilities Operations

9600

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager shall manage the operation of the facilities through the head custodians of the District's school facilities.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system;
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings, and equipment in those facilities;
3. Adequate care of and timely lamp replacement in each facility's lighting system; and
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

Policy History:

Revised on: 5/21/2018

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District-Wide Asbestos Program

9700

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations, and changes be complied with by all District employees, vendors, and contractors.

The District shall develop and continually update an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and submit the plan to the Idaho Department of Environmental Quality for approval. A copy of each school's plan shall also be kept at the school and made available to the public for review. The District shall notify parents, teachers, employees, and employee organizations (in writing) of the availability of management plans. The management plan shall include a description of the steps taken to notify such groups and a dated copy of the notification.

After an initial inspection of the schools to identify possible asbestos-containing building materials, the District shall conduct an inspection every three (3) years to determine whether the condition of known or assumed asbestos-containing building materials has changed and will make recommendations on managing or removing the materials. These inspections and any response actions must be performed by trained, licensed professionals. Every six (6) months, the District will survey the condition of these materials to assure that they remain in good condition. Forms for noting the condition of these materials shall be included in the management plan.

The District will train all maintenance and custodial staff on asbestos and how to deal with it, and notify short-term or temporary workers on the locations of the asbestos-containing building materials. Such training will be conducted within sixty (60) days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. The District will ensure that plans and procedures to minimize the disturbance of asbestos-containing building materials are set and followed.

The Superintendent or his or her designee shall be trained and designated as the person responsible for ensuring that these requirements are implemented.

Legal Reference: Asbestos Hazard Emergency Response Act, 15 U.S.C. § 2650
 Asbestos Management Plans, 40 C.F.R. § 763.93

Policy History:
Revised on: 5/21/2018

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Memorials on School Grounds

9805

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a permanent stone and plaque of modest size indicating the name and relevant information of the person memorialized. Any memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Placement of any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions may be made to a general scholarship fund established by the District. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, District, or community. Items received become the property of the District and shall be used for the purpose for which they were donated.

The Board recognizes that temporary memorials of flowers, personal messages, and mementoes maybe created on District property upon such losses or events. The display of all remembrances shall be temporary in nature, and will be removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled

classroom or school activities. The celebration of student accomplishments may, with prior Board or designee approval, be authorized.

Policy History:

Adopted on: 5/21/2018