

9000 SERIES

SCHOOL FACILITIES TABLE OF CONTENTS

9000: Goals

9200: Acquisition, Use and Disposal of School Property

9242: Contractor License, Surety Bonds and Insurance

9300: Operation and Maintenance of District Facilities

9311: Safety Program

9320: Security

9320F: Signed Waiver Form

9330: Facilities Operations

9350: District-Wide Asbestos Program

Swan Valley School District #92

SCHOOL FACILITIES

9000

Goals

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: June 17, 2004

Revised on:

Swan Valley School District #92

FINANCIAL MANAGEMENT

9200

Page 1 of 2

Acquisition, Use and Disposal of School Property

Acquisition of Property

Real Property - Prior to acquiring real property, such property will 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. If the Board is purchasing a site for educational purposes, such building site shall 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 thirty thousand dollars (\$30,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost thirty thousand dollars (\$30,000) or more, the District shall comply with the statutory bidding requirements (I.C. § 33-601).

Conveyance of Property

Less than \$500 – For property that has an estimated value of less than five hundred dollars (\$500) and the value is determined to be insufficient in comparison to the costs of arranging a sale, the Board may, by unanimous vote of those present, dispose of such property in a manner deemed appropriate by the Board or the Board's designee.

Less than \$1,000 - For property that has an estimated value of less than one thousand dollars (\$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 (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$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. Such property may be sold for cash or upon such terms and conditions as the Board determines not to exceed ten (10) years with an annual interest rate of not less than seven percent (7%). 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

For elementary districts only, a school site may only be designated or the conveyance of property requires an election and approval of two-thirds (2/3) or more of the electors voting at the annual meeting.)

Legal Reference:

I.C. § 33-601 Real and personal property –
Acquisition, use or disposal of same.

Policy History:

Adopted on: June 17, 2004

Revised on:

Swan Valley School District #92

SCHOOL FACILITIES

9242

Contractor License, Surety Bonds and Insurance

No contract shall be let to any contractor who is not licensed as required by the laws of this state. Before any contract exceeding \$30,000.00 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 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 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:

Adopted on: June 17, 2004

Revised on:

Swan Valley School District #92

SCHOOL FACILITIES

9300

Operation and Maintenance of District Facilities

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 plant and facilities. S/he 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: 8302 – Inspection of School Facilities
Legal Reference: I.C. § 33-701 Fiscal year – Payment and
accounting of funds
I.C. § 33-1613 Safe public school
facilities required

Policy History:

Adopted on: June 17, 2004

Revised on:

SCHOOL FACILITIES

Security

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.

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.

District employees are responsible for the secure maintenance of all school keys issued to them. District employees are specifically prohibited from loaning school keys to any person who is not employed with the school district. Any exceptions to this prohibition must be approved in advanced by the building administrator.

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 watchmen 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.

SCHOOL FACILITIES USED BY THE PUBLIC

The Swan Valley School District No. 92 Board of Trustees acknowledges that while school facilities are public, the Board of Trustees has ultimate control and supervision over those facilities. District school buildings may be made available to responsible individuals or organizations for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the educational program or other school-sponsored activities. The Board directs the Superintendent/designee to develop procedures to manage rental of the District's facilities.

Guidelines

Use of District Facilities

1. Use of the District's facilities by non-school groups should be at times when school is not in session and should not negatively impact curricular or extra - curricular programs.
2. Use of school facilities for the educational program or other school-sponsored activities has precedence over all other requests for use.
3. Persons on school premises must abide by the District's policies and rules of conduct at all times.
4. The school shall approve and schedule the school facilities.
 - a. A master calendar shall be kept in the office for scheduling dates to avoid conflicts.
 - b. Requests for use of the school facilities must be submitted in advance to the office.
5. Prior to using any of the District's facilities, individuals or groups are required to complete the Waiver and Release of Liability and Assumption of Risk Form #9320 F.

Legal Reference:

Policy History:

Adopted on: June 17, 2004

Revised on: November 14, 2017

Swan Valley School District No. 92

**9320F
Page 1 of 2**

WAIVER AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK

To be completed and signed by the individual responsible for those using any District No. 92 Facility for a non-school related activity.

Disclaimer: DISTRICT #92 IS NOT RESPONSIBLE FOR ANY INJURY, INCLUDING DEATH, OR LOSS OF PROPERTY TO ANY PERSON SUFFERED WHILE ON THE PREMISES OR PARTICIPATING IN THE USE OF ANY OF ITS FACILITIES FOR ANY REASON INCLUDING BUT NOT LIMITED TO THE UTILIZATION OF ANY EQUIPMENT OR THE PLAYING, PRACTICING OR SPECTATING OF ANY ACTIVITY OCCURRING IN OR ABOUT ANY DISTRICT PREMISES.

In consideration of the group participating in and the use of District No.92 facilities, I hereby release and covenant not to sue District No. 92, its Board members, superintendents, directors, officers, employees, representatives, agents and lessees from any and all present and future claims resulting from ordinary negligence and inherent risk of use of the facilities and equipment of District No. 92, including but not limited to any loss, injury, damage, or liability sustained while on or about any premises of District No. 92.

I am fully aware and understand that District No. 92 does not have on or about the premises, or employ, or contract with any medical services, provisions for ordinary or

emergency medical service, including but not limited to emergency cardiovascular assistance. Furthermore, I am aware that District No. 92 does not provide instruction or supervision of the facilities or equipment while I am using the same without an expressed arrangement to do so in writing.

I agree that immediately prior to participating in any activity occurring in or about District No. 92 facilities, I will inspect the facilities and equipment to be used and if any defect is apparent, I will not use the facility or equipment and I will notify the management of District No. 92 of the defect.

I further agree that if I am not knowledgeable in the proper use of any District No. 92 facilities or equipment, I will obtain proper instruction for the correct use of such facility or equipment from a qualified individual before I will use the facility or equipment or I will insure that a qualified District No. 92 employee is on site while using the facility or equipment.

I further agree to indemnify and hold harmless District No. 92, its Board members, superintendents, officers, employees, representatives, agents, and lessees for any and all claims arising from my involvement in activities incidental thereto wherever, whenever,

and however, the claims may arise including but not limited to travel to and from District No. 92 or related activity site and participation at remote sites. I assume all of the foregoing risk and accept personal responsibility for any damages following any loss of property, injury, permanent disability or death resulting there from.

I further agree that all children under the age of 18 will be properly supervised and will not be left alone in the building.

I further agree that I am responsible for the school key that has been checked out to me. I am required to check out the key from the office and return it to the school the following day. Abuse of the key check out system will result in denial of facility use. Should I lose the key I am responsible for the cost of re-keying the school to ensure adequate protection of the facilities.

SIGNATURE PAGE

I have read and fully understand the above waiver and release of liability and assumption of risk. I fully understand that I have given up substantial rights by signing this waiver of release of liability and assumption of risk and sign it voluntarily.

Signature

Date

Legal Reference:

Policy History:

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Swan Valley School District #92

SCHOOL FACILITIES

9311

Safety Program

The Board acknowledges the importance of safety for students, staff and others having business with the District. Safety education, accident prevention and proper supervision are important as protective measures and also OSHA means to promote a culture of safety awareness.

The Board directs the development of an Exposure Control Plan for employees to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

The District will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Idaho regarding school disturbance or individual protection for school employees or students.

It shall be the Superintendent's responsibility to execute this program. The Superintendent may delegate this responsibility to other staff members.

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

Policy History:

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Revised on:

Swan Valley District #92

SCHOOL FACILITIES

9330

Facilities Operations

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.
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:

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Swan Valley School District #92

SCHOOL FACILITIES

9350

District-Wide Asbestos Program

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.

Policy History:

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