

## BUILDINGS AND SITES

### Series 800

- 800 Objectives of Buildings and Sites
- 801 Site Acquisition and Building Construction
  - 801.1 Buildings and Sites Long Range Planning
  - 801.2 Buildings and Sites Surveys
  - 801.3 Educational Specifications for Buildings and Sites
  - 801.4 Selection of an Architect
  - 801.5 Site Acquisition
  - 801.6 Bids and Awards for Construction Contracts
  - 801.7 Financing Sites and Construction
  - 801.8 Supervision of Construction
- 802 Maintenance, Operation and Management
  - 802.1 Maintenance Schedule
  - 802.2 Requests for Improvements
  - 802.3 Buildings and Sites Adaptation for Persons with Disabilities
  - 802.4 Parking
  - 802.5 Vandalism
  - 802.6 Energy Conservation
  - 802.7 Contract for Maintenance Services
- 803 Selling and Leasing
  - 803.1 Disposition of Obsolete Equipment
  - 803.2 Lease, Sale or Disposal of School District Buildings and Sites
  - 803.3 Vacant Facilities
- 804 Safety Program
  - 804.1 Facilities Inspections
  - 804.2 Warning System and Emergency Plans
  - 804.3 First Aid
  - 804.4 Facilities Security
  - 804.5 Employee Safety Inservice
  - 804.6 Bomb Threats
  - 804.7 Asbestos Containing Material

OBJECTIVES OF BUILDINGS AND SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It shall be the goal of the board to provide sufficient school district buildings and sites for the education program. The board shall strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board shall have final authority to determine what is necessary to meet the needs of the education program.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

BUILDINGS AND SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board shall include the buildings and sites needs for the education program. The long-term needs for building and sites shall be discussed and determined by the board.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

BUILDINGS AND SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS AND SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

SELECTION OF AN ARCHITECT

The board shall have the authority to select the architect for construction projects. The financial condition of the school district, the ability of the architect to meet the building and site specifications, the experience of the architect and other factors deemed relevant by the board will be considerations for selection of an architect.

It shall be the responsibility of the board to interview the architects and make a decision.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

SITE ACQUISITION

Sites acquired by the board shall meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

The master site acquisition plan shall be subject to periodic review and updating. The superintendent/designee may request the assistance of an architect, a real estate committee, the zoning commission, the urban planning organization and any other person or persons needed in making the master site acquisition plan.

It shall be the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board believes the building plans of the district should provide for the most effective and efficient use of public funds in the operation of the district and its educational program while allowing a variety of contractors to compete for the project.

The board supports economic development in Iowa, particularly in the district community. Therefore, all construction contracts shall be made in the district community or in Iowa from Iowa based companies if the bids submitted are comparable in price to those submitted by other bidders and meet the required specifications.

All construction projects undertaken in the name of the district shall be made in accordance with Iowa law and the board's policies. It shall be the responsibility of the board to approve construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will clarify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law.

The award of construction contract will be made to the lowest responsible bidder based upon total cost considerations, including, but not limited to, the cost of the construction, the availability of service and/or repair, and completion date. The board shall have the right to reject any or all bids and readvertise. The superintendent of school shall recommend to the board with whom the contract should be made. A contract, which has been awarded, may be cancelled by the board upon the recommendation of the superintendent of schools, who shall state the reasons for the recommendation to the board.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_



FINANCING SITES AND CONSTRUCTION

Prior to the approval of a construction contract, except emergency construction, the board shall review methods for financing the project. The board may use the means it deems necessary to pay for the purchase of sites and construction. In determining the means of financing for these purposes, the board shall consider the financial condition of the school district and the uses allowed for the monies of the school district.

It shall be the responsibility of the superintendent to analyze the various methods of financing for the purchase of sites and construction and make a recommendation to the board.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

SUPERVISION OF CONSTRUCTION

Construction authorized by the board must be supervised for proper execution. The board will tour the completed construction area before allowing final payment on the project.

It shall be the responsibility of the architect to supervise construction projects of the school district as they are completed. The superintendent shall work closely with the architect and provide the board with progress reports at each meeting until the construction is completed.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

MAINTENANCE SCHEDULE

The superintendent of schools, in cooperation with administrative, faculty, and operations personnel, shall develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the school district. Employees should notify the operations department and/or building principal when something is in need of repair or removal, including graffiti.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

REQUESTS FOR IMPROVEMENTS

Requests for improvements to or repairs of school district property shall, except in emergencies, follow the proper lines of authority and the proper sequence of organization as outlined in the district's maintenance schedule.

When an emergency arises that directly affects the learning environment or the safety and welfare of the people in the building, the following shall supersede the official maintenance schedule:

1. Any staff member shall do all in his or her power to correct the emergency as needs dictate; or
2. Any staff member shall, if he or she is unable to correct or control the emergency, immediately report the situation to maintenance staff.

The school district may also petition the Department of Education to receive approval to assess and levy tax and maintain an emergency fund.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

BUILDINGS AND SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites shall be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

PARKING

Employees shall park only in the areas designated as employee parking and abide by school district parking regulations.

Visitors to the school district shall park in the parking area designated for visitor parking. Students shall abide by board policies dealing with the use of bicycles and motor vehicles. Parking areas designated for persons with disabilities may be used only by persons with disabilities.

Failure to comply with this policy or school district regulations will be reason for revocation of school district parking privileges.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property shall treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property shall be reported to the local law enforcement authorities.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

## ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students shall practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It shall be the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students shall abide by these guidelines.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_



CONTRACT FOR MAINTENANCE SERVICES

The board may contract for custodial and other maintenance services for the school district buildings and sites. The superintendent is authorized to contract for such services.

It shall be the responsibility of the superintendent to consider the financial condition of the school district and other factors deemed relevant by the superintendent in making such contracts.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 shall be sold or disposed of in a manner determined by the board. The any obsolete equipment will be thrown away, however, any sale of equipment, furnishings or supplies disposed of in this decided manner shall be published in a newspaper of general circulation. The publication of the sale or disposition shall be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in same newspaper.

A public hearing shall be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board shall adopt a resolution announcing the proposed sale and shall publish notice of the time and place of the public hearing and the description of the property shall be in the resolution. Notice of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Approved 11/17/14

Reviewed 4/10/2017

Revised 11/17/2014

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS AND SITES

Decisions regarding the lease, sale, or disposal of school district real property shall be made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property with a value of \$5,000 or more, a public hearing shall be held. The board shall adopt a resolution announcing the proposed sale which shall contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in *Iowa Code* §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$25,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

VACANT FACILITIES

School district facilities which have been vacated by the school district and are available for lease or purchase shall be reported to the city, county, and Iowa Department of General Services.

It shall be the responsibility of the board secretary to complete and send this notice. The board secretary should also notify the school district insurance carrier.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

WARNING SYSTEM AND EMERGENCY PLANS

The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students shall be informed of this system according to board policy. Each classroom and office shall have a plan for helping those in need of assistance to safety during an emergency. This shall include, but not be limited to, students and employees with disabilities.

Licensed employees shall be responsible for instructing students on the proper techniques to be followed during an emergency.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

FIRST AID

The board encourages employees to be trained in emergency first aid care and cardio-pulmonary resuscitation (CPR). The school district may provide a program annually for those employees who wish to learn or update emergency first aid care.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

## STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY

The Hinton Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of severe allergic reactions. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction.

**Procurement and maintenance of supply:** The district shall stock a minimum of one pediatric dose and one adult dose epinephrine auto-injector for each school building. The supply of such auto-injectors shall be maintained in a secure, dark, temperature-controlled location in each school building.

The school nurse shall routinely check stock epinephrine auto-injectors and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector that is used, close to expiration, or discolored or has particles visible in the liquid.

**Training:** A school nurse or personnel trained and authorized may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if the following occur:

- Failure to administer an epinephrine auto-injector to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector according to generally accepted standards of practice (“medication error”); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication (“medication incident”).

**Reporting:** The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine;
- Each medication error with the administration of stock epinephrine; or
- The administration of a stock epinephrine auto-injector.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

Approved 5/16/2016

Reviewed 4/10/2017

Revised \_\_\_\_\_



FACILITIES SECURITY

To protect the school district buildings and sites and equipment, the facilities shall be locked when school is not in session. When school activities or public activities are held in the school district facilities, only the appropriate doors, as determined by the superintendent and the building principals, shall be unlocked for access to the school district facilities.

It shall be the responsibility of employees and users of the school district facilities to abide by this policy.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

EMPLOYEE SAFETY INSERVICE

The administration and custodians may conduct inservices for employees to review safety practices and accident prevention.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

## BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students shall remain outside the school district facility until it is determined that danger no longer exists.

It shall be the responsibility of the superintendent to file a report or keep a report of each incident for the school district records.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Approved 1/21/2013

Reviewed 4/10/2017

Revised \_\_\_\_\_

