

Series 800 - BUILDINGS AND SITES

(Last full Policy Update/Review: September 2025)

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POLICY 800: OBJECTIVES OF BUILDINGS & SITES

Original Adopted Date: 03/1995 | **Last Revised Date:** 08/11/2025 | **Last Reviewed Date:** 9/16/2025

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will 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 has final authority to determine what is necessary to meet the needs of the education program.

It is 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.

Cross Reference
804.2

Description
District Emergency Operations Plan

POLICY 801.1: BUILDINGS & SITES LONG RANGE PLANNING

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

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

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

I.C. Iowa Code	Description
Iowa Code § 280.12	Uniform School Requirements - School Improvement Advisory Committee
Iowa Code § 280.14	Uniform School Requirements - Administrators
Iowa Code § 280.3	Education Program - Attendance Center Requirements
Iowa Code § 297	School Houses/Sites
Cross Reference	Description
103	Long-Range Needs Assessment
103R1	Long-Range Needs Assessment - Regulation

POLICY 801.2: BUILDINGS & SITES SURVEYS

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

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 is 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.

I.C. Iowa Code Iowa Code § 280.14 Iowa Code § 280.3 Iowa Code § 297	Description Uniform School Requirements - Administrators Education Program - Attendance Center Requirements School Houses/Sites
Cross Reference 103 103R1	Description Long-Range Needs Assessment Long-Range Needs Assessment - Regulation

POLICY 801.3: EDUCATIONAL SPECIFICATION FOR BUILDINGS & SITES

Original Adopted Date: 03/1995 | Last Revised Date: 10/16/2024 | Last Reviewed Date: 09/16/2025

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.

The district will publish on the district website information related to the square footage of each school building owned by the district; enrollment capacity of each attendance center owned by the district; how the building is currently utilized by the district, and school buildings owned by the district that are vacant.

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

Legal Reference	<u><i>Cedar Rapids Community School District, Linn County v. City of Cedar Rapids</i>, 252 Iowa 205, 106 N.W.2d 655 (1960).</u> Iowa Code §§ 8A; 26; 280.3, .14; 297; 544A.
Case Law Cedar Rapids CSD Linn Cnty v. City of CR	Description 252 Iowa 205, 106 N.W.2d 655 (1960).
I.C. Iowa Code Iowa Code § 26 Iowa Code § 280.14 Iowa Code § 280.3 Iowa Code § 297 Iowa Code § 544A Iowa Code § 8A	Description Bidding Uniform School Requirements - Administrators Education Program - Attendance Center Requirements School Houses/Sites Architects Department of Administrative Services

POLICY 801.4: SITE ACQUISITION

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

Sites acquired by the board will 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 specific sites in compliance with applicable laws.

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

I.C. Iowa Code Iowa Code § 21.5 Iowa Code § 297	Description Closed Session School Houses/Sites
Cross Reference 212 705.01 705.01R1 705.01R2	Description Closed Sessions Purchasing – Bidding Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure Purchasing – Bidding - Using Federal Funds in Procurement Contracts

POLICY 802.1: MAINTENANCE SCHEDULE

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule is created and adhered to in compliance with this policy.

I.C. Iowa Code

Iowa Code § 279.8
Iowa Code § 280.14
Iowa Code § 280.3

Cross Reference

502.02
502.05
802.02
804.01

Description

[Directors - General Rules - Bonds of Employees](#)
[Uniform School Requirements - Administrators](#)
[Education Program - Attendance Center Requirements](#)

Description

Care of School Property/Vandalism
Student Lockers
Requests for Improvements
Facilities Inspections

POLICY 802.2: REQUEST FOR IMPROVEMENTS

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$5,000, may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

I.C. Iowa Code	Description
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 280.14	Uniform School Requirements - Administrators
Iowa Code § 280.3	Education Program - Attendance Center Requirements
Cross Reference	Description
802.01	Maintenance Schedule
802.03	Emergency Repairs

POLICY 802.3: EMERGENCY REPAIRS

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

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.

This policy reflects Iowa law regarding emergency repairs. The certification of the AEA administrator is a legal requirement.

I.C. Iowa Code

Iowa Code § 26
Iowa Code § 279.8
Iowa Code § 280.14
Iowa Code § 280.3

Cross Reference

705.01
705.01R1

705.01R2

802.02

Description

[Bidding](#)
[Directors - General Rules - Bonds of Employees](#)
[Uniform School Requirements - Administrators](#)
[Education Program - Attendance Center Requirements](#)

Description

Purchasing – Bidding
Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure
Purchasing – Bidding - Using Federal Funds in Procurement Contracts
Requests for Improvements

POLICY 802.4: CAPITAL ASSETS

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5,000. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$5,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

This is a mandatory policy.

In determining the capital asset capitalization threshold, the size of the school district, the property insurance deductible and the time and effort necessary to account for and track capital assets with a lesser value should be considered. It is strongly recommended the board consult with the school auditor prior to setting the capitalization threshold.

An intangible asset should be recognized in the statement of net assets only if it is identifiable which means the asset is either separable or arose from contractual or other legal rights, regardless of whether those rights are transferable or separable. The intangible asset must also possess all of the following characteristics/criteria:

- *lack of physical substance;*
- *be of a nonfinancial nature (not in monetary form like cash or investment securities); and,*
- *the initial useful life extending beyond a single reporting period.*

Examples of intangible assets include easements, land use rights, patents, trademarks and copyrights. In addition, intangible assets include computer software purchased, licensed or internally generated, including websites, as well as outlays associated with an internally generated modification of computer software.

Intangible assets can be purchased or licensed, acquired through nonexchange transactions or internally generated. Intangible assets exclude assets acquired or created primarily for purposes of directly obtaining income, assets from capital lease transactions reported by lessees, and goodwill created through the combination of a government and another entity.

A school district could, and many do, use bar code identification tags to control capital assets, such as VCRs, technology equipment, etc., even though these capital assets have a cost below the capitalization threshold. In tracking these capital assets only the information necessary to control the location and use of them needs to be maintained. Some school districts video-tape each classroom/office annually to save time and effort tracking capital assets below the capitalization threshold. The video tape is also helpful for insurance claims. Whether a school district chooses to track capital assets with a cost below the capitalization threshold or not, capital assets with a cost below the capitalization threshold should not be included in the capital assets listing for reporting purposes.

This policy provides for valuing capital assets at historical cost as required by GAAP. This policy bases the capitalization threshold on the historical/acquisition cost of the individual asset. The school district can choose to use the historical cost of all the items included in a purchase order as the basis for determining whether to capitalize the capital asset. The cost of improvements may be added to the historical cost of a capital asset. Deciding whether to add the costs of an improvement to a capital asset's historical cost is a judgment call which should be made after consulting with the school auditor.

I.C. Iowa Code

Iowa Code § 257.31

Iowa Code § 279.8

Iowa Code § 297

Iowa Code § 298A

Description

[Finance Program - Committee](#)

[Directors - General Rules - Bonds of Employees](#)

[School Houses/Sites](#)

[School District Fund Structure](#)

Cross Reference

701.03

709

Description

Financial Records

Insurance Program

POLICY 802.4R1: CAPITAL ASSETS REGULATIONS

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

1. Conduct the capital assets physical count;
2. Develop the capital assets listing;
3. Tag capital assets included in the capital assets management system with a bar code identification number;
4. Make a recommendation of a computer software program for managing the capital assets management system;
5. Enter the necessary data into the capital assets management system and compile the appropriate reports;
6. Develop forms and procedures for maintaining the integrity of the capital assets management system; and,
7. Maintain responsibility for an accurate capital assets management system.

B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Capital assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the database are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.
5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
6. The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.

D. Addition/acquisition of capital assets.

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than (\$ capitalization threshold). The following information should be collected, if applicable:
 - a. Name of location-building/department/room;
 - b. Location-building/department/room code;
 - c. Balance sheet accounting/class code;
 - d. Government or BTA program;
 - e. Addition/acquisition date;

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- f. Check/purchase order number or gift;
 - g. Bar code identification number assigned to and placed on the capital asset;
 - h. Serial/model number;
 - i. Cost-historical;
 - j. Fair market value on acquisition date (donated assets only);
 - k. Estimated useful life;
 - l. Vendor;
 - m. Purchasing fund and function;
 - n. Description of capital asset;
 - o. Department/person charged with custody,
 - p. Method of addition/acquisition-purchase, trade, gift etc.,
 - q. Quantity;
 - r. Replacement cost;
 - s. Addition/acquisition authorization; and
 - t. Function for depreciation.
3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
 4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.
 5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
- E. Relocation/transfer of machinery and equipment capital assets.
1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
 - Relocation/transfer date;
 - a. Quantity;
 - b. Bar code identification number;
 - c. Current location-building/department/room code;
 - d. Name of current location-building/department/room;
 - e. New location-building/department/room code;
 - f. Name of new location-building/department/room;
 - g. Date placed at new location-building/department/room;
 - h. Department/person charged with custody; and
 - i. Relocation/transfer authorization.
 2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.
- F. Disposal of capital assets
1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
 - a. Disposal date;
 - b. Quantity;
 - c. Bar code tag identification number;
 - d. Legal description,
 - e. Location/Address;
 - f. Purchaser;
 - g. Disposal methods for real property trade, sale, stolen, etc.; and,
 - h. Disposal authorization.
 2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.

3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.
- G. Lost, damaged or stolen capital assets.
1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:
 - a. Date of loss, damage or theft;
 - b. Employee/person discovering;
 - c. Quantity;
 - d. Description of capital asset;
 - e. Bar code tag identification number;
 - f. Location-building/department/room;
 - g. Description of loss, damage, etc.;
 - h. Filing of police report-yes or no;
 - i. Filing of insurance report-yes or no;
 - j. Sent for repair-yes or no;
 - k. Date returned from repair;
 - l. Date returned to location-building/department/room;
 - m. Department/person charged with custody; and,
 - n. Authorization.
 2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.
- H. Capital assets reports
1. Annual reports for June 30 each year.
 - a. Capital assets listing including the following items:
 1. Balance sheet accounting/class code;
 2. Purchasing fund, function and depreciation function;
 3. Bar code tag identification number;
 4. Description of the capital asset;
 5. Historical cost or other;
 6. Location;
 7. Current year depreciation/expense; and,
 8. Accumulated depreciation/amortization.
 - b. Capital assets listing by location/building;
 - c. Capital assets listing by department/employee/person charged with custody; and,
 - d. Capital assets listing by replacement cost.

I.C. Iowa Code

Iowa Code § 257.31

Iowa Code § 279.8

Iowa Code § 297

Iowa Code § 298A

Description

[Finance Program - Committee](#)

[Directors - General Rules - Bonds of Employees](#)

[School Houses/Sites](#)

[School District Fund Structure](#)

Cross Reference

701.03

709

Description

Financial Records

Insurance Program

POLICY 802.5: BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

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 will 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.

I.C. Iowa Code

Iowa Code § 104A
Iowa Code § 216

Description

[Accessibility for Person with Disabilities](#)
[Civil Rights Commission](#)

U.S.C. - United States Code

29 U.S.C. §§ 621
42 U.S.C. § 12101

Description

[Labor - Age Discrimination](#)
[Public Health - Equal Opportunity - Disabilities](#)

Cross Reference

102
102R1
102E1

102E2

102E3

102E4
102E5
102E6

603.03

Description

Equal Educational Opportunity
Equal Educational Opportunity - Grievance Procedure
Equal Educational Opportunity - Annual Notice of
Nondiscrimination
Equal Educational Opportunity - Continuous Notice of
Nondiscrimination
Equal Educational Opportunity - Notice of Section 504
Student and Parental Rights
Equal Educational Opportunity - Complaint Form
Equal Educational Opportunity - Witness Disclosure Form
Equal Educational Opportunity - Disposition of Complaint
Form
Special Education

POLICY 802.6: VANDALISM

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

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 will 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 will be reported to the local law enforcement authorities.

I.C. Iowa Code
Iowa Code § 279.8

Cross Reference
903.04

Description
[Directors - General Rules - Bonds of Employees](#)

Description
Public Conduct on School Premises

POLICY 802.7: ENERGY CONSERVATION

Original Adopted Date: 03/1995 | **Last Revised Date:** | **Last Reviewed Date:** 09/16/2025

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will 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 is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

I.C. Iowa Code
Iowa Code § 473

Cross Reference
700

Description
[Energy - Conservation](#)

Description
Purpose of Noninstructional and Business Services

POLICY 803.1: DISPOSITION OF OBSOLETE EQUIPMENT

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

School property, such as equipment, furnishings, or supplies (hereinafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is 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 will be sold or disposed of in a manner determined by the board. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will 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 the same newspaper.

A public hearing will 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 will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will 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 is 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.

I.C. Iowa Code
Iowa Code § 24.9
Iowa Code § 297

Cross Reference
705.1
705.1R1
705.1R2

Description
[Notice of Hearings](#)
[School Houses/Sites](#)

Description
Purchasing – Bidding
Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure
Purchasing – Bidding - Using Federal Funds in Procurement Contracts

POLICY 803.2: LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Original Adopted Date: 03/1995 | **Last Revised Date:** 10/16/2024 | **Last Reviewed Date:** 09/16/2025

Decisions regarding the lease, sale, or disposal of school district real property are 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.

Before the board may authorize disposition of real property by sale, gift or lease for a period of more than one year, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will 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 will 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 authorize disposition of the property in accordance with the proposal reviewed during the public hearing.

The board may market and authorize the sale of any student constructed buildings by any procedure recommended by the superintendent and authorized by the board, and the public hearing requirement contained in this policy will not apply to the sale of student constructed buildings. The public hearing requirement in this policy will also not apply to the lease of school district real property for a period of one year or less or to the lease of a portion of an existing school building for any term.

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.

The board will not enter into an agreement to prohibit the sale of real property to other educational institutions as defined in *Iowa Code* 297.24. If the board offers to sell real property that includes a building or structure, and an educational institution offers to purchase the real property for a purchase price that represents the highest bid the board received, the board will sell the real property to the other educational institution for such purchase price.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids or quotes as may be required and defined by *Iowa Code* 26 for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property. It will 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.

The language above reflects Iowa law regarding the sale of real property and construction of public improvement projects.

Legal Reference		Iowa Code §§ 26; 297.15-.25.
I.C. Iowa Code Iowa Code § 26 Iowa Code § 297	Description	
	Bidding	
	School Houses/Sites	
Cross Reference		Description
705.1		Purchasing - Bidding
705.1R1		Purchasing - Bidding - Suspension and Debarment of Vendors and Contractors Procedure
705.1R2	Purchasing - Bidding - Using Federal Funds in Procurement Contracts	

POLICY 804.1: Facilities Inspection

Original Adopted Date: 03/1995 | **Last Revised Date:** 08/11/2025 | **Last Reviewed Date:** 09/16/2025

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will 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.

Legal Reference:

Iowa Code § 279.8

I.C. Iowa Code:
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Cross Reference
804.1

Description
Maintenance Schedule

POLICY 804.2: DISTRICT EMERGENCY OPERATIONS PLAN

Original Adopted Date: 11/2019 | **Last Revised Date:** 08/11/25 | **Last Reviewed Date:** 9/16/2025

The safety and security of the school community is paramount to the Paton-Churdan Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Legal Reference:	Iowa Code 280.30
I.C. Iowa Code: Iowa Code 280.30	Description Emergency Operations Plan
Cross Reference 711.7 800	Description School Bus Safety Instruction Objectives of Buildings & Sites

POLICY 804.4: ASBESTOS CONTAINING MATERIAL

Original Adopted Date: 03/1995 | **Last Revised Date:** 3/2022 | **Last Reviewed Date:** 09/16/2025

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.

Legal Reference:	20 U.S.C. §§ 3601 et seq. 40 C.F.R. Pt. 763.84. Iowa Code §§ 279.52-.54.
I.C. Iowa Code: Iowa Code § 279	Description Directors - Powers and Duties
U.S.C. Iowa Code: 20 U.S.C. §§ 3601	Description Education - Asbestos Hazard
Cross Reference 403.4	Description Hazardous Chemical Disclosure

POLICY 804.5: STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY

Original Adopted Date: 03/1995 | Last Revised Date: | Last Reviewed Date: 09/16/2025

The Paton-Churdan Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers and opioid antagonist 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 administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

- One pediatric dose and one adult dose epinephrine auto-injector;
- One pediatric dose and one adult dose bronchodilator canister or spacer;
- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, dark, temperature-controlled location in each school building.

Registered School Nurse shall routinely check stock of medication 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 any of the medication listed in this policy 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, respiratory distress and opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canisters and spacers and opioid antagonist 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, bronchodilator canisters or spacers and opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an epinephrine auto-injector/bronchodilator canister or spacer or opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector, bronchodilator canister or spacer and opioid antagonist 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, bronchodilator canister or spacer or opioid antagonist 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.

(Pg 1 of 2) Policy 804.5: Stock Epinephrine Auto-Injector Supply

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

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

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, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

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

I.A.C. Iowa Administrative Code

281 I.A.C. 14.3

655 I.A.C 6

Description

[Epi-pen Stock](#)

[Nursing](#)

I.C. Iowa Code

Iowa Code § 135.185

Iowa Code § 279.8

Description

[Epi-pen Supply](#)

[Directors - General Rules - Bonds of Employees](#)

Cross Reference

507.02

507.02E1

507.02E2

Description

Administration of Medication to Students

Administration of Medication to Students - Authorization

Asthma or Airway Constricting Medication

Self-Administration Consent Form

Administration of Medication to Students - Parental

Authorization and Release Form for the Administration of

Prescription Medication to Students