

Maintenance Schedule

The superintendent of schools, in cooperation with administrative, **directors**, 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.

*Reviewed: 09/16/02

*Revised: 03/12/07

*Reviewed: 04/12/10

*Reviewed: 12/13/10

First Reading: 06/08/15

Requests for Improvement/Emergency Repairs

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.

*Revised: 12/10/90

*Reviewed: 09/16/02

*Reviewed: 02/12/07

*Reviewed: 04/12/10

*Reviewed: 12/13/10

First Reading: 06/08/15

Use of Contract Service

The superintendent of schools, or designee, shall use his/her judgment in assigning school district maintenance personnel or contracting for a special service in maintaining district grounds, buildings, and equipment.

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*Reviewed: 02/12/07

*Reviewed: 12/13/10

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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 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 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 will be published with at least one insertion each week for two consecutive weeks.

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 ten (10) days and not more than twenty (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.

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*Revised: 03/12/07

*Revised: 04/13/09

*Reviewed: 04/12/10

*Reviewed: 12/13/10

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Adaptation for the Handicapped

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.

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*Revised: 03/12/07

*Reviewed: 04/12/10

*Reviewed: 12/13/10

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Means of Escape from Fire

Every new or remodeled building is to have at least two (2) means of exit from each story, and shall be equipped with fire prevention and fire fighting equipment as outlined under Iowa law.

*Reviewed: 09/16/02

*Reviewed: 02/12/07

*Reviewed: 04/12/10

*Revised: 12/13/10

First Reading: 06/08/15

Warning System and Emergency Plans

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

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

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

*Adopted: 03/12/07

*Reviewed: 04/12/10

*Revised: 12/13/10

First Reading: 06/08/15

Tobacco- and Nicotine Products-Free Environment

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on district property; including in district buildings, on district grounds, in district transportation vehicles, or at any district activity; is prohibited.

This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events.

Persons violating this policy shall be asked to cease using the tobacco and/or nicotine product, properly dispose of the tobacco and/or nicotine product and refrain from using tobacco and/or nicotine products in the future. Persons failing to abide by this request shall be required to leave the district premises immediately.

It shall be the responsibility of all district personnel, and specifically district administrators, to enforce this policy.

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*Revised: 05/08/06

*Reviewed: 02/12/07

*Revised: 07/13/09

*Reviewed: 04/12/10

*Revised: 12/13/10

*Revised: 06/09/14

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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 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.

*Adopted: 02/12/07

*Reviewed: 04/12/10

*Reviewed: 12/13/10

First Reading: 06/08/15

Energy Conservation

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.

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