

{{Full_Charter_Heading}}

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 {{School_Name}}. Facilities represent a long-term investment of the School. 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 School will review demographic factors as changes make such reviews necessary.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_Charter_Heading}}

SCHOOL FACILITIES

9100

Use and Disposal of School Property

Conveyance of Property

Within one year prior to conveyance, all real and personal property with an estimated value of \$1,000 or greater shall be appraised, which appraisal shall be entered in the records of the Board.

\$1,000 or Greater: For property with a value of \$1,000 or greater, the property may be sold at public auction or by sealed bids, as the Board shall determine, to the highest bidder. Such property may be sold for cash or for such terms and conditions as the Board shall determine for a period not exceeding ten years, with the annual rate of interest on all deferred payments not less than 7% per annum. The title to all property sold on contract shall be retained in the name of the Charter School until full payment has been made by the purchaser, and title to all property sold under a note and mortgage or deed of trust shall be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as the Board shall determine. Notice of the time and the conditions of such sale shall be published twice, and proof thereof made, in accordance with subsections (2) and (3) of section 33-402, Idaho Code. The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the Charter School can be sold for less than its appraised value. If, thereafter, no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

Less than \$1,000: The Board may sell personal property, with an estimated value of less than \$1,000, without appraisal, by sealed bid or at public auction, provided that there has been not less than one published advertisement prior to the sale of said property. When the appraised value of the property is less than \$1,000, one single notice by publication shall be sufficient, and the property shall be sold by sealed bids or at public auction. The Board may accept the highest bid, may reject any bid, or reject all bids.

Less than \$500: For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee of the Charter School empowered for that purpose by the Board, provided however, such employee shall notify the Board prior to disposal of said property.

Donated Property

If real property was donated to the Charter School the Board may, within a period of one year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the Board must have new appraisals made and again publish notice for bids, as with other property.

Exchange of Property

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

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

Prior to any transfer or conveyance of any real or personal property as set forth above, the Board shall have the property appraised by an appraiser certified in the State of Idaho, which appraisal shall be entered in the records of the Board and shall be used to establish the value of the real or personal property. Provided however, if the Board finds it is in the School's best interests to trade personal property to a person or entity for like kind personal property, the Board may vote to elect to do so. The Board may elect to abstain from an appraisal of the personal property if the estimated value of such property is less than \$5,000.

Equipment Acquired Under a Federal Award: When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Executive Director, his or her designee, or the Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the Charter School may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The School will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity. Therefore, the Charter School should request prior approval from the State Department of Education for the purchase or the disposition of equipment with value of \$5,000 or more.

Cross Reference:	§ 2510P	Selection of Library Materials
Legal References:	2 C.F.R. § 200.313(e)	Equipment Disposal
	2 C.F.R. § 200.439(b)(2)	Equipment and Other Capital Expenditures
	I.C. § 33-402	Notice Requirements
	I.C. § 33-601	School Property - Real and Personal Property — Acquisition, Use or Disposal of the Same
	I.C. § 33-5204	Nonprofit Corporation—Liability—Insurance
	I.C. § 67-2801, et seq.	Purchasing by Political Subdivisions
	I.C. § 74-107(3)	Records Exempt from Disclosure – Trade Secrets, Production Records, Appraisals, Bids, Proprietary Information, Tax Commission, Unclaimed Property, Petroleum Clean Water Trust Fund

Policy History:

Adopted on:

Revised on:

Reviewed on:

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SCHOOL FACILITIES

9200

Contractor License, Surety Bonds, and Insurance

No contract shall be awarded to any contractor who is not licensed as required by the laws of this State. Before any contract is awarded to any person, such person shall furnish to the Charter School 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 85 percent of the contract amount for the sole protection of the Charter School; and
2. Payment bond in an amount not less than 85 percent of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his or her subcontractors in the prosecution of the work performed under the contract.

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

Policy History:

Adopted on:

Revised on:

Reviewed on:

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SCHOOL FACILITIES

9300

Operation and Maintenance of Charter School Facilities

The Charter School seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the Executive Director or designee, fire chief, and county sanitarian, shall periodically inspect plants and facilities. He or she shall provide for a program to maintain the School 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. The Executive Director and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the School.

Cross Reference:	§ 8520	Inspection of School Facilities
	§ 9400	Safety Program
	§ 9500	Security
Legal Reference:	I.C. § 33-701	Fiscal Affairs of School Districts - Fiscal Year -
		Payment and Accounting of Funds
	I.C. § 33-1613	Courses of Instruction - Safe Public School
		Facilities Required

Policy History:

Adopted on:

Revised on:

Reviewed on:

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SCHOOL FACILITIES

9400

Safety Program

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

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

Cross References:	§ 8520	Inspection of School Facilities
	§ 9300	Operation and Maintenance of Charter School Facilities

Legal Reference:	29 C.F.R. § 1910.1030	Bloodborne Pathogens
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Policy History:

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Revised on:

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SCHOOL FACILITIES

9500

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 to do safety programs and training to ensure employees are using safe practices.

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

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

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

Cross Reference: § 9300

Operation and Maintenance of Charter School
Facilities

Policy History:

Adopted on:

Revised on:

Reviewed on:

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SCHOOL FACILITIES

9600

Facilities Operations

The operation of the Charter School's facilities shall be the responsibility of the Executive Director through the facilities manager. The facilities manager shall manage the operation of the facilities through the School custodians.

An adequate staff of custodial personnel will be employed by the Charter School to operate the School'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 Charter School's physical properties, including walls, floors, roofs, ceilings, and equipment in those facilities;
3. Adequate care of and timely lamp replacement in each facility's lighting system; and
4. Proper care of each facility's grounds and playgrounds.

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

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_Charter_Heading}}

SCHOOL FACILITIES

9610

Waste Management and Recycling

The practice of discarding materials used in Charter School facilities is wasteful of natural resources, energy, and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students, declares that resource conservation is to be made an integral part of the physical operation of the school system and of the school curriculum. Therefore, it shall be the policy of the School that:

1. The Charter School will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
2. The amount of waste of consumable materials is to be decreased by:
 - A. Reduction of the consumption of consumable materials wherever possible;
 - B. Full utilization of all materials prior to disposal; and
 - C. Minimization of the use of non-biodegradable products wherever possible.
3. The School will cooperate with, and participate in, recycling efforts being made by the local and State governments. As systems for the recovery of waste and recycling are developed, the School will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The School will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.
5. Representatives of the School will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional, and State levels.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Asbestos Program

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

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

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

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

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

Legal References: 15 U.S.C. § 2650 Asbestos Contractors and Local Education Agencies
 40 C.F.R. § 763.93 Asbestos Management Plans

Policy History:

Adopted on:

Revised on:

Reviewed on:

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SCHOOL FACILITIES

9705

Hazard Mitigation – Chemistry Lab Disposal

The Board of Directors shall strive to ensure the safety of Charter School students and staff. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in substances used in the School such as in laboratories, science classrooms, and kitchens; in the cleaning of School buildings, buses, and equipment; and the maintenance of School grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students, ensure that no experiment will be dangerous if safe procedures are followed throughout, and ensure that proper precautions are taken to avoid contaminating the environment.

Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste, and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal. Waste should be stored in closed containers except when additional waste is being added. The School science department should maintain a central, secure waste storage area.

Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the School laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate method of disposal, including disposing of the substance in a disposal container or down the drain.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_Charter_Heading}}

SCHOOL FACILITIES

9800A1

Alternative 1: Naming Committee Not Expressly Authorized

Naming of School Facilities

The {{School_Name}}_Board of Directors is responsible for the naming and renaming of Schools and School facilities. It is the desire of the Board that each new Charter School building or facility is given a name that lends it dignity and status. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of the School or facility may occur under the following circumstances:

1. When a new facility is built;
2. When two or more facilities have the same name, one may be renamed while the other retains the original name; and
3. When a new facility is built to replace an existing facility which will be closed.

The following guidelines should be considered when naming a facility:

1. A proposed facility name may be a person, place, or thing;
2. Proposed names should not be a person whose primary identification is of a religious nature;
3. Distinguished persons proposed for the facility name must have been deceased for at least six months and should have made significant contributions to the community, county, state, or nation;
4. A person's moral character should also be considered;
5. Persons proposed for the facility name shall not be a relative of any employee or School Board Member; and
6. Geographic names may also be considered. These names should be clearly identifying and widely known.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_Charter_Heading}}

SCHOOL FACILITIES

9800A2

Alternative 1: Naming Committee Expressly Authorized

Naming of School Facilities

The {{School_Name}} Board Directors is responsible for the naming and renaming of the Schools and all School facilities. It is the desire of the Board that each new Charter School building or facility is given a name that lends dignity and status to the School and facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of the School or a facility may occur under the following circumstances:

1. When a new facility is built;
2. When two or more facilities have the same name, one facility may be renamed while the other retains the original name; and
3. When a new facility is built to replace an existing facility which will be closed.

The following guidelines should be considered when naming the School or a facility:

1. A proposed facility name may be a person, place, or thing;
2. Proposed names should not be a person whose primary identification is of a religious nature;
3. Distinguished persons proposed for the facility name must have been deceased for at least six months and should have made significant contributions to the community, county, state, or nation;
4. A person's moral character should also be considered;
5. Persons proposed for the facility name shall not be a relative of any employee or School Board Member; and
6. Geographic names may also be considered. These names should be clearly identifying, widely known and recognized.

Committee for Naming of Schools and/or Facilities

The Executive Director or designee will convene a committee for the naming of the schools and/or facilities. The committee will consist of:

1. Two students;
2. Two teachers;
3. Two parents; and
4. The Executive Director or designee.

The committee will work together and form a list of suggested names. The committee will then present the list to the Board of Directors for final decision.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Alternative 1: Permanent Physical Memorials Not Allowed

Memorials on School Grounds Not Allowed

The Board of Directors recognizes that the death of a student or member of the staff is deeply felt by the Charter School. As places designed primarily to support learning, school property should not serve as the main venue for permanent memorials for students or staff. Therefore, no permanent memorials or memorial displays of any kind will be erected, planted, placed, or installed on School property.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships.

Policy History:

Adopted on:

Revised on:

Reviewed on:

Alternative 2: Memorials Subject to Board Approval

Memorials on School Grounds

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

In considering requests for permanent memorials, the Board will take into account the recommendations of the Executive Director or designee regarding the cost to the Charter School for future maintenance and upkeep of the memorial that might accrue to the School.

In the event the Board approves a memorial to be placed on School grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a permanent stone and plaque of modest size indicating the name and relevant information of the person to be memorialized. Other types of memorials may be considered for approval by the Board using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on School property, must be approved by the Board or its designee.

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

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

The Board recognizes that memorials of flowers, personal messages, and mementoes are often created at lockers, parking spaces, and other areas on Charter School property upon such losses or events. The display of all remembrances will be temporary in nature, and will be removed in a timely manner and offered to the family.

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

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

Policy History:

Adopted on:

Revised on:

Reviewed on: