

BUILDINGS AND SITES

Series 800

800 Objectives of Buildings & Sites

Site Acquisition and Building Construction

- 801.1 Buildings & Sites Long Range Planning
- 801.2 Buildings & Sites Surveys
- 801.3 Educational Specifications for Building & Sites
- 801.4 Site Acquisition
- 801.6 Preliminary Building Specifications
- 801.7 Area Education Agency Board Recommendations
- 801.8 Final Building Specifications
- 801.9 Financing Sites and Construction

Maintenance, Operation and Management

- 802.1 Maintenance Schedule
- ~~802.2 Requests for Improvement/Emergency Repairs Delete~~
- 802.3 Emergency Repairs
- 802.4 Capital Assets
- 802.4R1 Capital Assets Regulations
- 802.4R2 Capital Assets Management System Definitions
- 802.6 Buildings & Sites Adaptation for Persons with Disabilities
- 802.7 Energy Conservation
- 802.8 Vandalism
- 802.9 Use of Contract Services

Selling and Leasing

- 803.1 Disposition of Obsolete Equipment
- 803.2 Lease, Sale, or Disposal of School District Facilities

Safety Programs

- 804.1 Facilities Inspection
- 804.2 Warning Systems and Emergency Repairs
- 804.3 Bomb Threats
- 804.4 Asbestos Containing Material

Buildings and Sites

Series 800

Policy Title **OBJECTIVES OF BUILDINGS & SITES**

Code No. 800

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.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 10/16/95

Revised: 4/11/01

Reviewed: 4/12/06

Revised: 04/14/2008

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **BUILDINGS AND SITES LONG RANGE PLANNING**

Code No. 801.1

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.

Date of Adoption: 4/12/06

Reviewed: 2/15/12

Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title **BUILDINGS & SITES SURVEYS**

Code No. 801.2

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.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 10/16/95

Revised: 4/11/01

Reviewed: 4/12/06

Revised: 4/14/08

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES** Code No. 801.3

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.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 10/16/95

Revised: 4/11/01

Revised: 9/12/03

Reviewed: 8/20/2008

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **SITE ACQUISITION**

Code No. 801.4

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 sites.

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

Date of Adoption: 4/11/73

Revised: 4/15/85

Revised: 10/16/95

Revised: 4/11/01

Revised: 04/12/06

Revised: 04/14/08

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **PRELIMINARY BUILDING SPECIFICATIONS**

Code No. 801.6

The architect shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the board.

The superintendent shall provide the architect with educational specifications, financial data, and other pertinent information necessary to the architect's planning.

The architect shall make revisions to the plans until a consensus of opinion is reached and approval is given by the board.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 11/20/95

Revised: 4/11/01

Reviewed: 3/22/06

Reviewed: 2/15/12

Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title **AREA EDUCATION AGENCY BOARD RECOMMENDATIONS** Code No. 801.7

In accordance with state law, the board shall inform the Area Education Agency Board (AEA) of the area in which the school district is located of buildings and sites plans. The AEA shall call a meeting of the board of the school district proposing the issuance of general obligation bonds, the boards of contiguous districts, and the AEA Board to discuss enrollment trends of the district and solutions to enrollment change problems.

The board of this district will consider the recommendations of the AEA Board before setting a date for the election to authorize the issuance of general obligation bonds.

Date of Adoption: 4/15/85
Revised: 11/20/95
Revised: 4/11/01
Reviewed: 3/22/06
Reviewed: 2/15/12
Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title **FINAL BUILDING SPECIFICATIONS**

Code No. 801.8

The architect and/or engineer will present the final construction specifications to the board for its approval prior to advertisement for bids. These specifications shall have the endorsement of the State Fire Marshal, City/County Engineer, the State Health Department, and the Division for planning of the Iowa Department of Education.

Date of Adoption: 4/11/73

Revised: 4/15/85

Revised: 11/20/95

Revised: 4/11/01

Reviewed: 3/22/06

Reviewed: 3/21/12

Reviewed: 05/16/18

Buildings and Sites

Series 800

Policy Title **FINANCING SITES AND CONSTRUCTION**

Code No. 801.9

The board shall, as needed, use any means of financing construction and site purchase provided for under the Code of Iowa. The board may also use moneys received from gifts, and moneys derived from the sale of school buildings and/or sites.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 11/20/95

Revised: 4/11/01

Reviewed: 3/22/06

Reviewed: 3/21/12

Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title **MAINTENANCE SCHEDULE**

Code No. 802.1

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.

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 11/20/95

Revised: 5/16/01

Reviewed: 5/17/06

Revised: 04/14/08

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **EMERGENCY REPAIRS**

Code No. 802.3

In the event of an emergency requiring repairs, in excess of the statutory minimums required by law, 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 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.

Date of Adoption: 1/8/69

Revised: 11/20/95

Revised: 5/16/01

Reviewed: 05/17/06

Revised: 04/14/08

Reviewed: 2/19/14

Revised: 04/08/15

BUILDINGS AND SITES
Series 800

Policy Title **Capital Assets**

Code No. 802.4

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 five thousand dollars 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.

Phase III districts, as determined under GASB 34, will retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

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.

Date of Adoption: 1/15/03
Review: 11/19/07
Revised: 6/18/14

BUILDINGS AND SITES
Series 800

Policy Title **Capital Assets Regulation**

Code No. 802.4R1

Page 1 of 4

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 the 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 data base 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.

BUILDINGS AND SITES
Series 800

Policy Title **Capital Assets Regulation**

Code No. 802.4R1

Page 2 of 4

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 \$5,000. 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;
 - 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.

BUILDINGS AND SITES
Series 800

Policy Title **Capital Assets Regulation**

Code No. 802.4R1

Page 3 of 4

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:
 - a. Relocation/transfer date;
 - b. Quantity;
 - c. Bar code identification number;
 - d. Current location-building/department/room code;
 - e. Name of current location-building/department/room;
 - f. New location-building/department/room code;
 - g. Name of new location-building/department/room;
 - h. Date placed at new location-building/department/room;
 - i. Department/person charged with custody; and
 - j. 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:

BUILDINGS AND SITES
Series 800

Policy Title **Capital Assets Regulation**

Code No. 802.4R1

Page 4 of 4

- 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.

Date of Adoption: 1/15/03

Review: 11/19/07

Revised: 6/18/14

Buildings and Sites

Series 800

Policy Title **CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS**

Code No. 802.4R2

Page 1 of 2

Back trending/standard costing – an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the fixed assets initially counted upon implementation of the fixed assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any fixed assets acquired after the fixed assets management system implementation date.

Balance sheet accounting/class codes – the codes set out for fixed assets in the Iowa Department of Education Uniform Accounting Manual. They are: 211-sites; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures, 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

Book value – The value of a fixed asset on the records of the school district, which can be the cost or, in the case of fixed assets in the proprietary fund, the cost less the appropriate allowances, such as depreciation.

Buildings and building improvements – A fixed assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

Capital expenditures/expenses – expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district’s general or proprietary fixed assets.

Capital fixed assets – fixed assets with a value of equal to or greater than \$5,000 based on the historical cost.

Capitalization policy – the criteria used by the school district to determine which fixed assets will be reported as fixed assets on the school district’s financial statements and records.

Capitalization threshold – dollar limit set for capitalizing fixed assets.

Capitalized interest – interest accrued and reported as part of the cost of the fixed assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

Construction in progress – buildings in the process of being constructed other than infrastructure.

Contributed capital – the permanent fund capital of a proprietary fund. It is created when a residual equity transfer is received by a proprietary fund; a general fixed assets is “transferred” to a proprietary fund; or a grant received is restricted to a capital acquisition or construction.

Cost – the amount of money or other consideration exchanged for goods or services.

Depreciation – expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

Fixed assets – long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, construction in progress, improvements other than facilities, land and machinery and equipment.

Buildings and Sites

Series 800

Policy Title CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

Code No. 802.4R2

Page 2 of 2

Fixtures – attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

General fixed assets – capital fixed assets that are not fixed assets of any fund, but of the governmental unit as a whole. Most often these fixed assets arise from the expenditure of the financial resources of governmental funds.

General fixed assets account group (GFAAG) – a self-balancing group of accounts established to account for fixed assets of the school district, not accounted for through specific proprietary funds.

Historical (acquisition) cost – the actual costs expended to place a fixed asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

Improvements other than buildings – attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as “betterments,” but the term “improvements” is preferred.

Infrastructure assets – public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

Investment in general fixed assets – an account in the GFAAG representing the school district’s investment in general fixed assets. The balance in this account generally is subdivided according to the source of the monies that finance the fixed assets addition/acquisition, such as general fund revenues and special assessments.

Land and buildings – real property owned by the school district.

Machinery and equipment – fixed assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than \$5,000, and fixed assets under capital leases and fixed assets being acquired under a lease/purchase agreement.

Proprietary fund fixed assets – capital fixed assets that are fixed assets specific to a proprietary fund, such as school nutrition fund or child care fund. Most often these fixed assets arise from the expenditure of financial resources of a proprietary fund.

Replacement cost – the amount of cash or other consideration required today to obtain the same fixed assets or its equivalent.

Date of Adoption: 05/21/08

Revised: 6/18/14

Buildings and Sites

Series 800

Policy Title **BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES** Code No. 802.6

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.

Date of Adoption: 12/14/94

Revised: 5/16/01

Revised: 04/12/06

Reviewed: 3/21/12

Reviewed: 4/11/18

Buildings and Sites

Series 800

Policy Title **ENERGY CONSERVATION**

Code No. 802.7

In concert with the board's goals 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.

Date of Adoption: 6/14/95

Revised: 5/16/01

Revised: 04/12/06

Reviewed: 3/21/12

Revised: 4/11/18

Buildings and Sites

Series 800

Policy Title **VANDALISM**

Code No. 802.8

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.

Date of Adoption: 5/17/06

Reviewed: 3/21/12

Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title **USE OF CONTRACT SERVICES**

Code No. 802.9

The superintendent shall use their judgment in assigning district maintenance personnel or contracting for a special service in maintaining district grounds, buildings, and equipment.

Date of Adoption: 4/11/73

Revised: 4/15/85

Revised: 11/20/95

Revised: 5/16/01

Reviewed: 04/12/06

Reviewed: 3/21/12

Reviewed: 5/16/18

Buildings and Sites

Series 800

Policy Title: **DISPOSITION OF OBSOLETE EQUIPMENT**

Code No. 803.1

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. The Board may direct the superintendent to conduct a school garage sale, combine with a county sale, or sell items online. 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 same newspaper.

A public hearing will be held regarding the disposal of 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 t

Date of Adoption: 1/08/69

Revised: 4/15/85

Revised: 11/20/95

Revised: 5/16/01

Revised: 5/17/06

Revised: 4/11/12

Revised: 8/20/14

Revised: 4/11/18

Revised: 10/16/19

Buildings and Sites

Series 800

Policy Title **LEASE, SALE, OR DISPOSAL OF SCHOOL
DISTRICT BUILDINGS AND SITES**

Code No. 803.2

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.

Prior to the board's final decision regarding real property, 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 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 property.

If the real property contains less than two (2) 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 will 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 in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract of 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, including student constructed buildings. 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 educational program.

Was Adopted previously – could not find original adoption date.

Date of Re-adoption: June 20, 2001

Reviewed: 5/17/06

Revised: 4/14/08

Revised: 01/13/09

Revised: 04/08/15

Revised: 4/11/18

Buildings and Sites

Series 800

Policy Title **FACILITIES INSPECTIONS**

Code No. 804.1

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.

Date of Adoption: 12/23/68

Revised: 3/14/85

Revised: 9/18/95

Revised: 5/16/01

Reviewed: 04/12/06

Revised: 04/14/08

Reviewed: 2/19/14

Buildings and Sites

Series 800

Policy Title **WARNING SYSTEM AND EMERGENCY PLANS**

Code No. 804.2

The safety and security of the school community is paramount to Benton 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 [*or their designee*] 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.

Date of Adoption: 10/15/18

Buildings and Sites

Series 800

Policy Title **BOMB THREATS**

Code No. 804.3

As soon as a credible 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 of the school district facility until it is determined that danger no longer exists.

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

Date of Adoption: 10/16/95

Revised: 5/16/01

Reviewed: 5/17/06

Reviewed: 4/11/12

Revised: 10/15/18

Buildings and Sites

Series 800

Policy Title **ASBESTOS CONTAINING MATERIAL**

Code No. 804.4

Friable and non-friable 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 non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

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

Date of Adoption: 10/16/95

Revised: 5/16/01

Reviewed: 5/17/06

Reviewed: 4/11/12

Reviewed: 4/10/19