

Buildings and Sites

Series 900

Policy Title: STATEMENT OF GUIDING PRINCIPLES FOR CONSTRUCTION

Code No. 900

The primary purpose of the school construction is to provide means of achieving the educational objectives of the school district.

The Board of Directors shall have full and final responsibility for the selection of sites, employment of contractors, contracting for services, approval of construction plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and final acceptance or rejection of work done. All of the related actions should be taken only by official resolutions based upon formal recommendations of its staff officers at legal board meetings.

The superintendent shall be responsible for organizing and coordinating established educational objectives in the construction program and for making recommendations to the Board of Directors.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 3, 1994

March 27, 2000

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: CONSULTANTS

Code No. 901.1

It shall be the policy of the Board of Directors, upon the recommendation of the superintendent of schools, to contract for the services of consultants and other resource personnel for the study of particular problems of the school district. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 3, 1994

February 21, 2000

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: SITE SPECIFICATIONS

Code No. 901.2

The Board of Directors shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the Department of Education as it deems necessary and beneficial to the school district.

Date of Adoption: July 1, 1985

Legal Reference: (Code of Iowa)
Chapters 293.2, 297.1

Reviewed & Revised:

September 3, 1991

October 3, 1994

February 21, 2000

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: SITE ACQUISITION

Code No. 901.3

The superintendent of schools shall present to the Board of Directors a master site acquisition plan to meet the needs and purposes of the school district for future years.

The master site acquisition plan shall be subject to periodic review and updating. The administration may request the assistance of the school district architect, a real estate committee, the zoning commission, SIAC, Buildings & Grounds Committee and any other urban planning organization in making the master site acquisition plan.

It shall be the responsibility of the Board of Directors to establish a priority calendar for the acquisition of the various sites.

All provisions as specified by the Code of Iowa shall be followed in site negotiations and acquisition.

Date of Adoption:

July 1, 1985
297.17, 297.18

Legal Reference:

(Code of Iowa) Chapter 297.1, 297.6, 297.7, 297.16

Reviewed & Revised:

September 3, 1991
October 3, 1994
February 21, 2000
February 7, 2005
February 1, 2010
December 19, 2016

Buildings and Sites

Series 900

Policy Title: SELECTION OF AN ARCHITECT

Code No. 901.4

Architects shall be interviewed by the superintendent and all other personnel designated by him/her. His/Her recommendation shall be presented to the Board of Directors for their consideration and official approval for the specific project under consideration.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 3, 1994

February 21, 2000

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: EDUCATIONAL SPECIFICATIONS FOR BUILDING **Code No. 901.5**

The Superintendent and his/her staff, with the help of consultants, citizen advisory groups and the Board of Directors, shall prepare educational specifications which may be used by the architect in planning the building elements in such a way that they will aid and abet the teaching and learning activities which are to take place within it.

The educational specifications should provide the architect with an inventory of program requirements, a statement of functional program relationships, a definition of the number and character of classrooms, a description of needed specialized instructional facilities, the educational requirements for such areas as media center, outside site activities, gymnasium, cafeteria, auditorium, administrative suite, teacher and student service facilities, public service or community service facilities and any other pertinent information which will be of significance in visualizing what is expected of the proposed new building additions, or renovation. The Board shall have the final decision in determining the educational specifications.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 3, 1994

May 4, 1998

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: FINAL BUILDING SPECIFICATIONS

Code No. 901.6

The architect shall proceed with preparation of the final working drawings, specifications, and contract documents after receiving authorization from the Board of Directors.

The Superintendent, staff and Board shall continue to provide information and decisions necessary for the architect to finalize the plans.

It shall be the responsibility of the architect to obtain approval of the final plans by the Superintendent, State Fire Marshall, Local Building Authorities and the Board of Directors before releasing the plans for bid purposes.

Date of Adoption:

July 1, 1985

Legal Reference:

(Code of Iowa) Chapter 297.7

Reviewed & Revised:

September 3, 1991

August 1, 1994

May 4, 1998

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

Code No. 901.8

The Board supports economic development in Iowa, particularly in the district community. Construction contracts shall be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are relatively equal in total cost and other considerations to those submitted by other bidders. The Board shall have the authority to approve or retain construction contracts.

Except in the case of emergency construction, review of the plans by the State Department of Education, a public hearing, and competitive sealed bids are required for construction contracts in excess of \$30,000. The Board shall advertise for competitive sealed bids. In the case of emergency construction, a certificate stating the need for it shall be obtained from the area education agency administrator.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The Board, at its discretion, after considering the total costs of construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the Board, may choose a bid other than the lowest bid. The board shall have the right to reject any or all bids, or any part thereof, to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the school district.

It shall be the responsibility of the superintendent for construction contract bids to make a recommendation and the reason for it to the board. A contract, which has been awarded may be cancelled by the board upon the recommendation of the superintendent.

Date of Approval:
September 3, 1991

Legal Reference: September 3, 1991 Iowa
Iowa Code 18.6(9), 23.2, .18, 72, 73, 297.7-.8 (1989)

Reviewed & Revised:

October 3, 1994
May 4, 1998
February 7, 2005
February 1, 2010
December 19, 2016

Buildings and Sites

Series 900 Policy

Title: MAINTENANCE SCHEDULE

Code No. 902.1

The Superintendent of Schools and the Board Facility Properties Committee members, in cooperation with the administration, faculty, and maintenance personnel, shall cause to be developed and administered a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the School District. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

Date of Adoption:

July 1, 1985

Revised & Reviewed:

September 3, 1991

June 5, 1995

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: REQUESTS FOR IMPROVEMENTS

Code No. 902.2

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

Minor improvements, not exceeding a cost of \$10,000, may be approved by the superintendent. Improvements exceeding \$10,000 must be approved by the Board, or a Board appointed committee. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Date of Adoption:

September 3, 1991

Legal Reference:

Iowa Code 280.3, .14 (1989)

Revised & Reviewed:

June 5, 1995

February 7, 2005

February 1, 2010

September 19, 2011

December 19, 2016

Buildings and Sites

Series 900

Policy Title: EMERGENCY REPAIRS

Code No. 902.3

In the event an emergency requires repairs in excess \$30,000 to a school district facility to correct or control the situation and to prevent the closing of the school, the provisions relating to bidding shall not apply. The Board shall have the discretion to determine what constitutes an emergency.

It shall be the responsibility of the Superintendent to notify the Board as soon as possible considering the circumstances of the emergency.

Date of Adoption:

September 3, 1991

Legal Reference:

Iowa Code 280.3, 14, 297.8 (1989)

Revised & Reviewed:

June 5, 1995

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: USE OF CONTRACT SERVICE

Code No. 902.4

The Superintendent shall use his/her judgment as conditions dictate as to the use of School District maintenance personnel or contracting for a special service in the maintenance of the School District's grounds, buildings, and equipment.

Date of Adoption:

July 1, 1985

Revised & Reviewed:

September 3, 1991

June 5, 1995

February 7, 2005

February 1, 2010

December 19, 2016

Buildings and Sites

Series 900

Policy Title: DISPOSITION OF OBSOLETE EQUIPMENT

Code No. 902.5

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. It is recommended that whenever any furnishings, equipment, and/or supplies valued at less than five thousand dollars (\$5,000) have been declared obsolete by the Board of Directors, the Superintendent of Schools or his/her designated agent shall be authorized to dispose of such furnishings, equipment, and/or supplies at the best price possible. The funds derived therefrom shall be forwarded to the Secretary of the Board. The Secretary of the Board shall credit such receipts to the proper fund as stated in Code of Iowa, Chapter 297.15, 279.22 through 297.25.

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 insertion in 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.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Board should add their procedures for disposition of personal property valued at less than \$5,000 in the second paragraph.

Date of Adoption:
July 1, 1985

Legal Reference: Iowa Code 297.22-.25 (2013)

Revised & Reviewed:

September 3, 1991

June 5, 1995

February 7, 2005

February 1, 2010

February 20, 2017

Buildings and Sites

Series 900

Policy Title: SMOKING POLICY

Code No. 903.1

The Colfax-Mingo Community School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This includes vaporless cigarettes. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other product; or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Date of Adoption:

January 5, 1998

Reviewed & Revised:

February 7, 2005

February 1, 2010

December 19, 2016

Series 900

Policy Title: Green Cleaning

Policy Code No. 903.2

Introduction

Building environments have a significant impact on human and environmental health, worker productivity, and overall sustainability. Based upon extensive industry research focused on building maintenance and operations, technology and cleaning science, Colfax-Mingo Community Schools has identified the best tools, products and practices for maintaining sustainable buildings that protect human health and the environment. This policy adheres to Green Seal's Environmental Standard for Commercial Cleaning Services (GS-42).

Intent

This policy is intended to identify maintenance and operations best practices and guidelines for minimizing building impact on human health and the environment. Compliance with this policy allows Colfax-Mingo Community Schools to create a building environment that minimizes waste, uses more sustainable products and systems, and uses energy as efficiently as possible.

This policy adheres to the prescribed guidelines of Iowa Code 8A.318, an act:

Requiring Public Schools, Community Colleges, Institutions under the control of the State Board of Regents, and State agencies to comply with an environmentally preferable Cleaning and Maintenance Policy unless specified conditions for non-compliance are satisfied.

Sustainability Statement of Commitment

Colfax-Mingo Community Schools is committed to maintaining and operating buildings in the most sustainable way. We define sustainability as operating "to meet the needs of the present without compromising the ability of future generations to meet their own needs," particularly with regard to use and waste of natural resources.

Scope of Policy

This policy includes elements that address three areas of focus:

- **Product:** Colfax-Mingo Community Schools will utilize environmentally preferred products where applicable, and consistently seek to minimize the total consumption of product, equipment, and supplies.
- **People:** Colfax-Mingo Community Schools will adopt and adhere to cleaning and maintenance standards that have a little impact on human health and the environment as possible.
- **Process:** Colfax-Mingo Community Schools will conduct cleaning and maintenance activity according to documented procedures that seek to minimize frequency of activity, improve environmental health, and reduce the impact upon vulnerable populations.

Objectives and Outcomes

- Implement and follow practices that promote environmental sustainability, including steps to reduce the impact on human health and the environment, increase efficiency, and reduce waste.
- Promote health, safety, and productivity throughout the organization through quality cleaning and,
- Drive long-term commitment to going “greener” rather than achieving an as yet determined level of environmental sustainability. λ Record and measure all described practices for reporting, monitoring and continuous improvement purposes.

Occupant Responsibility

One of the primary objectives of this policy is to protect the health of building occupants. Colfax-Mingo Community Schools will communicate the policy’s objectives and outcomes with building occupants organization-wide, with the message that occupants play a significant role in supporting the policy to ensure its success. Colfax-Mingo Community Schools will ask occupants to provide feedback on maintenance and operations performance, objectives and outcomes.

Requirements for Products, Supplies, and Equipment

(GS-42, 3.0)

Colfax-Mingo Community Schools will follow a sustainable purchasing policy that is aligned with the U.S. Environmental Protection Agency’s Environmentally Preferable Purchasing Policy to protect human health and reduce the environmental impact of materials used in the operations and maintenance of buildings. The purchasing policy will identify and outline acceptable products, tools, equipment and materials based on product ingredients and packaging.

Colfax-Mingo Community Schools will evaluate the items that are purchased for the building, identify more environmentally friendly alternatives, and establish a policy to purchase these alternatives when economically feasible. The organization will work with suppliers to identify environmentally preferable products that meet the needs of the building.

Environmentally Preferable Cleaning Products & Supplies

(GS-42, 3.1)

Colfax-Mingo Community Schools will implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning product and material purchases include items used by in-house staff and/or outsourced service providers.

- Cleaning chemicals must meet one or more of the following standards for the appropriate category:
 - Green Seal Certification
 - Eco Logo Certification

- Recognized by the U.S. Environmental Protection Agency's design for the Environment Program (DfE)
- Meet California Code of Regulations maximum allowable VOC levels for the specific product category

- Disposable janitorial paper products and trash bags shall be certified by Green Seal or Eco Logo, or comply with the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners, or be derived from rapidly renewable resources, or utilize a minimum of 30% recycled content in the manufacturing process.
- Hand soaps must meet one or more of the following standards:
 - Green Seal Certification
 - Eco Logo Certification
 - Recognized by the U.S. Environmental Protection Agency's design for the Environment Program (DfE)
 - A specified percentage of products in this group shall be free of antimicrobial agents (except as a preservative and unless required by health codes and other regulations)

Colfax-Mingo Community Schools will develop guidelines that address the safe handling and storage of cleaning chemicals used in buildings, including a plan for managing hazardous spills or mishandling incidents. Storage guidelines will also include:

- Storage of corrosives, flammables and combustibles only according to applicable OSHA, EPA and NFPA standards.
- A spill containment plan and documented employee training.
- A waste disposal and recycling plan and documented employee training.

Colfax-Mingo Community Schools will use, when possible, highly concentrated cleaning products for their reduced environmental impact from packaging and transportation. Cleaning products will have adequate dilution control system. Packaging will be recycled when possible.

Colfax-Mingo Community Schools will comply with all pertinent provisions of the federal OSHA Hazard Communication Standard and all comparable state requirements. The organization will comply with the following provisions:

- Develop, implement and maintain a written hazard communication program.
- Make readily available Material Safety Data Sheets (MSDS) for all hazardous chemical products.
- Maintain an inventory of chemicals that includes an accurate and complete list of all chemicals onsite.

- Train all employees who handle chemicals on the use and hazards of the chemicals
- Ensure chemicals are used safely and properly, and according to manufacturers' instructions.

Colfax-Mingo Community Schools will also follow regulations for chemical storage and disposal, selection of Personal Protective Equipment (PPE).

Powered Cleaning Products

(GS-42, 3.2)

Colfax-Mingo Community Schools will use janitorial equipment that reduces building contaminants and minimizes environmental impact. The cleaning equipment program includes the following:

- Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards, and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and onboard chemical metering, or use dilution control system for refilling, or use only water with no added chemical cleaning product.
- Battery-powered equipment is equipped with environmentally preferable sealed batteries such as lithium-ion, absorbed glass mat, or gel cell.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.

Powered Equipment Use/Maintenance Plan

(GS-42, 2.3)

Colfax-Mingo Community Schools will develop, adopt, and maintain a plan for the use of powered janitorial equipment that maximizes the effective reduction of building contaminants with minimum environmental impact. Colfax-Mingo Community Schools shall evaluate that the janitorial equipment currently being used is functioning properly (as validated by equipment manufacturer or by reputable third-party service organization) or that it is tagged out of

service. Colfax-Mingo Community Schools shall develop a plan for the phase-out of equipment that does not, at a minimum, meet the specifications for Powered Cleaning Equipment listed above. The organization shall also maintain a list of all powered equipment that, at a minimum, includes:

- Identification of each type of equipment by make and model
- Date of purchase
- Date of last preventative maintenance inspection

Reducing Solid Waste

(GS-42, 4.2)

Through the development and implementation of a waste management plan, Colfax-Mingo Community Schools will facilitate waste reduction initiatives to reduce the amount of waste generated by building occupants that is hauled to and disposed of in landfills or incineration facilities.

The organization will evaluate the building's waste stream and establish policies to divert materials from disposal in landfills or incineration facilities by encouraging the reuse and recycling of items.

Entryways

(GS-42, 4.4)

Colfax-Mingo Community Schools will employ permanent entryway systems (grilles, grates, mats) at least 10 feet long in the primary direction of travel, where space allows, for the purposes of capturing dirt and particulates entering the building at public entry points. This employment includes the associated cleaning strategies to maintain those entryway systems as well as exterior walkways. Public entryways that are not in use or serve only as emergency exits are excluded from the requirements, as are private offices.

Colfax-Mingo Community Schools shall have an appropriate cleaning maintenance and replacement plan for matting systems in place.

Floor Care

(GS-42, 4.5)

Colfax-Mingo Community Schools will have a written floor maintenance plan and carpet care plan for buildings. The plan will include:

- The number of coats of floor finish applied to floors as base and top coats.
- Scheduled floor maintenance and restoration procedures by dates.
- Scheduled carpet maintenance and restoration procedures by dates.

Colfax-Mingo Community Schools will measure and document cleaning performance against the scope of work and performance outcome requirements. Frequency minimums will be set based on impact on occupant health and overall risk.

Training

(GS-42, 6.0)

Colfax-Mingo Community Schools will develop requirements for staffing and training of maintenance and cleaning personnel appropriate to the needs of the environment. Curriculum will specifically address the training of maintenance personnel in the hazards of use and in the disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

Management and workers will be trained in the following areas:

- Supervisor Training – Supervisors and managers will be trained on technical and leadership skills.
- Employee training – Employees will be trained in cleaning and maintenance skills.
- Safety Training – All employees will go through safety training as required by regulations, including safe handling and use of hazardous materials and chemicals.
- Green Cleaning Training – Cleaning personnel will be trained according to the organization’s green cleaning curriculum.
- All training will be documented.

Audit and Assessment

Colfax-Mingo Community Schools will implement measurement tools, an occupant feedback program, and a continuous improvement plan to periodically evaluate the effectiveness of the green cleaning program, including technologies, procedures and processes.

APPA Appearance Assessment

Colfax-Mingo Community Schools will conduct an audit in accordance with APPA Leadership in Educational Facilities’ “Custodial Staffing Guidelines” to determine the appearance level of the facility. Colfax-Mingo Community Schools will require that facilities score 3 or less.

If areas are identified as falling below the expected standard, Colfax-Mingo Community School will make improvements to the cleaning program accordingly.

Definitions and Glossary

APPA (Leadership in Educational Facilities): Association for education facilities management professionals that promotes excellence in all phases of educational facilities management, including administration, planning, design, construction, energy/utilities, maintenance, and operations.

APPA Custodial Staff Guidelines: Guidelines established by APPA, an association for education facilities management professionals, covering five levels of clean used to assess facility appearance

Building Occupants: Those who visit and work in the buildings.

California Air Resources Board (CARB): governing board of California, also known as CARB, "clean air agency" for the California government.

California Code of Regulations: Contains the text of the regulations that have been formally adopted by state agencies.

Carpet and Rug Institute: A nonprofit trade association representing the manufacturers of more than 95 percent of all carpet made in the United States, as well as their suppliers and service providers.

Cleaning: Locating, identifying, containing, removing and properly disposing of undesirable substances from surfaces or materials.

Eco Logo: An eco-labeling program established by Environment Canada addressing more than 300 product categories to help cleaning product and services purchasers identify services and products that are less harmful to the environment.

Environmentally Preferable: Executive Order 13423 defines "environmentally preferable" as "products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose."

Green Cleaning: The use of cleaning products and practices that have lower environmental impacts than conventional products and practices.

Green Seal: An independent, nonprofit certifier and science-based standards development organization. A Green Seal certification mark on a product means that it has gone through a stringent process to show that it has less impact on the environment and human health.

MSDS (Material Safety Data Sheet): A form containing data regarding the properties of a particular substance. Record of all MSDS is an important component of product stewardship and workplace safety.

Management: Individuals who make decisions about how the organization is operated.

NFPA (National Fire and Protection Association): International, nonprofit association with a mission to reduce worldwide fires and other hazards that impact quality of life. The association provides and advocates consensus codes and standards, research, training and education.

OSHA (Occupational Safety and Health Administration): A government agency of the U.S. Department of Labor that is charged with maintaining safe and healthy work environments.

Rapidly Renewable Resources: Agricultural products that can take 10 years or less to grow or raise and can be harvested in a sustainable fashion.

Sustainable: When sustainability is defined as operating “to meet the needs of the present without compromising the ability of future generations to meet their own needs,” something is sustainable when it is capable of being used with minimal long-term effect on the environment.

Employees: Workers who deliver cleaning services.

Resources

Definition of Sustainability on page 1 – The United Nations. Statements made by Norwegian Prime Minister Gro Harlem Brundtland. 1989.

Policy elements were written to comply with the following industry standards:

- Green Seal’s Environmental Standard for commercial Cleaning Services (GS-42)

Date of Adoption:

November 19, 2012

Reviewed & Revised:

December 19, 2016

**Staff Personnel
Series 400**

Policy Title: VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

Code No. 903.3

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school building and sites. Visitors during school hours, which includes persons other than employees or students, must buzz in to acquire approval to enter the locked building. All persons must check into the principal's office with the building secretary upon arrival. Persons will be given a visitors tag to wear while visible in the school building. The visitors tag is to be returned to the building secretary immediately before exiting the building.

Persons who wish to visit a classroom while school is in session are asked to obtain approval from the building principal prior to the visit so appropriate arrangements can be made and class disruptions can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

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July 1, 1985

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September 3, 1991

March 27, 1995

March 11, 2002

January 15, 2007

January 10, 2014

September 17, 2018

Buildings and Sites

Series 900

Policy Title: BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

Code No. 904

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:

February 1, 2010

Reviewed & Revised:

December 19, 2016

Buildings and Sites

Series 900

Policy Title: VANDALISM

Code No. 905

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:

February 1, 2010

Reviewed & Revised:

December 19, 2016

Buildings and Sites

Series 900

Policy Title: WARNING SYSTEM & EMERGENCY PLANS

Code No. 906

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.

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February 1, 2010

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December 19, 2016