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## **SECTION 400**

### **BUILDINGS AND GROUNDS MANAGEMENT**

#### **401.0 BOARD PHILOSOPHY OF CAPITAL IMPROVEMENT PLANNING AND MANAGEMENT**

It is the intent of the Board of Trustees to annually review the School Improvement Plan for a ten year period that incorporates enrollment projections, facility needs, including facility renovation, maintenance and upkeep. It is further the intent of the Board of Trustees to place a high priority on expenses that will address the major maintenance and up keep needs of the district's facilities and surrounding property. In return for said commitment, the Trustees expect all district employees to emphasize to students the importance of respect for, and careful maintenance of district property.

**Reviewed & Adopted: July 9, 2008**  
**Adopted: June 6, 2000**

#### **401.1 - Board Philosophy on Grounds**

It is the intent of the Board of Trustees that district personnel should maintain the grounds in such a manner that they meet the playground needs of the school, the summer recreation needs of the community, and the standards of excellence expected by the patrons of this school district.

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities personnel, in cooperation with the principal, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain the District 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. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

**Idaho Code 33-701, 33-1613**  
**Reviewed & Adopted: July 9, 2008**

## **401.2 - Building Quality**

All school buildings, including portable or temporary buildings, will be designed and built in conformance with current edition of the codes specified in the Uniform Building Code Advisory Act, Section 39-4109, Idaho Code, including but not limited to, the National Electrical Code, Uniform Plumbing Code, Life Safety Code, and Idaho General Safety and Health Standards. All school buildings, including portable or temporary buildings, will meet other more stringent requirements established in applicable local building codes.

**Section 08, IDAPA  
Idaho Code 39-4109**

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## **401.3 - Safety Program**

The Board acknowledges the importance of safety for students, staff and others having business with the District. 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 Superintendent to form a District-wide 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 District 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 (HBV).

**Idaho Code 33-512  
29 CFR 1910.1030**

**Reviewed & Adopted: July 9, 2008**

## **402.0 BUILDINGS AND GROUNDS SECURITY**

### **402.1 - Use of School Facilities**

School facilities are to be used only for official purposes. School shops, district shops, district transportation facilities are not to be used for personal purposes.

The school facility is available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of the school facility at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of the school facility, which shall be reviewed and approved by the Board. Use of the school facility requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facility must be submitted in advance of the event to the Superintendent's office.

Proper protection, safety and care of school property shall be primary considerations in the use of the school facility. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

**Idaho Code 33-601, 33-602  
Lamb's Chapel v. Center Moriches Union Free School Dist.,  
113 S.Ct. 2141**

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## **402.2 - Security**

Security means not only maintenance of the building, but also protection from fire hazards, 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 the school building 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. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

**Reviewed & Adopted: July 9, 2008**