

**9000 SERIES
SCHOOL FACILITIES**

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SCHOOL FACILITIES

9000

Goals, Planning and Educational Specifications

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 district. Facilities represent a long-term investment of the District. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

Planning

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future.

In order to provide an appropriate physical environment for learning and teaching, the following factors shall be considered in the planning of District facilities:

1. Facilities will accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the District.
2. Facilities will meet all health and safety regulations.
3. The District will seek additional (federal or other ancillary) moneys when available to supplement its own financial resources.
4. Undesirable environmental impact shall be minimized.
5. Changing demographic factors will be monitored in order that students' needs are met.

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. When the Board considers major remodeling or building a facility, it shall endeavor to seek facility expertise in

all affected program areas as well as comments from faculty, students, and community. The law requires that special attention to accessibility of the education program of students of both genders and those with disabilities be given. The Board of Trustees shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability.

Legal Reference: 10.55.2001, ARM School facilities

Policy History:

Adopted on: 2008-09

Revised on:

SCHOOL FACILITIES

9221

Site Acquisition and Bonds

Site Acquisition

The District will attempt to acquire building sites in advance of the actual construction of facilities, in order to minimize delay in construction projects and to realize financial savings to the District. The Board will periodically review its inventory of land in light of growth trends in the District and make such transactions as it determines shall best meet the future needs of the District.

In acquiring a new site, the Board must first secure the approval of the qualified electorate before any contract for the purpose of such site is entered into, except the Trustees may take an option on a site prior to the site approval election. The Board may acquire property contiguous to a school site in use, without such vote. Site approval also is not necessary if it was specifically mentioned in a fund-raising issue, which was subsequently approved by the electorate.

Bonds

The Board may issue or redeem bonds in any manner as provided by law.

Legal Reference:	§20-6-621, MCA	Selection of school sites, approval election
	§20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings - when election required
	§20-9-400, et.seq. MCA	School bonds

Policy History:

Adopted on: 2008-09

Revised on:

SCHOOL FACILITIES

9261

Sale of Real Property

Unless the property can be disposed of without a vote, the Board has the authority to dispose of all District property. This power shall be exercised only when the qualified electors of the District approve of such action at an election called for such approval or when the Trustees adopt a resolution stating their intention to dispose of the property. When the Trustees adopt such a resolution, they shall schedule a meeting to consider a resolution to authorize the sale of the real property. The conduct of the meeting and any such subsequent appeals shall be in accord with 20-6-604, MCA.

Receipts from the sale of real property shall be placed into the debt service fund, building fund, general fund or any combination of these three funds at the discretion of the trustees.

Legal Reference:	§20-6-603, MCA	Trustees authority to acquire or dispose of sites and buildings
	§20-6-604, MCA	Sale or property when resolution passed after hearing - appeal procedure

Policy History:

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SCHOOL FACILITIES

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Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The Board of Trustees, in cooperation with the Supervising Teacher, Fire Chief, and County Sanitarian shall periodically inspect plant and facilities. The Board 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. Any such needs arising from an emergency shall be dealt with at a meeting of the Board of Trustees.

The Board of Trustees shall formulate and implement energy conservation measures. The Supervising Teacher and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Legal Reference:	10.55.2001, ARM	School facilities
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Policy History:

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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 and encourages close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

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. All incidents of vandalism and burglary shall be reported to the Board of Trustees immediately and to law enforcement agencies as appropriate.

Equipment Security

District equipment shall be under the control of the Supervising Teacher (the most senior professional) and will be checked out by him/her during the school year. There will be a record of who has it, where it is, and when it is to be returned.

The person using the equipment must know how to use it and the appropriate safety precautions required. Students cannot allow others to operate District equipment without the express approval of the Supervising Teacher.

Care of School Property

The Supervising Teacher and staff shall insure that District property is not abused. Students or non-students who abuse school property may be disciplined and costs assessed for property abuse. Liability for the damage incurred will fall on those responsible for the abuse. A District hearing may be required to assess blame and costs.

The following steps shall be taken upon evidence that school property has been damaged or lost, whether or not the action was willful:

1. Damage of any nature to school property shall be reported to the Supervising Teacher.
2. A Damage or Loss Report shall be submitted to the Board of Trustees. In the event of a break-in, whether damage is noted or not, the Board shall report the occurrence to a law enforcement agency. Care shall be taken to avoid disturbing evidence that may be associated with the break-in.
3. An investigation to establish the individuals responsible for acts of vandalism or theft shall be initiated.
4. A professional shall estimate repair or replacement costs for damage.
5. Parents shall be informed, in writing, regarding the nature of the damages, how restitution may be made, and how appeal may be initiated.
6. The Clerk of the District, upon receipt of the damage or loss report, shall bill the student's parents for the repair or replacement costs. Some emergency work may be required prior to all of these steps. That bill shall also go to the guilty party.
7. The Clerk shall notify the District's property insurer as soon as possible.
8. Copies of the parent notification along with estimate of damages shall be sent to the Board of Trustees and the Supervising Teacher or District Superintendent (the most senior professional).
9. The Supervising Teacher will review any appeal made by the student and/or parents.
10. The student and/or parents shall be advised that they may appeal the decision of the Supervising Teacher at the next regular meeting of the Board (see Policy #3520). No further appeal shall be allowed.

Legal Reference:	§20-5-201, MCA	Duties and sanctions
	§50-61-114, MCA	Fire chief and county sheriff to make inspections

Policy History:

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Revised on:

Facilities Operations

The operation of the District's facilities shall be the responsibility of the Board of Trustees or their designee.

An adequate staff of custodial personnel will be employed by the District to operate the District'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 District'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.
4. Proper care of the 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. At no time shall a facility other than the community annex be occupied by a group of individuals without at least one Board or staff member being in the building during the time of occupancy by the using group.

Policy History:

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District Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) dated October 30, 1982, and all of its amendments, alterations and changes be complied with by all district employees, vendors and contractors. To that end, Upper West Shore School District #33 has contracted with an appropriate consultant to bring the school into compliance. Asbestos abatement manuals shall remain in all school-owned buildings. Anyone needing to access an area in the building containing asbestos must first receive permission from the Supervising Teacher and then complete the appropriate waiver of liability form in the abatement plan book.

Access will be given only to those individuals who utilize proper care so as not to disturb Asbestos Containing Material (ACM). All individuals must wear appropriate respirators in ACM areas as per the Asbestos Hazard Emergency Response Act (AHERA) regulations.

The Board of Trustees shall take appropriate action to ensure that all violations are remedied.

In addition the Board of Trustees will:

1. Ensure that all employees, building occupants, or their legal guardians are informed at least once each school year about inspections, response actions and post-response activities including periodic re-inspection and surveillance activities that are planned or in progress;
2. Aid in the design and implementation of the operation and maintenance portion of the asbestos program;
3. Ensure that warning labels are in place as required by the act;
4. Ensure that the three-year re-inspections occur on time and in accordance with the act;
5. Monitor and ensure that the management plan is updated as required by the act;
6. Maintain records of the following:
 - a. All inspections and periodic surveillances;
 - b. All cleaning of friable areas;
 - c. All disturbances of friable ACM by short term workers and others;
 - d. All minor and major fiber releases;
 - e. All minor and major abatements;
 - f. The transportation and burial of all asbestos.
7. Maintain a copy of the plan available to staff and public in the school;
8. Provide the parent or guardian of each enrolled student a copy of a letter complying with 763.93(a)(10) during the first 30 days of each year's enrollment.

Policy History:

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