

Acquisition, Use, and Disposal of School Property Acquisition of Property

Real Property: Within one year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property: The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than \$25,000. When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost \$25,000 or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Conveyance of Property

Less than \$500: For property that has an estimated value of less than \$500, the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000: For property that has an estimated value of less than \$1,000, the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one published advertisement is required.

\$1,000 or Greater: For property with a value of \$1,000 or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402(g). Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in the District until full payment is received.

Donated Property

If property is donated to the District, the Board may sell the property without advertising or bidding within one (1) year of the time the initial appraisal was conducted.

SOUTH LEMHI SCHOOL DISTRICT NO. 292

Exchange of Property

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

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

Legal Reference: I.C. § 33-402

I.C. § 33-601

I.C. § 67-2801, et seq.

Notice Requirements

Real and Personal Property – Acquisition, Use or Disposal of Same

Purchasing by Political Subdivisions – Legislative Intent

Policy History

Adopted on:

Revised on:

SOUTH LEMHI SCHOOL DISTRICT NO. 292

SCHOOL FACILITIES

9300

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The Superintendent, in cooperation with the fire chief, and county sanitarian, shall periodically inspect plants and facilities. He or she 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. The Superintendent and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Cross Reference: 8520	Inspection of School Facilities
9400	Safety Program
9500	Security

Legal Reference: I.C. § 33-701	Fiscal Year – Payment and Accounting of Funds
I.C. § 33-1613	Safe Public School Facilities Required

Policy History

Adopted on:

Revised on:

SOUTH LEMHI SCHOOL DISTRICT NO. 292

SCHOOL FACILITIES

9400

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.

Cross Reference: 8520 Inspection of School Facilities
 9300 Operation and Maintenance of District Facilities

Legal Reference: I.C. § 33-512 Governance of Schools
 29 CFR 1910.1030 The Bloodborne Pathogens Standard

Policy History

Adopted on:

Revised on:

SOUTH LEMHI SCHOOL DISTRICT NO. 292

SCHOOL FACILITIES

9500

Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

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

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

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

Cross Reference: 9300 Operation and Maintenance of District Facilities

Policy History

Adopted on:

Revised on:

SOUTH LEMHI SCHOOL DISTRICT NO. 292

SCHOOL FACILITIES

9600

Facilities Operations

The operation of the District's facilities shall be the responsibility of the Superintendent. The Superintendent shall manage the operation of the facilities through the head custodians of the District's school facilities.

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; and 4. Proper care of each facility's grounds and playgrounds.

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

Policy History

Adopted on:

Revised on:

SOUTH LEMHI SCHOOL DISTRICT NO. 292

SCHOOL FACILITIES

9705

Hazard Mitigation – Chemistry Lab Disposal

The Board of Trustees has a priority to keep the students and staff of the District safe. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in substances used in schools such as in laboratories, science classrooms, and kitchens; in the cleaning of school buildings, buses, and equipment; and the maintenance of school grounds.

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

Chemical Waste

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

Waste Storage Prior to Disposal

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

Disposing of Waste

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

Policy History

Adopted on:

Revised on:

