

## **Another Choice Virtual Charter School**

### **SCHOOL FACILITIES**

**9000**

#### 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 Charter School. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

The Board further recognizes the importance of planning in order to provide the anticipated facility needs of the future. The Charter School will review demographic factors as changes make such reviews necessary.

#### Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

**SCHOOL FACILITIES**

**9100**

Acquisition, Use and Disposal of Charter School Property

Acquisition of Property

Real Property - Within one (1) year prior to acquiring or disposing of real property, the Charter School 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 Charter School.

Personal Property – The Charter School may purchase personal property as deemed necessary for the effective operation of the Charter School by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, the Charter School 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 five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the Charter School 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 one thousand dollars (\$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 (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$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. 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 Charter School until full payment is received.

Donated Property

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

### Exchange of Property

The Board may exchange real or personal property for other property provided that: 1.) such property is appraised, 2.) one-half (1/2) plus one (1) of the members of the **FULL** Board determine such conveyance/exchange is in the best interest of the Charter School; 3.) and a resolution is passed authorizing such exchange of real and/or personal property to any of the following:

1. U.S. Government
2. City;
3. County;
4. State of Idaho;
5. Hospital District;
6. School District;
7. Public Charter School;
8. Idaho Housing and Finance Association;
9. Library District;
10. Community College District;
11. Junior College District; or
12. Recreation District

Legal Reference: I.C. § 33-402      Notice Requirements  
                    I.C. § 33-601      Real and personal property – Acquisition, use or disposal of same.  
                    I.C. § 67-2801, et seq. Purchasing by Political Subdivisions – Legislative Intent

### Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

## 9200

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#### Operation and Maintenance of Charter School Facilities

The Charter School seeks to maintain and operate facilities in a safe and healthful condition. The administrative team, in cooperation with the board, fire chief, and county sanitarian, shall periodically inspect all facilities. S/he shall provide for a program to maintain the Charter School's physical locations 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 full team shall formulate and implement energy conservation measures. All staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of their school building.

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: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

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#### Safety Program

The Board acknowledges the importance of safety for students, staff and others having business with the Charter School. In addition, programs that advocate safety education, accident prevention, proper supervision and OSHA Regulations are important protective measures and are a means to promote a culture of safety awareness. The Board directs the Administrative staff to work with all staff to ensure school safety and to research and assess available programs and make recommendations to the Board for the implementation of these programs as needed.

The Board also directs the administrative team to develop an Exposure Control Plan for employees to eliminate or minimize work-related exposure to bloodborne pathogens, particularly Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Another Choice Virtual Charter School will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Idaho regarding school disturbance or individual protection for school employees or students.

It shall be the Administrative staff's responsibility to execute this program. The Administrative staff may delegate this responsibility to other staff members.

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

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

#### Policy History:

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Confirmed on: 10/12/11

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Reviewed on: 8/3/10, 9/8/10

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**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 watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Principal immediately and to law enforcement agencies as appropriate.

Cross Reference:      9300              Operation and Maintenance of Charter School Facilities

#### Policy History:

Adopted on: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10

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#### Facilities Operations

The operation of the Charter School's facilities shall be the responsibility of the administration through the appropriate individuals. All shall manage the operation of the facilities through the custodians and or contractors of the Charter School's facilities.

An adequate staff of custodial personnel will be employed by the Charter School to operate the Charter School's facilities. Individuals may need to be contracted short term as needed. 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 Charter School'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 each facility's grounds.

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: 9/8/10

Revised on:

Reviewed on: 8/3/10, 9/8/10



Waste Management and Recycling

The practice of discarding materials used in school facilities is wasteful of natural resources, energy and money. The Board, in an effort to set an example of stewardship of our natural resources and to develop responsible citizenship in our students declares that resource conservation is to be made an integral part of the physical operation of the school and of the school curriculum. Therefore, it shall be the policy of the Charter School that:

- A. The Charter School will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
- B. The amount of waste of consumable materials is to be decreased by:
  - 1. Reduction of the consumption of consumable materials wherever possible;
  - 2. Full utilization of all materials prior to disposal; and
  - 3. Minimization of the use of non-biodegradable products wherever possible.
- C. The Charter School will cooperate with, and participate in, recycling efforts being made by the local and state governments.
- D. The Charter School will purchase, where financially viable, recycled products and will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- E. Representatives of the Charter School will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional and state levels.

Policy History:

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Reviewed on: 8/3/10, 9/8/10

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#### Charter School Asbestos Program

It is the intent of the Charter School that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments, alterations and changes be complied with by all Charter School employees, vendors and contractors.

#### Policy History:

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