

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7000/Page 1 OF 1

7000	PROPERTY
7100	Facilities Planning
7101	Notice or Procurement of Professional Services
7217	Dangerous Weapons
7230	Gifts, Grants, and Bequests
7240	Site Acquisition
7300	Disposition of Real Property
7310	Disposition of Surplus Property
7410	Maintenance
7420	Hygienic Management
7421	Chemical Management
7430	Safety Standards
7434	Use of Tobacco on School Premises
7440	Plant Security
7450	Property Inventory
7460	Conservation of Natural and Material Resources
7510	Use of School Facilities
7530	Lending of Corporation-Owned Equipment

FACILITIES PLANNING

The School Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future Corporation construction supports the educational program and responds to community needs, the Board will prepare a capital project plan and will revise that plan periodically thereafter. The plan shall include a description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital project plan, the Superintendent shall:

- A. annually report to the Board on the number of resident students attending school;
- B. report to the Board on the enrollment by grades during the school year each semester;
- C. conduct a "kindergarten roundup" each spring of the number of students who will be enrolled in the schools of the Corporation in September of the year in which the estimate is made and report the results to the Board;
- D. prepare student enrollment projections every year.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7101/Page 1 OF 1**

NOTICE OF PROCUREMENT OF PROFESSIONAL SERVICES

The School Board, pursuant to Indiana law, hereby determines to neither provide nor publish a notice for the requirement of professional services for a project under consideration by the Board involving the construction, remodeling, rehabilitation, or repair of any building or facility owned or leased by the School Corporation.

However, the Board, by a majority vote, may determine to provide or to publish a notice for professional services required for a project. If the Board determines to provide or publish a notice, the notice shall comply with the requirements of Indiana law.

For purposes of this policy, professional services means those services performed by a licensed architect, a professional engineer, or a land surveyor.

I.C. 5-16-11.1-2, 5-16-11.1-4
Adopted 10/8/96

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7217/Page 1 OF 1

DANGEROUS WEAPONS

Indiana law states that any person who possesses a firearm in a school building or on a school bus commits a Class D felony. Law enforcement officers, school resource officers, and other persons authorized by the Board of School Trustees are exempt from this prohibition. No student or former student no longer enrolled due to a disciplinary action within the previous twenty-four months is permitted to have a firearm on school property. Persons otherwise authorized to possess weapons are permitted to possess weapons on school property only in a locked motor vehicle out of plain sight.

In accordance with the provisions of IC 34-28-7-2(b), the School Board prohibits school employees from bringing firearms into school buildings and upon school property unless locked in a motor vehicle out of plain sight. This provision does not apply to police officers hired to work for the Corporation or to administrative employees who might be specifically authorized to carry weapons by action of the School Board.

In addition, in accordance with IC 35-47-11.1-4(6) the Board of School Trustees prohibits the display of firearms at its public meetings except by law enforcement officers, school resource officers, and other persons authorized by the Board of School Trustees.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the appropriate law enforcement agency.

A weapon may be brought onto Corporation property for educational purposes under controlled circumstances when authorized by the Superintendent.

Nothing in this policy should be construed to otherwise regulate firearms, ammunition, and firearm accessories as prohibited by IC 35-47-11.1-2.

Any person who may otherwise may legally possess a firearm who is found to have knowingly, intentionally, or recklessly, left a firearm in plain view in a motor vehicle parked in a school parking lot may be charged with a Class A misdemeanor.

Legal References:

IC 34-28-7

IC 34-28-8

IC 35-47-9

IC 35-47-11.1-2

IC 35-47-11.1-4(6)

Adopted 10/8/96

Revised 10/8/2013, 5/13/2014

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7230/Page 1 OF 1

GIFTS, GRANTS, AND BEQUESTS

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor. Donors may not place any of the following conditions on a gift: (1) payment of any obligation incurred before the property was acquired, (2) payment of salaries or wages of school employees, or (3) purchase of ordinary furniture or supplies that are normally paid from the current income or revenue from taxes or state funding. The principal of any gift is to be inviolate, meaning it cannot be spent by the corporation except for the erection or equipping of a building to be devoted to a special use of a public educational or library character.

All gifts, grants, or bequests having a value of more than \$1000 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by an organization for use in the school or at a Corporation-related event shall be submitted to the Superintendent, prior to purchase, so he/she can determine if the Corporation would incur any liability by its use.

The Board reserves the right not to accept such liability and thus deny the use of the equipment by students or Corporation employees.

I.C. 20-26-5

I. C. 20-26-7

Revised 4/12/2011

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7240/Page 1 OF 1

SITE ACQUISITION

It is the policy of the School Board that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not on enhancement of the value of the site to the seller. The presence of a school to service a potential development in itself enhances the profit potential to a developer. It is the Board's sole purpose to provide a service to the residents in a development at the least possible cost to the taxpayers

The School Attorney shall be responsible for site acquisition negotiations. Negotiations for site acquisition shall be conducted as much as possible within the following guidelines:

- A. Purchase price shall be based on the last transaction price, taxes on the property after platting, and a reasonable interest earning on the investment based on the current cost of money.
- B. Roadways and utility costs to be shared will be calculated on a front footage basis of the proposed site and shall be included only where actual installation has occurred.
- C. The Board shall not share such development costs as engineering, earthmoving, litigation, etc. in determining the fair value of the site to be purchased.

Discussion of possible school sites may be carried on in a closed session of the Board, but all official actions must be taken in an open, public meeting. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7300/Page 1 OF 2

DISPOSITION OF REAL PROPERTY

The School Board believes that the efficient administration of the Corporation requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School Corporation.

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes.

- A. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public School Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. All written offers shall be referred to the Board for review.
- C. All property considered for disposition (sale) shall be subjected to two (2) current, outside, professional appraisals prior to the solicitation of offers.
- D. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- E. The authorized agents to review all purchase or lease offers pertaining to sale or lease of property shall be the Board.
- F. In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and term.
- G. The Board prefers permanent disposition of the surplus property at a fair market value.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7300/Page 2 OF 2

- H. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- I. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

I.C. 20-26-5-4, 36-1-11

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review the property of the Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7310/Page 2 OF 2

C.. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

I.C. 20-26-5-4, 36-1-11-6

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7410/Page 1 OF 1

MAINTENANCE

The School Board recognizes that the fixed assets of this Corporation represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. an equipment replacement program.

The Superintendent shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

Said guidelines shall include the establishment of sound priorities among the requests for repairs received from the building principals.

I.C. 20-26-5-4

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7420/Page 1 OF 2

HYGIENIC MANAGEMENT

The School Board recognizes that the health and physical well-being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

In accordance with 410 IAC 33-4-3, the Board directs that any vehicle, school-owned or private, parked or stopped on school property shall be turned off to prevent unnecessary vehicle idling. As a general rule, engines should be off when buses are not moving; drivers should limit idling time during early morning warm up to what the manufacturer recommends (generally no more than five minutes); service delivery vehicles shall turn off their engines while making deliveries to school buildings, and parents, guardians, and students should be prohibited from idling vehicles on school grounds for more than five (5) minutes. Exceptions to this five (5) minute limit may occur when: A. There are extreme weather conditions (meaning 30 degrees Fahrenheit or less) and the purpose is to warm the interior of the bus, B. Longer idling time is necessary to facilitate the loading and unloading of students of special needs, C. There are safety or emergency situations, D. There are maintenance or mechanical inspection/repair issues requiring a longer time to facilitate the inspection/repair process, or E. The bus is idling in traffic

In accordance with 410 IAC 33-4-6, the Board directs that ozone generators, scented candles, or air fresheners are not to be used in classrooms while students are present. Corrective action for water leaks or mold shall be undertaken within 48 hours of discovery.

In accordance with 410 IAC 33-4-7, the Board further directs that furred, feathered, or reptilian animals shall only be allowed in classrooms for educational purposes. Fish in aquariums are exempt from the educational requirement; however, they must be of a reasonable size and quantity. Service animals are also exempt from the educational requirement. For purposes of exhibition and/or demonstration of anatomy, physiology, or behavior, small, non-venomous animals, of the size of a dog or smaller, may be used in classrooms, so long as they are properly controlled and housed and not left in the classroom for a period of longer than one (1) grading period. Examples of educational purposes where animals would be in the classroom are: 1) Animals used in health class to demonstrate affects of different diets. 2) Animals used in biology to show developmental changes or diversity. 3) Eggs incubated to show development. Examples of educational purposes where animals are in the classroom for one day or less: 1) Pets/animals brought into the classroom to allow students exposure to a variety of species. 2) Pets/animals used to demonstrate obedience training.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7420/Page 2 OF 2

The classroom teacher shall be responsible for ensuring proper care and housekeeping of any animals used in the classroom under this policy. In the event that a student or staff is allergic to a classroom animal, the student or staff member should contact the responsible classroom teacher to make adjustments so as to avoid inconvenience to the affected person. Teachers may make a request, on the basis of educational benefit or educational necessity, to their building principals to waive the provisions of this policy to extend the duration of an animal's use. It shall be the responsibility of the classroom teacher to inform students and/or parents of the presence of any animals in the classroom. When appropriate, teachers may allow students to handle and/or feed the animals.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the building principal.

I.C. 20-26-5-4, 16-10-7
IC 16-19-3-5, 16-41-37.5
410 IAC 1-4
410 IAC 33-4

Revised, 2/14/2012

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7421/Page 1 OF 2**

CHEMICAL MANAGEMENT POLICY

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

The superintendent will be responsible for the implementation and enforcement of this policy.

Inventory

Each year, school corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. All chemicals purchases must be done through a purchase order system, subject to the approval of the building principal and the superintendent.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by school administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
4. The Superintendent may develop a list of banned chemicals. Such chemicals shall not be purchased or otherwise used.

Material Safety Data Sheets (MSDS) will be available at the chemical storage room of each school and the Superintendent's Office. The MSDS books are to be updated annually and as new chemicals are purchased.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7421/Page 2 OF 2**

2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Use the "Chemical Release" procedures set out in the corporation safety plan.
2. Call 911
3. Call Indiana Poison Center at 1-800-222-1222

LEGAL REFERENCE: 410 I.A.C. 33-4-8

DATE ADOPTED: 2/14/2012

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7430/Page 1 OF 1**

SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. Said employee shall also have the authority to organize and direct the activities of a Corporation safety committee.

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to a hazard-free environment, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

511 IAC 2-4-1

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7434/Page 1 OF 1

USE OF TOBACCO ON SCHOOL PREMISES

The School Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco and other products containing nicotine on school premises, vehicles, and at all school-related events.

For purposes of this policy, “use of tobacco” means a cigar, cigarette, or pipe, or any other matter or substance that contains tobacco or nicotine.

I.C. 13-1-13
Revised 4/12/2011

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7440/Page 1 OF 1

PLANT SECURITY

Buildings constitute the greatest financial investment of the Corporation. It is in the best interest of the School Board to protect the Corporation's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs. Four (4) master keys for all the buildings of the Corporation will be made and issued. Each principal will be responsible for all keys to his/her building.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to Corporation property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

In the case of students of this Corporation, the building principal is authorized to recommend sanctions against those who fail to meet their obligations.

Authorities may be contacted in the case of serious offenses.

The Superintendent shall report to the Board each major cause of vandalism and the extent of the damage.

I.C. 34-4-31-1

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7450/Page 1 OF 1

PROPERTY INVENTORY

As steward of this Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all Corporation-owned equipment at such intervals as will coincide with property insurance renewal.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least \$50.00 to replace as a single unit and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Superintendent to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Each building principal/supervisor shall conduct an annual spot-check inventory of major items of equipment to determine loss, mislocation, or depreciation; any loss shall be reported to the Board.

The building principal shall maintain a system of property records which shall show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, and condition.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7460/Page 1 OF 1**

CONSERVATION OF NATURAL AND MATERIAL RESOURCES

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate the Corporation implement strategies which will conserve all forms of energy used.

The School Board directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

Subject to Board approval, the Superintendent may also enter into an agreement with a public utility to participate in a utility energy efficiency program or contract with a qualified provider to reduce energy consumption costs or other operating costs associated with the use of energy. Any such agreements or contracts shall be in accordance with I.C. 36-1-12.5.

I.C. 36-1-12.5
511 IAC 2-1-1(c)

Revised 10/27/93

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7510/Page 1 OF 2

USE OF SCHOOL FACILITIES

The School Board believes cooperation with local, civic, and nonprofit organizations is essential. Therefore, the Board believes the local school is and should be the center for much of community life, and may make the facilities of the School Corporation available to community agents as appropriate and as school schedules allow. The use of facilities by outside groups will not interfere with regular programs.

When facilities are made available for other than school purposes, a charge will usually be made.

Corporation facilities shall be available for the following uses:

- A. For civic or recreational programs, entertainment and any similar purposes promoting or serving the welfare of the community and sponsored by a responsible citizen or group of citizens.
- B. For political meetings sponsored by regular organized political parties and recognized on the official Indiana ballot.
- C. For entertainment purposes of an acceptable nature sponsored by a responsible citizen or group of citizens of the community.
- D. For special programs of a religious character sponsored and conducted by a regularly organized group or group of churches of the community (not regular church services).
- E. For commercial or profit-making organizations or individuals offering services for profit.

School facilities will not be made available to:

- A. any speaker or groups sponsoring a program which is in opposition to the form of government of the United States or the State of Indiana;
- B. any group or use which would not meet a standard of community approval, public decency or legal criterion.

Sunday use of school facilities will be discouraged (including any use for regular church services).

School related groups will have preference over nonschool groups and local groups of the School Corporation will have preference over out of Corporation organizations.

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

PROPERTY
7510/Page 2 OF 2

Requests to use the buildings shall be made through the building principal and referred to the Superintendent for final approval. School officials reserve the right to refer any and all requests to the Board for deliberation. The Board reserves the right to reject any and all requests for use of school facilities.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the disaster officials to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

I.C. 20-26-5-4, 20-26-8-1
511 IAC 6-2-1(b) (5)

Revised 10/8/96

Policy

**BOARD OF SCHOOL TRUSTEES
RANDOLPH CENTRAL SCHOOL CORPORATION**

**PROPERTY
7530/Page 1 OF 1**

LENDING OF CORPORATION-OWNED EQUIPMENT

The School Board believes that Corporation-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Board may lend specific items of equipment on the written request of the user and approval granted by the building principal.

The user of Corporation-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Corporation-owned equipment may be removed from Corporation property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal is required for such removal.

Staff members or students using Corporation -owned equipment shall be liable for any damage or loss to the equipment.

Personal use of Corporation-owned equipment or facilities by staff or students is prohibited.

Removal of Corporation-owned equipment by staff or students from school property for personal use is prohibited.