

## **STATEMENT OF GUIDING PRINCIPLES FOR BUILDINGS AND SITES**

The primary purpose of the school building program is to provide the best environment in which to achieve the educational objectives of the school district.

The Board of Directors has full and final responsibility for the selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, and payment for work performed on contractual agreements. The Board also has the responsibility for final acceptance or rejection of work done. All related actions should be taken only on the basis of official Board resolutions, passed upon formal recommendations from district administrators at legal Board meetings.

The superintendent or designee shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives of the building program, and for making recommendations to the Board of Directors.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.:

## **SCHOOL FACILITIES SURVEYS**

It shall be the policy of the Board of Directors to contract, upon the recommendation of the superintendent of schools, for the services of consultants or other resource personnel to study particular problems of the school district. The need for such special studies shall be recognized well in advance, so that budgetary provisions can be made.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.:

## **SITE SPECIFICATIONS**

The Board of Directors shall accept as its minimum standards the site specifications issued by the Iowa Department of Education. The Board of Directors may adopt more rigorous standards over and above the State specifications, if such additional requirements are deemed necessary and beneficial to the school district.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised: 1/28/02**

Legal Ref.: Iowa Code Section 297.7  
Iowa Administrative Code 670-5.9(1)

## **SITE ACQUISITION**

The superintendent or designee of schools shall present to the Board of Directors a long term facilities plan to meet the needs and purposes of the school district in future years.

The long term facilities plan shall be subject to periodic review and updating. The superintendent or designee may request the assistance of the school district architect, a real estate committee, the zoning commission, and any other urban planning organization in making the long term facilities plan.

It shall be the responsibility of the Board of Directors to establish a priority calendar for the acquisition of various sites or construction and renovations of buildings.

Elementary schools shall be centered, insofar as possible, within natural residential areas and located so that children do not have to cross main traffic arteries and railroads.

All provisions specified by the Code of Iowa shall be followed in negotiating for and acquiring sites.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised: 1/7/08**

Legal Ref.: Iowa Code Sections 297.1; 297.6; 297.7; 297.16; 297.17;  
297.18  
Iowa Administrative Code 670-5.9(2)

## **SELECTION OF AN ARCHITECT**

Architects may be interviewed by the superintendent and any other relevant personnel he/she may designate. The superintendent's or designee's recommendation shall be presented to the Board of Directors for its consideration and official approval before any architect is hired for a specific project under consideration. The recommendation shall include a review of prior projects.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised: 6/17/13**

Legal Ref.: Iowa Code Sections 118.16; 118.19; 297.7

## **EDUCATIONAL SPECIFICATIONS FOR BUILDING**

The superintendent and his/her staff, with the help of consultants, citizen advisory groups, and the Board of Directors, shall prepare educational specifications that will be used by the architect in planning the building. Educational specifications will be formulated in such a way that they will aid and abet the teaching and learning that will take place in the building that is planned.

The educational specifications should provide the architect with an inventory of program requirements, a statement of functional program relationships, a definition of the number and character of classrooms, a description of needed specialized instructional facilities, the educational requirements for such areas as library, outside activity sites, gymnasium, cafeteria, auditorium, administrative suite, teacher and student service facilities, and public service or community service facilities, as well as any other pertinent information that will help the architect visualize what is expected of the proposed new building, building additions, or renovation.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Administrative Code Sections 670-5.9(3); 670-5.9(5)  
and (6); 670-5.9(8) through (11)

## **PRELIMINARY BUILDING SPECIFICATIONS**

The architect shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the Board of Directors.

The superintendent or designee shall provide the architect with educational specifications, financial data, and other pertinent information necessary to the architect's planning.

The architect shall make revisions to the plans until a consensus of opinion is reached and approval is given by the Board of Directors.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Administrative Code 670-5.9(3)

## FINAL BUILDING SPECIFICATIONS

The architect and/or engineer will present the final construction specifications to the Board for its approval prior to advertisement for bids. These specifications shall have the endorsement of the State Fire Marshal, City/County Engineer, the State Health Department, and the Division for Planning of the Iowa Department of Education.

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**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Code Sections 118; 297.7  
Iowa Administrative Code 670-5.9(4)  
Attorney General Rulings: O.A.G. (Pillers) May 17, 1974  
Court Cases: Cedar Rapids Comm. Sch. Distr., Linn County  
v. City of Cedar Rapids, 1961, 252 Iowa 205, 106 N.W.2d  
655

## **FINANCING SITES AND CONSTRUCTION**

The Board of Directors shall, as needed, use any means of financing construction and site purchase provided for under the Code of Iowa. The Board may also use moneys received from gifts and moneys derived from the sale of school buildings and/or sites.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Code Sections 23; 75; 278.1; 279.41; 296; 297.5; 297.22; 298.9; 298.21; 565.6  
Attorney General Rulings: O.A.G. 1936, p. 423; O.A.G. (Allen) Nov. 24, 1971; O.A.G. (Pillers) July 30, 1974; O.A.G. 1938, p. 167; O.A.G. July 25, 1979; O.A.G. Nov. 17, 1979; O.A.G. Nov. 20, 1979  
Court Cases: Harney v. Clear Creek Comm. Sch. Dist., 1967, 261 Iowa 315, 154 N.W.2d 88. Liggett v. Abbott, 1921, 192 IA, 742.185 N.W. 569

## **MAINTENANCE SCHEDULE**

The superintendent of schools or designee--in cooperation with administration, faculty and maintenance personnel--shall develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the school district. This schedule shall include provisions establishing the proper lines of authority in carrying out the work.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Administrative Code 670-5.8(280A)

## **REQUESTS FOR IMPROVEMENTS/EMERGENCY REPAIRS**

Requests for improvements to or repairs of school district property shall, except in emergencies, follow the proper lines of authority and the proper sequence of organization as outlined in the district's maintenance schedule.

When an emergency arises that directly affects the learning environment or the safety and welfare of the people in the building, the following shall supersede the official maintenance schedule:

- (1) Any staff member shall do all in his or her power to correct the emergency as needs dictate; or
- (2) Any staff member shall, if he or she is unable to correct or control the emergency, immediately report the situation to the building principal.

When emergency repairs costing less than \$25,000 are necessary to prevent the closing of any school, the legal provisions related to bidding shall not apply.

The school district may also petition the state board to receive approval to assess and levy tax and maintain an emergency fund.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Code Sections 24.6; 297.8; HF 2521, 7/1/80  
Attorney General Rulings: O.A.G. 1925, 1926, p. 444

## **USE OF CONTRACT SERVICE**

The superintendent of schools or designee shall use his/her judgment in assigning school district maintenance personnel or contracting for a special service in maintaining district grounds, buildings, and equipment.

**Approved:** 11/16/87

**Reviewed:** 12/21/20

**Revised:**

## **DISPOSITION OF OBSOLETE EQUIPMENT**

It is recommended that whenever any furnishings, equipment, and/or supplies valued at less than \$500.00 have been declared obsolete by the administration, the superintendent or his/her designee shall be authorized to dispose of such items at the best possible price. The funds derived from such sales shall be forwarded to the secretary/treasurer of the Board, who shall credit them to the proper fund in accordance with law.

Whenever any furnishings, equipment, and/or supplies valued at more than \$500.00 have been declared obsolete by the administration, the superintendent shall sell such items as permitted by the Code of Iowa, Sections 297.15 through 297.25.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Code Sections 297.7; 297.15 through 297.25; 297.41

## **ADAPTATION FOR THE HANDICAPPED**

The board recognizes the need for access to its buildings and sites by persons with disabilities. Accommodations for use of existing school district buildings and sites by handicapped persons will be made. Renovated and new buildings and sites shall be accessible to persons with disabilities.

It is the responsibility of the superintendent or designee, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised: 12/16/96**

Legal Ref.: 29 U.S.C. 621-634 (1988).  
42 U.S.C. 12101 et seq. (Supp. 1990)  
Iowa Code chs. 104A; 216 (1995).  
281 I.A.C. 41.27

## **MEANS OF ESCAPE FROM FIRE**

Every new or remodeled building is to have at least two means of exit from each story, and shall be equipped with fire prevention and fire fighting equipment as outlined in Chapter 103 of the Iowa Code.

**Approved:** 11/16/87

**Reviewed:** 12/21/20

**Revised:**

Legal Ref.: Iowa Code Chapter 103

Court Cases: Coleman v. Hall, 1968, 161 N.W.2d 329

Cross Ref.: 504.10, "Fire/Tornado/Disaster Drills"

## **LIFE CYCLE ANALYSIS**

Plans for the construction of all new buildings and plans for major remodeling of existing facilities shall include a "life cycle cost analysis". The analysis will consider certain costs of owning, using, and operating a building over its economic life, including but not limited to the following:

1. initial costs;
2. system repair and replacement costs and warranties;
3. maintenance costs;
4. operating costs, including energy costs;
5. salvage value.

The "life cycle analysis" shall be approved by the Board of Directors before any contracts for construction or renovation are let.

**Approved: 11/16/87**

**Reviewed: 12/21/20**

**Revised:**

Legal Ref.: Iowa Code--Unnumbered new section

## **TOBACCO-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for tobacco use or nicotine use, including the use of look-alike where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

*NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco free as well.*

**Approved: 4/20/09**

**Reviewed: 12/21/20**

**Revised: 11/4/13**

Legal Ref.: Goals 2000: Educate America Act, Pub.L.No.103-227, 108 Stat. 125 (1994).  
House File 2212, Iowa General Assembly (2008)  
Iowa Code 142B; 279.8, .9; 297(2007).