

# policy

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BEDFORD CITY SCHOOL DISTRICT**

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## FACILITIES PLANNING

The Board of Education believes that any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities that help to implement it must go hand-in-hand.

It is this Board's goal to provide the facilities needed for the number of students in the District; to provide the kind of facilities that will best support and accommodate the educational program; and to develop a long-range planning and evaluation program.

The Board recognizes that capital outlay funds are limited and that it must establish priorities in order to make the best use of the school building dollar. The Board's first objective will be to develop a plan that eliminates any overcrowding. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facilities expansions.

Architects and professional consultants employed by the Board will be expected to plan for long-term effective design; sound economics (including low long-range maintenance costs); efficiency in energy needs; low insurance rates; and high educational utility and flexibility.

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short- and long-range planning as it relates to the properties of the District.

The Board will follow a long-term building program to serve as a guide for capital improvements. This program will be subject to systematic study, revision, and extension from time-to-time and the respective construction projects will be acted upon individually when proposed for implementation.

The Board building program will be designed to provide adequate facilities to conduct educational programs for all students residing in the District. The building program will be based upon specific Board policies that have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, changes in enrollments, and the results of annual evaluation of facilities. The Board will establish priorities using these and other relevant factors.

R.C. 3313.94  
A.C. 3301-51, 3301-35-03 (C)

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## DANGEROUS WEAPONS

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any visitor while on District property, at a school-sponsored event, or on a school vehicle.

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm while on District premises, a school vehicle, or on property being used by the District for school purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms unless serving as an authorized security officer.

The Superintendent shall ensure that any visitor possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency.

R. C. 2923.22, 3313.20  
18 USC 922

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## GIFTS, GRANTS, AND BEQUESTS

Gifts, grants, or bequests will be accepted by the Board of Education, provided the conditions of acceptance do not remove any portion of the control of the School District from the Board.

Any person or organization desiring to give a gift, or make a grant or bequest to the Board should contact the Superintendent who will submit the request to the Board.

All gifts, grants, or bequests having a value of more than \$100 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Equipment proposed to be purchased by a community organization for use in the school or at a District-related event shall be submitted to the Superintendent, prior to purchase, so s/he can determine if the gift meets the goals and objectives of the school and the District or would incur any liability by its use.

Propositions giving funds, equipment, or materials to the school with a "matching" agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to the Board's policy of standardizing materials and equipment in the District.

Whenever the District has an established project, contributions that would reduce the cost or would hasten the completion will be welcome.

Funds are available from many government and private sources for special projects which would enable students of the District to benefit from enhancement of the regular program of instruction and services. Outside funding helps to conserve and extend the general fund of the District.

The Board encourages individual employees, departments, or schools to seek project funds from outside sources when appropriate. Preliminary applications or letters of intent will be cleared with the Superintendent prior to submission. Final acceptance of grants remains with the Board.

R.C. 9.20, 9.26, 3313.36, 3313.37

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## DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of real property and personal property valued at \$10,000 or more no longer necessary for the educational program or the operation of the School District.

All property considered for disposition (sale) may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Unless the property is being sold to an exempt entity, as defined in R.C. 3313.41 (C), the District shall attempt to sell the property by public auction after giving proper thirty day notice.

If, after the property has been offered once by public auction, no acceptable bids have been received, the Superintendent may dispose of the property.

R.C. 3313.17, 3313.40, 3313.41

## DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review the property of the District 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 District 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. copyright date ten (10) or more years old
2. concepts or content that do not support the current goals of the curriculum
3. information that may not be current
4. worn beyond salvage

### B. Equipment

The District 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/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

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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 removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

R.C. 3313.40, 3313.41

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## MAINTENANCE

The Board of Education recognizes that the fixed assets of this District 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. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program;
- D. a long-range program of building modernization;
- E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial (and maintenance) staff such rules 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 rules shall include the establishment of sound priorities among the requests for repairs received from each principal.

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## HYGIENIC MANAGEMENT

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

The Superintendent shall prepare, in consultation with the city board of health, 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.

The cleanliness of each school building shall be the responsibility of the Business Manager.

R.C. 3703.03, 3707.26  
A.C. 3301-35-03 (C) (D)

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## SAFETY STANDARDS

It will be the policy of the Board of Education to take precautions to provide for the safety of all students, employees, visitors, and others present on District property or at school-sponsored events.

Principals shall be responsible for the supervision of a safety program for their appropriate schools.

The Superintendent will have overall responsibility for the safety program of the District. General areas of emphasis will include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; emergency procedures; and traffic safety problems relevant to students, employees, and the community.

The practice of safety will be a part of the instructional plan of the District schools through educational programs. The educational program will include instruction and traffic and pedestrian safety, driver education, fire prevention, and emergency procedures appropriately geared to students at different grade levels.

R.C. 4167.01 et seq.

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## USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. This hazard has been substantiated and documented by the findings of the Surgeon General and the EPA.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

In order to protect students, staff, and visitors who choose not to use tobacco from an environment noxious to them, and because the Board cannot condone the use of tobacco, the Board prohibits the use of tobacco in school buildings, District offices, and non-instructional facilities, grounds, and school-owned vehicles, and at any school-related events.

The Board directs the administration to develop procedures for the implementation of this policy which ensures that staff members who violate this policy shall be disciplined in accordance with District guidelines and the terms of negotiated agreements adopted. The Board also directs the administration to communicate this policy to the entire community for understanding and compliance.

R.C. 3313.20, 3313.47  
20 USC 6081 et seq  
U.S.D.O.E. Memorandum, 1995

## PLANT SECURITY

Buildings and grounds of the School District constitute an important investments of the Board of Education. It is in the best interest of the District's to protect the investment adequately.

Security means not only maintenance of a secure building, but protection from fire hazards, faculty equipment, and unsafe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires such access. An adequate key control system will be established, which will limit access to buildings to authorized personnel.

Students, employees, and citizens of the District are urged by the Board to report any incidents of vandalism to property belonging to the District and the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as s/he sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension and/or expulsion.

Parents and students will be made aware of the legal implications involved. Parents are liable up to the amount provided by law, for the willful destruction of property by a minor in their custody or control.

R.C. 2909.05, 3313.173, 3313.642  
A.C. 3301-35-03

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## PROPERTY INVENTORY

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

The Board shall conduct a complete inventory of all District-owned equipment and supplies 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 nonexpendable, costs at least \$500 to replace and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$500.

It shall be the duty of the Business Manager 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.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. condition and depreciation;
- G. evaluation in conformity with insurance requirements.

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## ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education shall maintain a fixed-asset, accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles;
- B. adequate insurance coverage;
- C. control and accountability.

Fixed assets are defined as those tangible assets of the District with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount determined periodically in the District's administrative guidelines. Some items may be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines and other infrastructure
- I. construction-in-progress

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Business Manager.

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The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of fixed assets.

Depreciation shall be recorded for funded fixed assets using the method(s) agreed upon by the Superintendent and the Treasurer.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated etc.)
- M. appropriation
- N. manner of asset disposal

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## CONSERVATION OF NATURAL AND MATERIAL RESOURCES

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate the District implement strategies which will conserve all forms of energy used and ensure proper recycling of reusable materials.

The Board of Education 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.

## USE OF DISTRICT FACILITIES

The Board of Education believes that school facilities should meet the needs of the staff and students in an effort to create a positive learning environment. The facilities should support the learning objectives prescribed in the approved, graded courses of study, as well as co-curricular, extra-curricular, and other adopted programs.

The Board is responsible for the regular operation and orderly maintenance of its facilities and grounds. The first priority for use of these facilities and equipment will be the education of the students in the District. After satisfaction of this prior need, the Board encourages additional utilization of school facilities for various educational, recreational, social, and other purposes by members of the community. Generally, groups from outside the District shall be discouraged from using the school facilities.

Facilities shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities shall be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The use of the facilities shall be consistent with the philosophies and objectives governing the regular school program. Even though Ohio law authorizes boards to lease or rent its facilities, such usage shall not interfere with the educational programs of the students.

Should all or any part of the District's community be struck by a disaster, the Board shall make District 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 appropriate local agencies 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. (R.C. 5915.02-08)

The Board may charge a fixed fee for outside usage of facilities if the amount is reasonably commensurate with the cost of the incidental usage. The Board will establish a fee schedule for facility use. The Superintendent is empowered to rent the various facilities.

Any damages to the school facilities shall be the responsibility of the group using the facilities. Such groups must, at the time of application, agree to restore any damages. The Board will be the sole judge as to the extent of damages and needed repairs.

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Any nonschool activity may be cancelled in favor of a school event; school-related organizations shall be given scheduling preference over nonschool related organizations. Except under unusual circumstances and only with Board approval, school facilities shall not be made available on holidays or Sundays.

All usage of facilities by nonschool groups must be coordinated through the business office. The Superintendent shall cause proper application procedures to be prepared and made available to applicants under the direction of this policy.

R.C. 3313.75 - .79, 3501.29  
P.L. 98-377

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## LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-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 District.

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

The user of District-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.

District equipment may be removed from District 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 Business Manager is required for such removal.

Personal use of District equipment or facilities by staff or students is prohibited.

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## COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

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## USE OF E-MAIL

The Board of Education recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an E-Mail system for District use.

Because the use of an E-Mail system can lead to violations of privacy, the Board has established the following policy concerning the use of E-Mail by members of the school community.

- A. The District shall issue a password to each person authorized to use the E-Mail system. System users shall have no expectation of privacy in their E-Mail communications and shall not have the ability to deny access to their E-Mail by the Superintendent.
- B. The District will not monitor the content of E-Mail messages of staff members but the Superintendent is authorized to develop a cursory monitoring system for determining whether or not E-Mail messages are appropriate.
- C. The Superintendent is to identify which individuals are to have access to the District's E-Mail system and ensure that each such person is provided a copy of this policy, and agrees, in writing, to the terms.

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## USE OF DISTRICT ISSUED CELLULAR PHONES AND PAGERS

The purpose of this policy is to establish guidelines for the distribution and use of cellular telephones and pagers by employees. This policy is necessary to ensure the right people have the necessary equipment (specifically, cellular phones/pagers) to do their jobs and at the same time, minimize the cost/number of cellular phones/pagers. The Board recognizes that the acquisition of technological advances can provide the school district with improved levels of emergency communications. This policy addresses the purchase, use, and reimbursement of cellular phones and electronic pagers.

It is the policy of the Bedford City School District to make appropriate use of funds, while taking advantage of improving communication technologies to promote operational efficiency, improve service levels, and respond to emergencies. The acquisition and use of cellular phones and pagers shall be approved through the budget process or by the Business Manager or his/her designee. Each year a current list of cellular phone users and numbers along with pager users and numbers, shall be prepared. Designated employees will use cellular phones and pagers for school business.

From time to time, employees may need to use their Board issued cellular phone for personal calls. These calls shall be kept to a minimum. Upon receipt of the monthly cellular phone bill, all personal calls shall be reimbursed by the employee at a rate determined by the Business Manager.