

# Wallace School District No. 393 Policy Manual

## Table of Contents

### **9000 SERIES—SCHOOL FACILITIES**

Goals .....	9000
Acquisition, Use, and Disposal of School Property.....	9100
Contractor License, Surety Bonds, and Insurance .....	9200
Operation and Maintenance of District Facilities .....	9300
Security .....	9500
Facilities Operations .....	9600
Waste Management and Recycling .....	9610
District-Wide Asbestos Program .....	9700
Hazard Mitigation – Chemistry Lab Disposal .....	9705
Naming of School Facilities.....	9800
Display of the National Moto.....	9802
Memorials on School Grounds .....	9805

## **Wallace School District No. 393**

### **SCHOOL FACILITIES**

**9000**

#### Goals

The Board adopts policies on District facilities. In doing so, the Board prioritizes the following principles, aims, and values:

1. The Board shall develop and monitor long range plans to maintain and/or upgrade the buildings and grounds of the District.
2. The life of facilities can be increased with a regular maintenance program monitored by administration.
3. Board planning informed by demographic information about the District is necessary to provide for future facility needs;
4. Keeping facilities clean and well-maintained is important to promoting learning and providing for student safety;
5. Prudent maintenance of facilities is necessary to protect the community's investment in education;
6. The construction and improvement of District facilities will be done in a fiscally responsible manner that reduces cost to the community; and
7. High quality, well-maintained facilities provide an environment that supports learning and shows the value the community places on education.

#### Policy History:

Adopted on: October 8, 2012

Revised on: March 10, 2025

**SCHOOL FACILITIES**

**9100**

Conveyance of Property

Within one year prior to conveyance of property, all real and personal property with an estimated value of \$1,000 or greater shall be appraised. The appraisal shall be entered in the records of the Board.

**\$1,000 or Greater:** For property with a value of \$1,000 or greater, the property may be sold at public auction or by sealed bids, (as the Board shall determine,) to the highest bidder. Such property may be sold for cash or according to terms and conditions determined by the Board. The period of the sale shall not be more than ten years, and the annual rate of interest on all deferred payments must be at least 7% per annum. The title to all property sold on contract shall be retained in the name of the District until the purchaser makes full payment. Title to all property sold under a note and mortgage or deed of trust shall be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as the Board shall determine. The District shall publish notice of the time and the conditions of the twice., The Board shall ensure proof of this publishing of notice is retained as described in IC 33-402(2) and (3). The Board may accept the highest bid, may reject any bid, or reject all bids. During the sealed bid or public auction process, no real property of the District can be sold for less than its appraised value. If, thereafter, no satisfactory bid is made and received, the Board may proceed under its own direction to sell and convey the property for the highest price the market will bear.

**\$500 to Less than \$1,000:** The Board may sell property with an estimated value of less than \$1,000 without appraisal, by sealed bid or at public auction, provided that there has been at least one published advertisement prior to the sale. The Board may accept the highest bid, may reject any bid, or reject all bids.

**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 of the District designated by the Board. The designer shall notify the Board prior to disposal of said property.

Donated Property

If real property was donated to the District the Board may, within a period of one year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the Board must have new appraisals made and again publish notice for bids, as with other property.

Exchange of Property

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

1. 1/2 plus one of the members of the full Board determines such conveyance or exchange is in the best interest of the District; and
2. 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. Cooperative service agency formed pursuant to IC 33-317;
- K. Community college district;
- L. Junior college district; or
- M. Recreation district.

Before such exchange, the Board shall have the property appraised by an appraiser certified in the state of Idaho and shall enter the appraisal into the Board's records. This appraisal shall be used to establish the value of the real or personal property. If the Board finds it is in the District's best interests to trade personal property to a person or entity for like kind personal property, the Board may vote to elect to do so. The Board may choose not to have the property appraised if it's personal property with an estimated value of less than \$5,000.

**Equipment Acquired Under a Federal Award:** When it is determined that original or replacement equipment, as defined in Policy 7270, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or Business Manager will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The District will use whatever means available to ensure the highest possible return on any items sold.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity. Therefore, the District should request prior approval from the State Department of Education for the purchase or the disposition of equipment purchased with federal funds that have a value of \$5,000 or more.

#### **Legal References**

2 CFR § 200.313(e)  
 2 CFR § 200.439(b)(2)  
 IC § 33-402  
 IC § 33-601  
  
 IC § 67-2801, et seq.  
 IC § 74-107(3)

#### **Description**

Equipment. Disposal  
 Equipment and Other Capital Expenditures  
 Notice Requirements  
 School Property-Real and Personal Property-Acquisition,  
 Use or Disposal of the Same  
 Purchasing by Political Subdivisions  
 Records Exempt from Disclosure – Trade Secrets, Production  
 Records, Appraisals, Bids, Proprietary Information, Tax Commission,  
 Unclaimed Property, Petroleum Clean Water Trust Fund

#### **Cross References**

2510  
 2510-P(1)

#### **Description**

Selection of Library Materials  
 Selection of Library Materials

Policy History:

Adopted on: October 8, 2012

Revised on: August 20, 2018

Revised on: September 10, 2019

Revised on: August 12, 2024

**SCHOOL FACILITIES**

**9200**

Contractor License, Surety Bonds, and Insurance

No contract shall be awarded to any contractor who is not licensed as required by the laws of this State. Before any contract is awarded to any person, such person shall furnish to the District performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

1. Performance bonds in an amount not less than 85 percent of the contract amount for the sole protection of the District; and
2. Payment bond in an amount not less than 85 percent of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his or her subcontractors in the prosecution of the work performed under the contract.

Legal Reference:      I.C. § 54-1902              Unlawful to Engage in Public Works Contracting  
   Without License  
                                 I.C. § 54-1925 et seq. Public Contracts Bond Act

Policy History:

Adopted on: October 8, 2012

Revised on:

## Wallace School District No. 393

### SCHOOL FACILITIES

9300

#### Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the principals, 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. Principals 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: October 8, 2012

Revised on:

**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: October 8, 2012

Revised on:



**SCHOOL FACILITIES**

**9600**

Facilities Operations

The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. The facilities manager 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: October 8, 2012

Revised on:

**SCHOOL FACILITIES**

**9610**

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 system and of the school curriculum. Therefore, it shall be the policy of the District that:

1. The District will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental education curriculum at all levels.
2. The amount of waste of consumable materials is to be decreased by:
  - A. Reduction of the consumption of consumable materials wherever possible;
  - B. Full utilization of all materials prior to disposal; and
  - C. Minimization of the use of non-biodegradable products wherever possible.
3. The District will cooperate with, and participate in, recycling efforts being made by the local and State governments. As systems for the recovery of waste and recycling are developed, the District will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The District 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 by public schools.
5. Representatives of the District will actively advocate, where appropriate, for resource conservation practices to be adopted at local, regional, and State levels.

Policy History:

Adopted on: October 8, 2012

Revised on:

**SCHOOL FACILITIES**

**9700**

District-Wide Asbestos Program

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

The District shall develop and continually update an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and submit the plan to the Idaho Department of Environmental Quality for approval. A copy of each school's plan shall also be kept at the school and made available to the public for review. The District shall notify parents, teachers, employees, and employee organizations (in writing) of the availability of management plans. The management plan shall include a description of the steps taken to notify such groups and a dated copy of the notification.

After an initial inspection of the schools to identify possible asbestos-containing building materials, the District shall conduct an inspection every three years to determine whether the condition of known or assumed asbestos-containing building materials has changed and will make recommendations on managing or removing the materials. These inspections and any response actions must be performed by trained, licensed professionals. Every six months, the District will survey the condition of these materials to assure that they remain in good condition. Forms for noting the condition of these materials shall be included in the management plan.

The District will train all maintenance and custodial staff on asbestos and how to deal with it, and notify short-term or temporary workers on the locations of the asbestos-containing building materials. Such training will be conducted within 60 days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. The District will ensure that plans and procedures to minimize the disturbance of asbestos-containing building materials are set and followed.

The Superintendent or his or her designee shall be trained and designated as the person responsible for ensuring that these requirements are implemented.

Legal Reference:       Asbestos Hazard Emergency Response Act, 15 U.S.C. § 2650  
                              Asbestos Management Plans, 40 C.F.R. § 763.93

Policy History:

Adopted on: October 8, 2012

Revised on: March 10, 2014

Revised on: July 14, 2014

**SCHOOL FACILITIES**

**9705**

Hazard Mitigation – Chemistry Lab Disposal

The Board of Trustees shall strive to ensure the safety of District students and staff. 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: October 8, 2012

Revised on:

**SCHOOL FACILITIES**

**9800**

Naming of School Facilities

The Wallace School District Board of Trustees is responsible for the naming and renaming of all schools and school facilities within the District. It is the desire of the Board that each new building or facility within the District is given a name that lends dignity and status to the school or facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences.

The naming or renaming of a school or facility may occur under the following circumstances:

1. When a new school is built;
2. When two or more schools have the same name (for example, an elementary school and a middle school), one school may request a new name while the other retains the original name; and
3. When a new facility is built to replace an existing facility which will be closed.

The following guidelines should be considered when naming a school or facility:

1. A proposed school name may be a person, place, or thing;
2. Proposed names should not be a person whose primary identification is of a religious nature;
3. Distinguished persons proposed for the school name must have been deceased for at least six months and should have made significant contributions to the community, county, state, or nation;
4. A person's moral character should also be considered;
5. Persons proposed for the school name shall not be a relative of any employee or School Board Trustee; and
6. Geographic names may also be considered. These names should be clearly identifying and widely known.

Policy History:

Adopted on: October 8, 2012

Revised on:

Display of the National Motto

In accordance with state law, the District is prepared to receive donations of a durable poster or framed copy of the national motto, “In God We Trust,” and will display it in a conspicuous place if the following conditions are met:

1. The poster or framed copy includes a representation of the United States flag, the flag of the State of Idaho, or both.
2. The background, lettering, and framing on the poster or framed copy include the colors black, white, gold, or silver.
3. The poster or framed copy does not contain any other lettering, verbiage, images, logos, or likeness.
4. The size was approved by the Superintendent or their designee.
5. It was donated to the District.

The Superintendent or designee may reject a donation if the above conditions are not met and will notify the donor of any unmet conditions where applicable.

Legal References:     IC § 33-141     National Motto

Cross Reference:     4510     Public Gifts to the Schools

Policy History:

Adopted on: August 14, 2023

**SCHOOL FACILITIES**

**9805**

Memorials on School Grounds

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a permanent stone and plaque of modest size indicating the name and relevant information of the person to be memorialized. Other types of memorials may be considered for approval by the Board using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Any memorial, permanent or temporary, such as a tree or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Contributions to a general scholarship fund established by the District may be made. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, District, or community. Items received become the property of the District and will be used for the purpose for which they were donated.

The Board recognizes that memorials of flowers, personal messages, and mementoes are often created at lockers, parking spaces, and other areas on District property upon such losses or events. The display of all remembrances will be temporary in nature, and will be removed in a timely manner and offered to the family.

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Activities will not detract from scheduled

classroom or school activities. The celebration of student accomplishments may, with prior Board or designee approval, be authorized.

Policy History:

Adopted on: October 8, 2012

Revised on: