



Xavier Charter School Policy Manual

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Xavier Charter School

SCHOOL FACILITIES

Policy: 9000 Goals

The Board recognizes the importance the physical premises plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of Xavier Charter School. Facilities represent a long-term investment of Xavier Charter School. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.

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

Policy History:

Adopted on: July 2012

Revised on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9100 Acquisition, Use and Disposal of Xavier Charter School Property

Acquisition of Property

Real Property - Within one (1) year prior to acquiring or disposing of real property, Xavier Charter School will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of Xavier Charter School to acquire a site outside city limits, but within the boundaries of Xavier Charter School.

Personal Property – Xavier Charter School may purchase personal property as deemed necessary for the effective operation of Xavier Charter School by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, Xavier Charter School shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

Conveyance of Property

Less than \$500 – For property that has an estimated value of less than five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by Xavier Charter School to do so. However, the employee shall notify Head of Schools in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

More than \$500, but less than \$1,000 - For property that has an estimated value of more than \$500, but less than \$1,000, the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$1,000) or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402. Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in Xavier Charter School until full payment is received.

Donated Property

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

Exchange of Property

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

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

Legal Reference: I.C. § 33-402

I.C. § 33-601

I.C. § 67-2801 et seq.

Notice Requirements

Real and personal property – Acquisition, use or disposal of same.

Purchasing by Political Subdivisions – Legislative Intent

Policy History:

Adopted on: July 2012

Revised on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9200 Contractor License, Surety Bonds and Insurance

No contract shall be let 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 Xavier Charter School 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 eighty five percent (85%) of the contract amount for the sole protection of Xavier Charter School; and
2. Payment bond in an amount less than eighty five percent (85%) 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 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: July 2012

Reviewed on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9300 Operation and Maintenance of Xavier Charter School Facilities

Xavier Charter School seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the Head of Schools, fire chief, and county sanitarian, shall periodically inspect plant and facilities. S/he shall provide for a program to maintain Xavier Charter School's 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. Head of Schools and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of their school building.

Cross Reference: 8520	Inspection of School Facilities
9400	Safety Program
9500	Security

Legal Reference: I.C. § 33-701	Fiscal year – Payment and accounting of funds
I.C. § 33-1613	Safe public school facilities required

Policy History:

Adopted on: July 2012

Reviewed on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9400 Safety Program

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

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

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

It shall be the Head of School's responsibility to execute this program. The Head of Schools may delegate this responsibility to other staff members.

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

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

Policy History:

Adopted on: July 2012

Revised on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9500 Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices.

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Head of Schools immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of Charter School Facilities

Policy History:

Adopted on: July 2012

Reviewed on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy: 9600 Facilities Operations

The operation of Xavier Charter School's facilities shall be the responsibility of the Head of Schools.

An adequate staff of custodial personnel will be employed by Xavier Charter School to operate Xavier Charter School'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 Xavier Charter School's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds 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: July 2012

Reviewed on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy Number: 9700 Xavier Charter School Asbestos Program

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

Xavier Charter School 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. Xavier Charter School shall notify in writing parents, teachers, employees, and employee organizations of the availability of management plans and shall include in the management plan 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, Xavier Charter School shall conduct an inspection every three (3) 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 (6) months Xavier Charter School 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.

Xavier Charter School will train all maintenance and custodial staff about 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 sixty (60) days of hire. Warning labels will be posted in routine maintenance areas where asbestos was previously identified or assumed. Xavier Charter School will ensure that plans and procedures to minimize the disturbance of asbestos containing building materials are set and followed.

The Head of Schools or 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: November 12, 2014

Reviewed on: March 9, 2016

Xavier Charter School

SCHOOL FACILITIES

Policy Number: 9700P Xavier Charter School Asbestos Management

**XAVIER CHARTER SCHOOLS
ASBESTOS MANAGEMENT
September 10, 2014**

Xavier Charter Schools moved into its current location at 1218 N. College Rd. W. in 2009. At that time the school building had just completed construction and passed all occupancy and code requirements. This includes the fact that no materials containing asbestos were used in the construction of the building.

To this point no further construction or additions to the building have been completed or planned and thus there are still no asbestos construction materials in our building.

We are required to have an asbestos management plan, our plan is as follows:

1. Any time our building undergoes an addition or construction modification an inspection will be conducted to verify that no asbestos is present.
2. If asbestos is found through an inspection it will be removed by trained personnel and the training of appropriate school personnel will take place as needed.

Xavier Charter School

SCHOOL FACILITIES

Policy: 9800 Temporary Use Policy for Facilities

Purpose

To provide guidelines on appropriate use of Xavier Charter School building for school purposes and appropriate user fees for groups interested in utilizing the building during available hours.

Policy

Xavier Charter School (the “School”) building is owned by the School. The Board of Directors (the “Board”) may, but is not required to, permit temporary use of school facilities to entities who wish to use the facilities during hours the School is not being utilized for educational purposes, provided such use does not violate any agreement, law or regulation by which the School is bound.

Use of school facilities for civic or other purposes shall not interfere with any school function or purpose.

In addition, the School’s Head of Schools (the “Head of Schools”) or Board may, in their sole discretion, for any reason or no reason, deny use of the School facilities. As such, this policy is not legally binding on the School to any extent.

Type of Use

1. School-Sponsored Programs and Parent Faculty Association Activities

The School’s Parent Faculty Association and individual classes shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the School. Qualifying activities may include: activities related to the educational curriculum, class performances, or school-wide fund raisers. These activities shall be approved by the Head of Schools prior to notice of the event going out.

Events that require use of the kitchen or require use of personnel after hours to lock the building, including janitorial personnel or school personnel, may be charged a fee depending on the number of school personnel and the amount of time they are required.

Requirements for Physical Activities

The instructor must:

- Have Board’s approval for the activity before the activity is formally announced.
- Have a permission slip signed by parent/guardian for all participants.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor

- must remain at the School until all children have been picked up.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's website with prior approval of the Head of Schools.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background check at the instructor/assistant's expense.

Requirements for Non- Physical Activities

The instructor will:

- Have Board's approval for the activity before the activity is formally announced.
- Be responsible for all participants during the time of the activity. This includes immediately before the activity begins and after the activity ends. The instructor must remain at the School until all children have been picked up.
- Provide all necessary equipment.
- Structure all activities to ensure that safety requirements are met.
- Give all students an equal opportunity to participate in the activity.
- Advertise the event at the School and through the School's website with prior approval of the Head of School.

Depending on the activity, the instructor and any assistants that will be working with students unsupervised may:

- Be required to show proof of insurance.
- Be required to have a background check at the instructor/assistant's expense.

The School will not charge a user fee for the use of the School's facilities for school-sponsored activities, but the School may, consistent with the School's Fee Waiver Policy, charge a fee to cover the cost of using the School's supplies and materials.

2. *Charitable and Non-Profit Use*

Charitable and Nonprofit user fees apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, church organizations, cities and counties.

Generally a nonprofit organization will have a tax exempt IRS number.

The Head of Schools may grant limited free use to public service organizations who perform strictly public services, such as civic groups, Boy Scouts and Girl Scouts, when custodial and other services are not required beyond the regularly scheduled duty and when:

- a. No additional school funds are used to subsidize these meetings,
and
- b. Requests are for occasional use only

However, the Head of Schools may charge a fee for events that require use of the kitchen or require use of personnel after hours to lock the building, including janitorial personnel or school personnel. The amount of fee to be charged depends on the number of janitorial and school personnel are required and the amount of time they are required to put in.

3. *Other Uses*

For other uses, the Head of Schools may charge a user fee and a fee for janitorial or other personnel required in connection with the use.

4. *Procedures*

The Head of Schools is directed to establish procedures for implementation of this policy, including the establishment of a facility usage schedule.

Procedures

As applicable, the Head of Schools will charge for the use of facilities as outlined in the Facilities User Fee Schedule.

The Head of Schools or designee shall complete a copy of the Facilities Temporary User Agreement (temporary user agreement) and obtain the signature of the user prior to the day of use.

The Head of Schools or designee, in consultation with persons requesting for temporary use, will determine personnel and the amount of time required for each occasion.

Collection of user fees is the responsibility of the Head of Schools or designee and such fees shall be collected in advance.

Facility use time shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the user, and closing time shall be the time when all persons associated with the event have left the building. The fee will be adjusted for any additional time the facility is actually used and any additional personnel time required, such as for clean-up by custodial personnel.

Equipment, keys, and property shall not be loaned or removed from the building.

Temporary use of facilities such as computer lab, media center, or kitchen is off limits, unless it is approved by the Head of Schools in advance and school personnel must be present during the entire time of the event.

Users may only have photocopies made using the School's copy machine if made by school personnel. A copy fee of \$.20 per page will be charged.

The Head of Schools shall assign a school personnel who is responsible for overseeing the event. The School facilities may not be left without such supervision while occupied by community users and other outside user groups.

In addition to the building supervision provided by the School, all community and other outside user groups must provide additional supervision to maintain order during the event and prevent damage or loss of school property.

Head of Schools or designee shall require the individual or entity using the School facility to provide a Certificate of Insurance for liability and property damage before the event and:

- The Certificate shall be for one million dollars (\$1,000,000) per occurrence, and the School shall be named as an additional insured.

The user and guests are required to adhere to standards of behavior of the School and Idaho State Law.

Violation of any of these standards is grounds for termination of the temporary user agreement and the immediate removal of those individuals associated with the event. Violation may result in forfeiture of all deposits, and additional charges may be assessed.

The Head of Schools or designee shall establish additional charges for school equipment (spot lights, VCR/DVD and televisions, microphones, etc.) and supplies used by the user.

Gymnasiums shall be granted use only where adequate protection of the gym floor and is assured by the user.

Facility users shall pay for any damage caused to the facilities/building and any school equipment.

Fee Schedule

Refer to Temporary User Fee Schedule in Policy 4210F.

Security Deposit

At the discretion of the Head of Schools or designee, the user may be charged a refundable security deposit of up to \$500. The Head of Schools shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the user in a separate check, payable to Xavier Charter School and deposited by the Head of Schools or designee.

After each temporary use event, the Head of Schools or designee shall inspect the used facility for

damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the user in the form of a check. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the user.

Facilities

Users will be charged according to the Facilities Temporary Use Fee Schedule in Policy 4210F.

Personnel

The Head of Schools or designee is responsible for determining the number and type of personnel required for a particular event in compliance with this policy.

At least one custodian or school employee is required to be present during any use of facilities in the building. The on-duty custodian cannot be removed from regularly assigned responsibilities to cover custodial services required for temporary user events. Additional cost will be charged to the user for any additional custodial services required beyond the School's regular daily routine. The cost to be charged will be determined by: the applicable personnel rate/hr. x the actual number of hours to clean up for that particular event. Refer to the Temporary User Fee Schedule for the applicable personnel rate.

General supervision/security, beyond the custodian on duty, is required if the Head of Schools or designee determines the user's event requires such. General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

At least one school personnel is required to be onsite for temporary use of the kitchen.

Payment of wages for personnel providing supervision or other services in support of temporary facility use shall be paid in compliance with the applicable negotiated agreement.

**XAVIER CHARTER
SCHOOL
INSTRUCTIONS**

1. A Facilities Temporary Use Agreement must be filled out by all organizations or individuals requesting use of school facilities unless the use is by the Parent Faculty Association for approved activities.
2. Determination of additional personnel must be documented on the Temporary User Agreement, and the user must be charged the personnel fees as outlined in the Temporary User Fee Schedule rather than the actual wage the person receives to assure the School is compensated for all benefits and other costs associated with employing staff for temporary use events.
3. Users must provide a certificate of liability insurance for one million dollars (\$1,000,000) per occurrence and name Xavier Charter School as an additional insured.
4. Determination of whether a security/cleaning deposit is required is at the Head of Schools or designee's discretion. If required, the deposit should be paid in a separate check payable to Xavier Charter School and deposited as any other payment. It should not be "held" until the end of the rental period and then returned to the user. If no damage or unforeseen cleanup is required after the rental, a refund should be issued to the user. The Head of Schools or building administrator should make a decision on whether the full deposit or only part of it should be refunded and the refund should be in the form of a check.
5. All employees shall be paid through regular payroll procedures and at the rate outlined in the applicable negotiated agreement. All personnel proceeds collected shall be deposited through the regular process.
6. All funds shall be deposited in accordance with the School's financial policies.

Policy History:

Adopted on: September 2012

Revised on: May 11, 2016