

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 9000 – School Facilities**

UNIFORM PUBLIC SCHOOL BUILDING SAFETY.....POLICY 9004

It is the policy of the School Board to assure the safety of students, staff, and visitors who use the school buildings of this District, and to provide a safe environment conducive to learning. All District facilities will remain locked (when unoccupied) during the regular working day(s). District facilities will remain locked and the security systems armed after working hours, non-working days, weekends and vacations.

School employees will follow regular safety procedures during the school day hours for keeping exterior doors locked. School employees will keep all exterior doors locked beyond normal school hours whether or not the building is occupied.

The Board will ensure compliance with the provisions of the Idaho Uniform School Building Safety Act, which applies to all existing District public school facilities, or those constructed in the future and which are owned, leased, or used for the District’s educational purposes.

Personnel, students, and visitors who believe that a building, facility, or grounds, or use thereof, is unsafe are encouraged to report such concerns to the building Principal’s office. Such reports will be investigated within a reasonable time and corrected as determined to be necessary to protect students, personnel, and visitors from unsafe conditions.

DEFINITIONS

“Administrator” means the Administrator of the State of Idaho Division of Building Safety.

“School facilities” include school buildings, administration buildings, playgrounds, athletic fields, and improved or unimproved real property, owned or operated by the District, which are used by students or personnel in the normal course of providing an educational program. School facilities do not include those areas, buildings, or parts of buildings closed from or not used in the normal course of the educational program.

INSPECTION

The School Board will require an annual inspection of the District’s school facilities, conducted by an independent inspector professionally qualified to conduct inspections under the applicable codes, or pursuant to Idaho Code Section 39-4130. Such inspection will address whether the school facilities comply with safety and health standards, including applicable electrical, plumbing, mechanical, elevator, fire safety, boiler safety, life safety, structural, snow loading, and sanitary codes, as adopted by or pursuant to the Idaho Building Code Advisory Act.

Additionally, the School Board will cooperate with the administrator or designee and allow entry to the school facilities at reasonable times, for the inspection of such facilities for compliance with the Idaho Uniform School Building Safety Act.

ABATEMENT

The board will identify any unsafe or unhealthy conditions in the school facilities, and direct personnel to take the necessary steps to abate any identified unsafe or unhealthy conditions. The board will issue a report, as required by the State Board of Education, in the same year that the inspection(s) is made declaring any identified unsafe or unhealthy conditions, which were not abated.

The District will use available funds to abate all identified unsafe or unhealthy conditions. The District need not separately account for the costs of abatement, and is not obligated to segregate funds used for abatement.

PLAN OF ABATEMENT

If adequate funds are not available to abate all unsafe and unhealthy conditions, the board will direct that a plan for abatement be developed and implemented immediately. The plan must include a timetable for commencement of the abatement beginning no later than the following school year and specify the funds from which the District will finance the abatement, in accordance with Idaho Code Section 33-1613. The board may finance the abatement plan through any of the following sources: unencumbered lottery money, levies, a loan or grant from the School Safety and Health Revolving Loan and Grant Fund, or declaration of a financial emergency.

The board will separately account for and document all costs of implementing the plan of abatement with regard to each unsafe or unhealthy condition identified.

VIOLATIONS NOT CONSTITUTING AN IMMINENT SAFETY HAZARD

Upon receipt of written notice from the administrator or designee that an imminent safety hazard exists in a school facility, the Superintendent will take appropriate remedial action within the time frame set forth in the notice and notify the board of the notice and action taken at the next regularly scheduled board meeting, or earlier, if appropriate.

VIOLATIONS CONSTITUTING AN IMMINENT SAFETY HAZARD

Upon receipt of written notice from the administrator or designee that an imminent safety hazard exists in a school facility, the Superintendent will immediately schedule a board meeting to review the matter and require all changes necessary to eliminate the imminent safety hazard. Such changes will be made without delay, and within the time specified in the administrator's written notice or order.

If the imminent safety hazard is not corrected, or cannot be corrected in the specified time, or if the administrator determines that the imminent safety hazard could reasonably be expected to cause serious physical harm or death before the hazard can be eliminated and orders that all persons no longer occupy the building, the Superintendent or designee will assist the administrator as necessary to post notice on such areas to prevent unauthorized people from entering the area where the imminent safety hazard exists.

CORRECTIVE ACTION

The maintenance staff will survey the school buildings, facilities, and grounds at reasonable intervals to determine whether or not a safety concern exists. A log will be kept of the inspections. All minor safety concerns will be prioritized and corrected, as determined necessary to protect students, personnel, and visitors from unsafe conditions. Any corrective action taken on minor safety concerns, or any determination to delay corrective action will be documented by the maintenance staff. Major safety concerns will be reported to the building Principal's office. The corrective action taken, or determination to delay corrective action, will be documented by the School Principal, with copies sent to the Superintendent.

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POLICY & PROCEDURE REFERENCE:

9004-P1 Key Inventory Individual
9004-P1a Key Inventory Building
9004-P2 Lost Key Form

LEGAL REFERENCE:

Idaho Code Sections

33-1017

33-1612

33-1613

39-1430

Chapter 39, Title 80 Idaho Code

Chapter 52, Title 67 Idaho Code

IDAPA 08.02.03.600

ADOPTED: 07/08/03 (Implementation July 2003)

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