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BUILDINGS AND SITES SECTION 900

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The primary purpose of the school building program is to provide the means of achieving the educational objective of the school district.

The board has full and final responsibility for selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and final acceptance or rejection of work done. All actions to carry out the board's responsibility will be taken only by official resolution based upon formal recommendation of its staff at legal board meetings.

The superintendent is responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives in the building program and for making resultant recommendations to the board of education.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 11/27/2007

AMENDED:

The building and grounds supervisor will annually prepare recommendations for building and grounds maintenance and improvements. The recommendations will be prioritized, supported by cost estimates, and submitted to the board by the superintendent for consideration in preparing the district's budget.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 11/27/2007

AMENDED:

It is the policy of the board of trustees 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. 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.

"Imminent safety hazard" means a condition that presents an unreasonable risk of death or serious bodily injury to occupants of a building.

"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.

"Serious safety hazard" means a condition that presents an unreasonable health risk or risk of injury to occupants of a building.

INSPECTION

The 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 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 A SERIOUS OR IMMINENT SAFETY HAZARD

Upon receipt of written notice from the administrator or designee that the violation of the Idaho Uniform School Building Safety Act does not constitute a serious or imminent safety hazard, 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 A SERIOUS SAFETY HAZARD

Upon receipt of written notice that, relative to any district building, the administrator found a violation of the Idaho Uniform School Building Safety Act, which constitutes a serious safety hazard, the superintendent will eliminate the condition within the specified time frame. In the event the superintendent believes that it is in the district's best interest to contest the administrator's findings, the superintendent is authorized to file a request for a hearing on the matter within fourteen (14) days of the date the administrator's written order or notice was issued.

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

All buildings owned by the district will be inspected annually by the local fire department.

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 or superintendent.



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: 11/27/2007

AMENDED:

GENERAL REQUIREMENTS

1. The superintendent is hereby authorized to determine rental fees to be assessed for the usage of school facilities and equipment. The superintendent also has the authority to reject any or all applications for rental or use of district facilities and equipment. The district reserves the right to refuse rental of any facilities at its discretion.
2. Under certain circumstances district facilities or equipment may be rented to profit-making organizations or to individuals. However, a fee will be assessed, at the discretion of the superintendent, to cover any costs, real or potential, to the district.
3. The gymnasium and all classrooms in this district are not for rent except under special conditions.
4. School district equipment or property will not be loaned to individuals or organizations unless such a loan is part of an agreement for rental or use of district facilities. Nothing in this policy will prevent the school district from loaning equipment to other taxing units or other agencies in emergency situations.
5. The approved applicant must agree to:
 - a. Save and hold harmless the district;
 - b. Assume full responsibility for all liabilities arising incident to occupancy or use; and
 - c. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the district facilities.

SPECIAL REQUIREMENTS AND RESTRICTIONS ON USE

1. An extra hourly overtime rate may be charged for supervision and/or custodial services.
2. A cleaning deposit may be required at the discretion of the building supervisor.
3. The following activities will not be allowed on district property:
 - a. Consuming or using tobacco, alcohol, or drugs;
 - b. Engaging in games of chance or any activities that suggest gambling or games of chance; or

- c. Teaching or promoting of any activity that is intended to disrupt or damage the district.
4. Additional restrictions on use of district facilities and equipment:
- a. Any special decorations must be erected in a manner approved by the fire marshal and the district. Removal must be completed immediately following the function.
 - b. The selling or consuming of food or drink in auditoriums, gymnasiums, or other sitting areas must be approved by the superintendent.
 - c. The use of any special equipment must be identified in the application and, if necessary, may require district personnel to operate. Overtime compensation will be paid by the applicant.
 - d. The applicant may be required to provide supervision and police security, as determined by the superintendent.

The requesting organization or individual granted use must follow all policies, rules, and regulations of the board regarding the use of district property or facilities and the conduct of persons in or on district property or facilities, whether now or hereafter adopted.

The use of the property or facilities will not, in any way, interfere with the operations of this district or any of the programs or activities of the district. If required for district purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The board assumes no responsibility for properties left on the premises by the applicant. The board or its representatives will have free access to all rooms at all times.

District facilities will not be available for use for public dances, whether sponsored by school groups, community groups, or individuals.

Cafeteria kitchens may not be used without the employment of authorized district personnel for supervision purposes.

An applicant must complete and have approved a Basin School District Facilities Use Application/Agreement and the appropriate fees prior to facilities use.

Basin School District Facilities Use Agreement

Procedure

1. Apply to the building administrator(s) using the application supplied by the District. Applications should be made to the administrator of the requested facility. Applications can be obtained from the building secretaries. Applications must be submitted two calendar weeks in advance.
2. The building administrator will forward the application to the necessary personnel (superintendent, maintenance supervisor, activities director, and kitchen supervisor).
3. Applicant will be notified within four working days as to whether their application has been approved and any additional conditions that will be required.
4. Check-in and check-out procedures will be made with the building administrator and/or maintenance supervisor.

Conditions

Conditions of Facility Use – Use of the District Facilities is conditioned upon the District Policy.

Set-up Fees

Additional fees may be charged if additional setup is required such as placing tarps on the gym floor or setting up chairs.

Check-Out Conditions

1. Facility must be returned to its existing condition and layout.
2. Group will assume all responsibility for damage done, and for cleaning and maintenance beyond normal usage. Deposits will be returned if certification by district designee that area is clean and undamaged.

Rent and Deposit

	Rent	Cleaning Deposit
Regular Classroom	\$25	\$35
Cafeteria	\$25	\$50
Gymnasium	\$35	\$50
Locker Rooms	\$25	\$35

Page 2 Facilities Use Application

**Basin School District
Facilities Use Application/Agreement**

Name of Individual or Organization _____

Contact Person _____

Billing Address _____ Phone Number _____

Facility Desired _____

Specific Area to be Used _____

Dates Requested: _____ Time Requested: _____

Additional Equipment Desired: _____

Description of meeting or activities during the rental of facilities: _____

Fees

Building Rental Fee _____

Set up, Check-in and out Fee _____

Additional Equipment _____

Kitchen Supervisor _____ (only necessary if using kitchen)

Total Fee Amount _____

Cleaning Deposit _____ (will be returned if requirements are met)

Approval

Dates Approved: _____ Times: _____

Special agreements/instructions: _____

Building Administrator Approval

Maintenance Supervisor Approval

I have read the attached Basin School District Rental/Use Agreements and Conditions and agree to them

Signature of Organization Supervisor

Check In and Out

Check In: Time _____ District Employee Responsible _____

Check Out: Date: _____ Time: _____

_____ Facilities returned to existing condition _____ Keys returned _____ Equipment returned

Signature of District Designee Checking-Out



LEGAL REFERENCE:

Idaho Code Section 33-601(7)

ADOPTED: October 18, 2005

AMENDED: October 17, 2006

AMENDED: February 21, 2012

SALE OF PERSONAL PROPERTY

The board, by deed, bill of sale, or other appropriate instrument, may convey all of the estate and interest of the district in any personal property. All personal property of the district must be sold for cash and title to such property will transfer to the purchaser simultaneous with payment.

The board will determine the estimated value of personal property through normal business practices, including, but not limited to, the use of an appraisal, if required, reference to valuation tables such as the NAPA blue book, documentation on Craig's List, or any other reasonable means.

PROPERTY VALUED AT LESS THAN \$1,000

The board may sell personal property, with an estimated value of less than one thousand dollars (\$1,000), without appraisal, by sealed bid or at public auction, provided that there has been a minimum of one (1) published advertisement prior to the sale of said property. If the estimated value of the property is less than five hundred dollars (\$500), as determined by the board, the property may be disposed of in the most cost-effective and expedient manner by the superintendent or designee; provided, however, the employee notified the board prior to disposal of the property.

PROPERTY VALUED AT \$1,000 OR MORE

The sale of personal property, with an estimated value of one thousand dollars (\$1,000) or greater, will be appraised and sold at public auction or by sealed bids, at the discretion of the board, to the highest bidder. Notice of the sale, and conditions thereof, must be published twice, in accordance with Idaho Code Section 33-402(g) and (h).

The board may accept the highest bid, may reject any bid, or reject all bids. If the property was donated to the district the board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the board must obtain new appraisals and again publish notice for bids, as before. If, thereafter, no satisfactory bid is made and received, the board may proceed under its own direction to sell and convey the property. In no case will any real property of the district be sold for less than its appraisal.

EXCHANGE OF PERSONAL PROPERTY

The board may exchange the district's personal property for other property. Prior to any transfer or conveyance, the value of the personal property will be established by an appraisal conducted by a State of Idaho certified appraiser. The board will retain the appraiser and will document the appraisal results in the board's records.

The board may, by a vote of one-half (1/2) plus one (1) of the members of the full board, by resolution duly adopted, authorize the transfer or conveyance of any personal property owned by the district to the government of the United States, State of Idaho, or any city, county, hospital district, other school district, library district, community college district, or recreational district, with or without any consideration accruing to the district, when in the judgment of the board it is in the interest of the district that said transfer or conveyance be made.

Provided, however, 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 elect to abstain from an appraisal of the personal property if the estimated value of such property is less than five thousand dollars (\$5,000).

The board will follow the procedures set forth in the Purchasing policy set forth in SECTION 800: BUSINESS PROCEDURES of the manual when acquiring, purchasing, or repairing any equipment or other personal property necessary for the operation of the district.



LEGAL REFERENCE:

Idaho Code Sections
33-601(4)
33-402(g) and (h)

ADOPTED: 10/18/2005

**AMENDED: 2/20/2007
5/17/2011**

The board of trustees of this district may designate and purchase any real property necessary for school purposes or in the operation of the district, or remove any building, or dispose of any real property. The board will have the value of such property determined by an appraisal conducted by a State of Idaho certified appraiser within one (1) year prior to any purchase or disposal, and will place the results of the appraisal in the board's records.

SELECTION OF PROPERTY SITES

The board will determine the size of the site necessary for school purposes. All preliminary discussions concerning site acquisitions will be conducted in executive sessions of the board.

The site will be located within the incorporated limits of any city within the district; provided, however, that if this board finds that it is not in the best interests of the electors and students of the district to locate the site within the incorporated limits of a city, the board, by duly adopted resolution setting forth the reasons for its findings, may designate a site located elsewhere within the district.

SALE OF REAL PROPERTY

The board, by deed, bill of sale, or other appropriate instrument, may convey all of the estate and interest of the district in any real property.

The property may be sold at public auction or by sealed bids, as the board determines, to the highest bidder. The property may be sold for cash or for such terms and conditions as the board will determine for a period not exceeding ten (10) years, with the annual rate of interest on all deferred payments not less than seven percent (7%) per annum.

The title to all property sold on contract will be retained in the name of this district until full payment has been made by the purchaser, and title to all property sold under a note and mortgage or deed of trust will be transferred to the purchaser at the point of sale under the terms and conditions of the mortgage or deed of trust as this board will determine.

Notice of the time and the conditions of such sale will be published twice, and proof thereof made, in accordance with Idaho Code Section 33-402(2) and (3). However, when the appraised value of the property is less than one thousand dollars (\$1,000), one (1) single notice by publication will be sufficient and the property will be sold by sealed bids or at public auction.

The board may accept the highest bid, may reject any bid, or reject all bids. If the real property was donated to the district the board may, within a period of one (1) year from the time of the appraisal, sell the property without additional advertising or bidding. Otherwise, the board must obtain new appraisals and again publish notice for bids, as before. 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.

EXCHANGE OR TRANSFER OF REAL PROPERTY

The district's real property may be exchanged for other property.

TRANSFERS TO/FROM GOVERNMENTAL AGENCIES

This district may convey or transfer real property to, or receive real property from, another governmental agency, the United States, State of Idaho, or any city, county, hospital district, other school district, library district, community college district, or recreational district with or without consideration. The district's conveyance or transfer of real property to another governmental agency may be made without consideration or payment when the board determines such conveyance is in the best interest of the district.

Prior to any conveyance or transfer of any real property, the value of the property will be established by an appraisal conducted by a State of Idaho certified appraiser. The board will retain the appraiser and will document the appraisal results in the board's records. The board and the other governmental agency shall enter into a written agreement, setting forth the terms of the conveyance or transfer. Notice of the general terms of the agreement shall be published for two (2) consecutive weeks in a newspaper printed or of general circulation in the county or counties in which the district and the other governmental agency are located and having general circulation within such county or counties. The notice shall state the time and place of the next regular or special meeting of the board of trustees of the district and the board of the other governmental agency at which the respective boards propose to ratify the agreement. Additionally, the board shall, by a vote of one-half (1/2) plus one (1) of the members of the full board, by resolution duly adopted, authorize the transfer or conveyance of any real property owned by the district.

No agreement entered into for the conveyance, transfer, or exchange of real property between the district and another governmental agency shall be valid unless the agreement is approved by a two-thirds (2/3) vote of each governing body at a properly noticed meeting, except no approval shall be required from the United States or the State of Idaho.

EASEMENTS

The board may also convey rights-of-way and easements for highway, public utility, and other purposes over, upon, or across any school property. When necessary for the use of such property for any such purpose, the board may authorize the removal of school buildings to such new location, or locations, and such removal will be made at no cost or expense to the district.

EMINENT DOMAIN

The board may also exercise the right of eminent domain for any of the uses and purposes provided in Section 7-701, Idaho Code.



LEGAL REFERENCE:

Idaho Code Sections

7-701, *et seq.*

33-402(2) and (3)

33-601(3) and (4)

67-2322

67-2323

67-2324

| **ADOPTED:** 11/27/2007

| **AMENDED:** 5/17/2011

| **Language in text set forth in italics is optional.*

This policy sets forth the procedure for annexing territory that currently forms part of another school district, but is not contiguous to its present school district. Either the board or one-fourth (1/4) or more of the school district electors may petition the state board of education in writing for annexation of property that meets these criteria:

1. The territory must be not more than fifty (50) square miles;
2. The territory must contain no schoolhouse or facility necessary for the operation of a school district;
3. The territory must be contiguous to the district petitioning for annexation.

PETITION REQUIREMENTS

One copy of the petition to annex territory will be sent to (1) the board of trustees of the district from which the area is proposed to be excised, and (2) the board of trustees of the district to which the area is proposed to be annexed. The petition will contain the following:

1. The names and addresses of the petitioners;
2. A legal description of the area proposed to be excised from one district and annexed to another contiguous district, prepared by a licensed attorney, licensed professional land surveyor, or licensed professional engineer professionally-trained and experienced in legal descriptions and real property;
3. Maps showing the boundaries of the districts as they presently appear and as they would appear should the excision and annexation be approved;
4. The names of the school districts from and to which the area is proposed to be excised and annexed;
5. A description of reasons for which the petition is being submitted; and
6. An estimate of the number of children residing in the area described in the petition.

The board of trustees of each school district will submit the petition, with recommendations, to the state board of education no later than ten (10) days after its first regular meeting held subsequent to receipt of the petition.

STATE BOARD OF EDUCATION REVIEW

Approval or disapproval of the petition will be made in writing to each school district named in the petition. The state board of education will approve the petition, provided:

1. The excision and annexation is in the best interests of the children residing in the area described in the petition; and
2. The excision of the territory, as proposed, would not leave a school district with a bonded debt in excess of the limit then prescribed by law.

ELECTION TO ACCEPT TO REJECT ANNEXATION

If the state board of education approves the proposal for annexation, the proposal will be submitted to the qualified electors of a school district residing in the area described in the petition within sixty (60) days. The phrase “qualified electors” means only those individuals who both reside in the area to be excised and annexed, as described in the petition, and are eligible to vote in a school district’s bond elections. The election will be held in a manner provided in Idaho Code Section 33-401, *et seq.*

Qualified electors will be asked to vote on the following two issues:

1. The question of whether the area described in the petition shall be excised from school district number () and annexed to contiguous school district number (); and
2. The question of assumption of the appropriate proportion of any bonded debt, and the interest thereon, of the proposed annexing school.

The proposal will pass and be approved if a majority of qualified electors who vote in the election vote in favor of excision and annexation, and if two-thirds (2/3) of the qualified electors who vote in the election approve the assumption of bonded debt and interest.

If the proposal is approved in the manner described above, the state board of education will make an appropriate order for the boundaries of the affected school districts to be altered, and the legal descriptions of the school districts will be corrected.



LEGAL REFERENCE:

Idaho Code Sections
33-308
33-401, *et seq.*
Article VIII, Section 3, Idaho Constitution

ADOPTED: 11/27/2007

AMENDED: 5/17/2011

Note: The statutory change that occurred to Idaho Code Section 33-308, as set forth in this policy, may have some unresolved constitutional issues, since the only persons voting on the issue of annexation are the qualified voters residing in the proposed area to be annexed. Previously, the statute provided that residents in both districts voted on the annexation issue.

However, a judge in the First Judicial District for Idaho recently ruled that the state board of education's statutory authority to unilaterally annex property from one district to another did not violate the Idaho Constitution. The court noted that "the mere fact of an increase in the tax rate for property remaining in a taxing district because of the removal from the tax rolls of other property therein does not unfailing equate to a constitutional violation." *St. Maries Joint School District No. 41 v. Idaho State Tax Commission* (June 4, 1998).

When considered advantageous, and upon recommendation of the superintendent and the building and grounds supervisor, the district may enter into maintenance or service contracts covering such areas as heat control systems, computer systems, office machines, etc.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 11/27/2007

AMENDED:

The buildings and grounds owned by the district are to be used only for educational purposes or other public purposes as approved by the board or its authorized representatives.

Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students, or who loiters may be removed. Such persons will be prosecuted to the full extent of the law.

All school visitors must report immediately to the school's administrative office prior to proceeding to any classroom or activity.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent unauthorized persons from entering district grounds or buildings.



LEGAL REFERENCE:

Idaho Code Section 33-512(11)

ADOPTED: 11/27/2007

AMENDED:

Public elementary or secondary school buildings and educational facilities, and the area within twenty (20) feet of entrances and exits of such buildings or facilities, are included in the definition of "public place" in the Idaho Clean Indoor Air Act. Therefore, no person shall smoke any tobacco product in these areas, buildings, or facilities.

The board of trustees delegates to the superintendent and designees the responsibilities to require any person in apparent violation of this policy to extinguish all lighted tobacco products. If the person persists, the designee shall require the person to leave the premises. The designee will report all violations to law enforcement. Any person who refuses to either extinguish all lighted tobacco products or leave the premises is guilty of an infraction and is subject to a fine not to exceed fifty dollars (\$50.00).

Any violation of this prohibition by employees shall be immediately reported to the building administrator and may result in disciplinary actions up to and including dismissal for repeated offenses.

Students who violate this policy shall be immediately reported to the building administrator and will be disciplined as set forth in the district's policy on Student Drug, Alcohol and Tobacco Use, policy 551.

NOTICE

Signs shall be posted indicating that the smoking of tobacco products is prohibited in school buildings and educational facilities as well as the area within twenty (20) feet of all entrances and exits of such buildings and facilities. Each sign shall be conspicuous, legible, unobscured, and placed at a height and location easily seen and read by persons entering or within the posted area. Signs may contain information such as the international no smoking symbols and references to the Idaho Clean Indoor Air Act. Letters on the sign shall be at least one (1) inch in height.



LEGAL REFERENCE:

Idaho Code Section 39-5501, *et seq.*
IDAPA 16-0223-0401

ADOPTED: 11/27/2007

AMENDED:

The superintendent or designee may authorize the use of electronic equipment, including, but not limited to, cell phones and laptop computers, owned or leased by the district by an employee. Such equipment will be supplied to employees for the sole purpose of enabling them to better perform their job responsibilities with the district.

Employees shall comply with this policy and any directives provided to them by supervisors regarding the use of the equipment. The equipment is not to be used by the employee for personal use, without knowledge of the supervisor.

Employees shall not use such equipment to engage in any work that is not related to his/her employment with the district, engage in any illegal activities, or violate any district policy.

The employee is responsible for the safeguarding the district's equipment while in the employee's possession and/or responsibility. The employee shall immediately (within 24 hours) report to his/her supervisor if the equipment is lost or stolen.

The equipment shall be immediately returned to the supervisor upon request or upon termination of the employee's employment relationship with the district. The employee is prohibited from allowing any third party to use the equipment.

If it is determined that an employee has misused district equipment, the equipment shall be returned to the supervisor immediately, and the employee may be subject to disciplinary action.

DISCIPLINARY ACTION

Any employee who violates this policy shall immediately return the equipment to his/her supervisor. Violation of this policy by the employee may be grounds for disciplinary action, up to and including immediate termination from employment with the district.



LEGAL REFERENCE:
Idaho Code Section 33-512

ADOPTED: 12/2007

AMENDED:

**Language in text set forth in italics is optional.*