

OPERATIONS AND MAINTENANCE OF SCHOOL PROPERTY

The superintendent shall provide for a program to maintain the district physical plant and grounds 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.

Staff shall insure that buildings, grounds, equipment, and furniture are not abused. Students or nonstudents who abuse school property, may be disciplined and required to pay for the damage incurred.

The superintendent shall establish procedures for the investigation and reporting of damage or loss and shall initiate action to collect for damages. A student's grades, transcript, or diploma may be withheld until restitution is made.

The superintendent shall provide for a program of physical security for buildings and grounds. This will include procedures to ensure the conscientious control of keys by staff.

Waste Management. The South Kitsap School District shall implement a strategic plan to conserve resources and reduce waste by using natural resources wisely through the development and implementation of innovative waste practices, for the daily operation of all District facilities. The implementation of this policy shall allow the South Kitsap School District to: 1) reduce pollution; 2) save landfill space; 3) save energy; 4) provide an integrated environmental education program; 5) help students, staff, and community develop a conservation lifestyle; and 6) minimize waste disposal costs.

Vandalism Control. South Kitsap School District desires to make school buildings and grounds available for constructive use by the community. To minimize and control vandalism to buildings and grounds, the following rules are established by the Board:

1. Use of school property is limited to activities authorized by the building principal and/or Superintendent's Office.
2. There will be a curfew on school property, one-half hour after sunset until one-half hour before sunrise, except for permitted use of lighted areas.
3. Minibikes, motorcycles, and all other motor-driven vehicles, except authorized staff, student, and municipal vehicles and persons on official business, are prohibited from school grounds at all times.
4. When schools are entered and vandalized by minors, the parents or guardians are to be charged the maximum amount allowed by law for damages incurred.
5. Burglaries or acts of building vandalism should be immediately reported to the Facilities and Operations Department and to appropriate law enforcement officials.

Care of School Property. All employees of the Board are responsible for the proper accounting of all property used by them either in the course of regular instruction of classes or in any other situation where the school district is responsible or where any activity is conducted in the name of the school district. Employees are responsible for reporting damage, loss, or theft of any type of equipment, to the Assistant Superintendent for Business and Sup

port Services, who is responsible for the care and safeguarding of all school property. Removal of school property from one building to another, sale or exchange of property, alteration of physical property, or acceptance of any property donated to the schools, must have the approval of the Assistant Superintendent for Business and Support Services.

Repairs and Improvements to Buildings The building principal is responsible for requesting needed repairs and improvements to buildings, grounds, and equipment. Priority designation of all such requests will be assigned by the Facilities and Operations Department, based upon the information provided. Requests will be prioritized as follows:

- | | |
|---------------------------------|-----------------------------------|
| 1. Safety of students and staff | 6. Structural repair of buildings |
| 2. Security of building | 7. Conservation of energy |
| 3. Utility repair | 8. Retrofitting of buildings |
| 4. Food service | 9. New construction |
| 5. Equipment repair | |

Care and Security of Computer and Technology Equipment. The purpose of this policy is to establish clear guidelines concerning the care and security of computer equipment. As the District purchases and deploys more technology equipment, there is more liability exposure in terms of theft and vandalism. Due to the replacement and maintenance costs, plus the loss of sensitive information and instructional resources, care must be taken to provide relevant and effective safety and security precautions. Computers and other technology equipment are assigned to schools and/or support departments. When employees transfer between buildings and/or departments, the equipment shall remain assigned at the originating school or department, except where precluded by specific grant requirements. Building administrators and department heads are responsible for the physical security of all technology equipment assigned to that facility. Students and staff will be responsible for restitution costs for repair or replacement of equipment damaged due to vandalism or neglect. Accidents will be investigated by the Director of ITS, the building administrator, and the Assistant Superintendent of Business and Support Services to determine liability.

Cross Reference:	Board Policy 3520	Student fees, fines, charges
Legal Reference:	RCW 28A.635.060	Defacing or injuring school property— Liability of parent or guardian

Adoption Date: December 19, 2005