

TABLE OF CONTENTS

7100 FACILITIES PLANNING2

7101 PROCUREMENT OF PROFESSIONAL SERVICES3

7217 DANGEROUS WEAPONS.....4

7230 GIFTS, GRANTS, AND DONATIONS5

7250 COMMEMORATION OF SCHOOL FACILITIES6

7300 DISPOSITION OF PROPERTY7

7410 MAINTENANCE.....8

7430 SAFETY STANDARDS9

7434 USE OF TOBACCO ON SCHOOL PREMISES.....10

7440 PLANT SECURITY11

7450 CAPITAL ASSET ACCOUNTING SYSTEM.....12

7510 USE OF SCHOOL FACILITIES13

7530 LENDING OF CORPORATION-OWNED EQUIPMENT.....14

7540 REAL ESTATE TRANSACTIONS.....15

7100 FACILITIES PLANNING

The School Board recognizes that careful, prudent planning is essential to the efficient operation of schools and that planning must be grounded on accurate data. In order to assure that future Corporation construction supports the educational program and responds to community needs, the Board will annually adopt a Capital Projects Fund Plan and will revise that Plan periodically.

In planning for the enlargement, modification or consolidation of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs, the Mission, Vision and Goals of the Corporation, and the possible flexible use of space to accommodate future needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

7101 PROCUREMENT OF PROFESSIONAL SERVICES

The Board delegates to the Superintendent the responsibility for the engagement of professional services for construction projects according to the procedures provided in I.C. 5-16-11.1-4.

Professional services for all construction projects requiring services by State statute shall be approved by the Board.

7217 DANGEROUS WEAPONS

The School Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any individual while on Corporation property, at a school-sponsored event, or in a school vehicle, with the exception of a firearm that is stored in a trunk, a glove compartment, or out of plain sight in a locked vehicle.

Any individual found possessing a weapon or other device designed to inflict serious bodily harm on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be subject to arrest and prosecution. This restriction applies to individuals licensed to possess firearms unless serving as a law enforcement officer or a security officer as defined by law.

Violations of this policy shall immediately be reported to the appropriate law enforcement agency.

A weapon may be brought onto Corporation property for educational purposes under controlled circumstances when authorized by the Superintendent.

IC 34-28-7-2

7230 GIFTS, GRANTS, AND DONATIONS

The Board delegates to the Superintendent the decision to accept any gift or donation. The Superintendent may also accept any grant totaling \$5,000.00 or less. All accepted gifts, grants, or donations shall be presented to the Board in a public meeting at least once per year.

Gifts, grants, and donations shall become the property of the School Corporation.

7250 COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or Corporation facility (gymnasium, swimming pool, athletic field, etc.), naming the facility or part of a facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the Corporation in particular or to the well-being of the Corporation, community, State or nation.

Any employee of the Corporation thus honored must no longer be employed by the Corporation prior to the Board's selection of his/her name for commemoration honor.

7300 DISPOSITION OF PROPERTY

The School Board believes that the efficient administration of the Corporation requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School Corporation.

The Superintendent is authorized to direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes.

The conditions and method of sale or disposal of such property and the appraising and/or bidding procedures will be governed by applicable law.

The proceeds of any sale of such property will accrue to the appropriate fund.

I.C. 20-26-5-4(a)(6), 36-1-11

7410 MAINTENANCE

The School Board recognizes that the fixed assets of this Corporation represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Facilities Department shall be responsible for the administration, maintenance, and operation of the entire school plant including all land and buildings used for school purposes, administration buildings, new school sites, buildings under construction, playgrounds, athletic fields, warehouses, maintenance shops, storage areas and fixtures, facilities, furniture, equipment, and appurtenances thereto.

The Maintenance and Operations Department shall conduct an inspection of all physical facilities annually. Such inspection will be coordinated by the Manager of Maintenance and Operations, will follow a prescribed format as developed by the department and will include cleanliness and sanitation. The purpose of this inspection is to identify needs and assist in establishing priorities.

7430 SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials or toxic hazards. The Superintendent is responsible for an environment free of known hazards, proper employee training, availability of required protective devices and meeting all legal requirements.

In accordance with State law, the Corporation shall comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

Nothing in this policy should be construed in any way as an assumption of liability by the Board or its employees for any death, injury, or illness that is the consequence of an accident, equipment failure, or negligent or deliberate act beyond the control of the Board or its officers and employees.

7434 USE OF TOBACCO ON SCHOOL PREMISES

The School Board recognizes that the use of tobacco represents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipes, snuff, e-cigarettes, vapor devices, chewable smokeless tobacco or any other matter or substance that contains tobacco.

In order to protect students, staff and visitors, use of tobacco is prohibited in school buildings and on school property, including busses and other vehicles, at all times. FWCS is legally obligated to ensure that tobacco smoke does not enter through building entrances, open windows, or ventilation systems. To insure a smoke-free access and exit to Corporation buildings, smokers must stand not less than twenty (20) feet from the doorway or other opening leading into any enclosed area.

7440 PLANT SECURITY

Buildings constitute the greatest financial investment of the Corporation. It is in the best interest of the School Board to protect the Corporation's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program includes authorization to install video surveillance equipment in appropriate areas in and around the schools and other Corporation facilities.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to Corporation property and to require such persons to rectify the damage or pay a fee to cover repairs.

7450 CAPITAL ASSET ACCOUNTING SYSTEM

As stewards of this Corporation's capital assets, the School Board recognizes that an efficient and effective accounting system must be maintained to safeguard and manage District resources.

The Corporation shall maintain a continuous inventory of all Corporation-owned capital assets according to policies established by the Superintendent, and state and federal law.

For purposes of this policy, "capital assets" shall mean land, buildings, machinery and equipment, and improvements that are tangible in nature and have a useful life in excess of one (1) year.

7510 USE OF SCHOOL FACILITIES

The School Board believes that the facilities of this Corporation should be made available for community purposes, and authorizes the Superintendent to develop procedures for use provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing by an organization or a group of citizens and has been approved by the Superintendent or his/her designee. Fees may be charged as authorized in the procedures.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

7530 LENDING OF CORPORATION-OWNED EQUIPMENT

The Fort Wayne Community Schools is a large and complex organization that owns and uses many different items of instructional and operational equipment in carrying out its public mission. From time to time other public or private schools, institutions of higher learning or private entrepreneurs inquire about the loan or lease of School Corporation equipment.

The Corporation administration does not believe loaning or leasing equipment is in the best interest of the School Corporation. Nonetheless, the administration may make exceptions to this policy and lend certain equipment. It is believed Fort Wayne Community Schools students and staff will fully depreciate all instructional equipment over an established period of time (as a general rule) without outside use.

The user of Corporation-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Corporation-owned equipment may be removed from Corporation property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the unit head is required for such removal. Removal of Corporation-owned equipment by staff or students from school property strictly for personal use is prohibited.

Staff members or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.

7540 REAL ESTATE TRANSACTIONS

The Director of Facilities shall be authorized to sign all documents necessary to complete certain real estate transactions on behalf of the corporation, subject to the prior approval of the transaction by the Board, and under the following circumstances:

- Purchases if the amount involved is less than \$150,000 per transaction;
- Sales or transfers of corporation property with an assessed value of less than \$15,000 pursuant to IC 36-1-11-5, as may be amended;
- Sales or transfers under IC 36-1-11-4.2, 5.5, or 5.7, as may be amended if the assessed value is less than \$150,000;
- Exchanges of real property under IC 36-1-11-7, as may be amended, if the property being exchanged by the Corporation has an assessed value of less than \$150,000;
- Transfers or exchanges with another governmental entity under IC 36-1-11-8, as may be amended, if the property being transferred or exchanged by the Corporation has an assessed value of less than \$150,000;
- Transfers involving the execution of a deed or other instrument under IC 36-1-11-11, as may be amended, to settle a title dispute or to facilitate the establishment of title to any property;
- Reconveyances under IC 36-1-11-14 as may be amended, if the property being reconveyed by the corporation has an assessed value of less than \$150,000; or
- Grants of public right-of-way to another governmental entity, grants of easements to a governmental entity or public utility, or the grant or acceptance of an easement to or from a private person or entity provided the value of the easement is less than \$150,000.

In all other transactions approved by the Board not described above, the Chief Financial Officer is authorized to sign all such documents necessary to complete those transactions instead of the Director of Facilities.