

DISTRICT PROPERTY, FACILITIES AND EQUIPMENT

Management: The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Superintendent or the Superintendent's Designee. Each employee of the District shall utilize reasonable means to preserve and maintain the District's buildings, facilities, grounds, furniture, and equipment in good condition and to protect such items from loss. Employees should use reasonable measures to conserve energy and reduce operating costs. Each teacher shall be responsible for accounting for equipment used by the teacher.

Facilities Planning: The Board shall develop and implement facility plans for the District that will meet the present and future educational requirements of the District. Construction of new buildings and renovation of existing buildings shall be in accordance with the facility plans established by the Board. The Superintendent shall be responsible for reviewing, analyzing, and recommending present and future facility needs to the Board.

Use of Facilities and/or Equipment: The primary use of District facilities and/or equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District facilities and/or equipment when appropriate. District facilities and/or equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs. Those persons or groups using District facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of the District facilities and/or any damages done to District's facilities and/or equipment. The District may establish and collect rentals, fees, and charges for the occupancy or use of District's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of District's facilities and/or equipment.

No equipment owned by the District may be removed from District property except as may be necessary and/or appropriate in order for an employee to perform the employee's position. Such removal shall be approved in writing by the Superintendent. Any money or funds generated by the use of the District's equipment shall be the property of the District and shall be deposited to the credit of the appropriate District account. Employees are responsible for the maintenance of all equipment and tools assigned to their program and shall establish a system for accomplishing routine preventative maintenance of such equipment. Equipment shall not be loaned except as may be approved by the Superintendent.

Disposal of Surplus District Property: When the Board determines that any real or personal property of the District is no longer needed for District purposes, it may direct the disposal of such property by sale, exchange, lease, lease-purchase, sale and partial lease-back, or as otherwise allowed by law. Real property shall be disposed of by utilizing the procedures

provided for by law. In the disposing of surplus District property, the District shall utilize procedures to maximize, to the extent practicable, the price received for such surplus property.

Smoke Free Environment/Tobacco Use Policy: The District is committed to providing a healthy, comfortable, and productive environment for all persons using school facilities. The District recognizes that the use of smokeless tobacco, tobacco smoking and the environmental tobacco smoke (second hand smoke) has been shown to be linked to illnesses and disabilities and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, all District buildings are designated as non-smoking and tobacco free. Smoking in any form and the use of tobacco in any manner shall not be allowed by staff, students, or members of the public on, in, or upon school property 24 hours a day, 7 days a week. This 24/7 policy also applies to any outside agency using District's facilities, including stadiums and gymnasiums.

School property is defined as all property owned, leased, rented or otherwise used by any school in District, including but not limited to: all interior portions of any building or structure used for instruction, administration, support services, maintenance, or storage; all grounds over which the school exercises control; and any vehicle used by District for transportation purposes.

Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or other products packaged for smoking. For purposes of this policy, a vapor or electronic cigarette is considered a cigarette whether or not it contains tobacco.

Signs will be posted in prominent places on District property stating that smoking and the use of tobacco is prohibited. Smoking or other use of tobacco products by District employees or students while in or on school properties or while participating in a District-sponsored event is specifically prohibited. If students are found to be in possession of cigarettes or other tobacco products, the products will be confiscated and the students will be disciplined. Employees are warned that violation of this policy may result in disciplinary action. Patrons who violate this policy will be asked to leave District property.

Alcoholic Beverages: The use, consumption, or possession of alcoholic beverages, including low-point beer, on District property or in District facilities is prohibited. Employees or students who violate this policy shall be subject to disciplinary action.

Gifts to the District: The District shall only accept gifts of land or buildings when approved in advance by the Board. The Superintendent has the authority to accept or reject all other gifts according to the best interests of the District.

Gifts/Gratuities to Individuals: Students, parents, and patrons of the district shall be discouraged from the routine presentation of gifts to district employees and Board members.

When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. In most cases, the board shall consider as always welcome and more appropriate than gifts the writing of letters to staff members expressing gratitude or appreciation. This policy is not intended to discourage acts of generosity in unusual situations. Simple remembrances expressing affection or gratitude shall not be regarded as a violation of this policy. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the school district and cannot be removed.

Staff members shall not ask for, accept, or agree to offer to accept any gratuity or reward from any agent/agency in consideration of any influence that the staff member may have on any operation of District. Gifts from agents/agencies related to E-Rate Services must be worth \$20 or less, and all gifts from each E-Rate Service agent/agency must not exceed \$50 per employee per year. Gifts of value which exceed \$10 may be received only on behalf of an entire school building, and must be located where it can be utilized by the entire staff of that school building.

Reproduction of Copyrighted Material: The unauthorized reproduction of copyrighted material is illegal, and violations of applicable copyright laws could result in civil and/or criminal suits. The Superintendent shall develop and implement regulations regarding the reproduction of copyrighted materials. Any District personnel reproducing copyrighted material shall be certain that the reproduction is in accordance with the applicable law and the District's policies and procedures. Proper certification of compliance with copyright laws shall be required in order to process requests for reproduction.

Inventory: The Superintendent shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with applicable law and regulations.

Recycling and Procurement of Recycled Materials: The District shall pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials. Whenever possible, the District shall purchase products containing recycled materials. The District shall comply with the procurement and reporting requirements of the Oklahoma State Recycling and Recycled Materials Procurement Act and shall designate a recycling coordinator.

Adopted: July 9, 2001, effective July 1, 2001
Revised: January 13, 2014