

## **900 Buildings and Sites (Revised September 11, 2006)**

### **901 Objectives of Buildings and Sites**

### **902 Site Acquisition and Building Construction**

- 902.01 Planning
- 902.02 Forecasting Future Facility Needs
- 902.03 Developing Educational Specifications
- 902.04 Architects and Engineers
- 902.05 Facility Design Procedures
- 902.06 School Sites, Selection, Acquisition
- 902.07 Bids and Awards for Construction Contracts
- 902.08 Receiving and Opening Bids
- 902.09 Withdrawal of Bids
- 902.10 Contracts
- 902.11 Change Orders: Justification
- 902.12 Protection and Guarantees
- 902.13 Surety Bonds
- 902.14 Supervision of Construction
- 902.15 Records and Reports
- 902.16 New School Staffing
- 902.17 Training the Staff for Occupancy
- 902.18 Inspection of Completed Project
- 902.19 Inspection of Completed Project by Architect or Engineer
- 902.20 Acceptance of Completed Project
- 902.21 Assembling and Preserving Important Documents
- 902.22 Landscaping
- 902.23 Naming and Dedication of Project of Building

### **903 Maintenance, Operation and Management**

- 903.01 Security
- 903.02 Access to Buildings
- 903.03 Maintenance Schedule
- 903.04 Requests for Improvements
- 903.05 Traffic and Parking Procedures
- 903.06 Vandalism
- 903.07 Energy Conservation

## **904 Safety Program**

- 904.01 Facilities Inspection
- 904.02 Annual Emergency Response Plan
- 904.03 Hazardous Materials
- 904.04 Accident Reports
- 904.05 Safety Drills

## **Policies 900      Buildings and Sites**

### **901   Objectives of Buildings and Sites**

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It shall be the goal of the board to provide sufficient school district buildings and sites for the education program. The board shall strive to provide an environment that will encourage and support learning.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of expansion and/or improvement.

Approved:    September 11, 2006

### **902   Site Acquisition and Building Construction**

Policy 902.01

Planning

As part of the board's long-range plan for the school district's education program, the board shall include the buildings and sites needs for the education program. It shall be the responsibility of the superintendent to oversee the development, maintenance and periodical updating of a School District Facilities Master Plan. The Master Plan will incorporate such things as population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial resources, requirements and availability for providing the necessary facilities. The Facilities Master Plan will include evaluations of existing facilities in meeting educational program goals.

Approved:    February 10, 1992  
Revised:     January 13, 1997  
Revised:     September 11, 2006

## Policy 902.02

### Forecasting Future Facility Needs

The Board recognizes the importance of providing school facilities that serve the District's students and enhance the District's educational programs. The Superintendent is directed to establish procedures as necessary to forecast facility needs. In so doing, the Superintendent may draw upon a wide range of resources including utility, commercial, industrial, and governmental (county, state, and federal) entities, planning consultants and the District staff.

Future facility needs will be determined upon the following criteria:

1. The capacity and extent of use of existing facilities.
2. Enrollment projections per grade level.
3. The educational program goals of the district.
4. Safety and welfare of students.
5. Economic conditions, housing developments, community zoning and planning data.
6. Cost/benefit considerations relating to future facility needs.
7. Financial resources of the District.

Approved: January 13, 1997  
Revised: September 11, 2006

## Policy 902.03

### Developing Educational Specifications

To insure that new facilities are designed to implement the District's educational programs, the Superintendent shall establish educational specifications to apply when planning and building school facilities. In this process the Superintendent shall involve staff members, community groups, consultants, and other resource personnel from state agencies, colleges and universities.

The educational specifications will include at least the following:

1. Profile of the students to be served by a facility (age level, number, physical needs).
2. Educational program spatial requirements to accommodate present and/or proposed educational programs.
3. Accessibility considerations so that all parts of the facility are reasonably accessible to all potential users of the facility.
4. Flexibility considerations so that the facility may be adjustable to future changes in educational program.
5. The kinds and amounts of furniture, casework, technology (computers, network access, etc.,) and equipment needed.
6. Expandability consideration so that the facility may support future additions if necessary.
7. Special site considerations of aesthetics, student/staff safety, cooperative community use, and traffic patterns.
8. Any other kinds of unique information that will give guidance to an architect.

Approved: January 13, 1997  
Revised: September 11, 2006

## Policy 902.04

### Architects and Engineers

The Board will appoint only certified Architects and Engineers for professional services as required by building projects that exceed \$40,000. Architects and Engineers will be selected by the Board using a criteria and interview process to assure a high degree of competence. A separate written and duly attested contract shall be signed for each project with the Architect and/or Engineer outlining required services and defining the payment of fees.

Legal Reference: 81-855

Approved: January 13, 1997

Revised: September 11, 2006

## Policy 902.05

### Facility Design Procedures

The primary guiding principle in school facility design must be the educational program to be served. The superintendent shall be responsible for developing and maintaining general educational specifications that reflect educational program needs. The general procedure for facility design shall be as follows:

1. Preliminary Drawings. The Architect/Engineer shall prepare line drawings based on the education specifications for a specific facility including site plan with building location; floor plans to illustrate general room locations and overall dimensions; exterior elevations, and total area of the building at this state with a cost estimate for construction. Board approval of the preliminary drawings shall be necessary to proceed to the second phase, working drawings.
2. Working Drawings and Specifications. The Architect/Engineer shall prepare working drawings, specifications and cost estimates based on the preliminary drawings according to generally accepted architectural requirements.
3. Detailed Drawings and Contract Documents. The Architect/Engineer in coordination with the Superintendent shall prepare detailed construction documents and specifications that will enable the project to be bid on the open market. The Board shall approve detailed drawings and specifications prior to the bidding process.

Approved: January 13, 1997

Revised: September 11, 2006

902.06

### School Sites, Selection, Acquisition

The Board believes that site selection, acquisition and development should start from the premise that the school is an integral part of the total community. The Board shall select and develop school sites that reflect total community needs as well as conform to the School Master Facilities Plan.

The Superintendent shall establish such criteria and procedures as are necessary to assure the Board that the best available sites are being acquired. The acquisition of sites shall be subject to the final approval by the Board. Land acquisition for school sites shall generally proceed in the following manner.

1. Land having an estimated value of less than one hundred thousand dollars is not required but may be appraised at current market value by certified real estate appraisers. Land having an estimated value of over one hundred thousand dollars is required to be appraised by a certified real estate appraiser.
2. Negotiations with the owner on the basis of the appraisals shall be made.
3. The purchase shall be consummated or eminent domain proceedings may be instituted.
4. The land may be cleared of all structures at the discretion of the Board. Such work may be let out for bids.

Every school site shall be master planned for full development. This plan should include the locations of all buildings, grounds and services facilities.

Legal Reference: 79-4,107

Approved: January 13, 1997

Revised: September 11, 2006

## Policy 902.07

### Bids and Awards for Construction Contracts

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding \$40,000. This does not apply to the acquisition of existing buildings, purchase of new sites or site expansions by the district. The sealed bids shall be opened in public on the date and hour as advertised. The board at its discretion may use a construction management at risk construction delivery process or a design build construction process in accordance with the Nebraska Schools Construction Alternatives Act.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. Resident bidders of the state of Nebraska may be given preference over nonresident bidders in some instances according to state statutes. The board shall have the right to reject any or all bids, or any part of the bids, to waive informalities, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It shall be the responsibility of the superintendent to make a recommendation accompanied by supportive reasoning to the board for construction contract bids.

Legal Reference: Neb. Statute 73-101 et seq.

Approved: January 13, 2006

Revised: September 11, 2006

## Policy 902.08

### Receiving and Opening Bids

The Board establishes the following guidelines for receiving school facility and purchasing bids:

1. The Board shall designate the time and place for receiving bids.
2. All bid openings shall be open to the public
3. The bids shall be received, opened and tabulated in the presence of all of the following:
  - a. Superintendent or designee.
  - b. Person designated by the Architect/Engineer of the project.
  - c. At least one Board member.

The above guidelines to receiving bids in no way affect the awarding of bids at Board meetings. The Superintendent or designee shall record the minutes of the bid opening and such minutes shall be reported to the Board at the next Board meeting.

Legal Reference: 73-101,105,106

Approved: February 10, 1992

Revised: January 13, 1997

Revised: September 11, 2006

## Policy 902.09

### Withdrawal of Bids

Any bid may be withdrawn by letter or by telegraphic communications or in person before the time specified in the advertisement thereof. Any bid or modification may not be withdrawn after the time set for the opening of bids.

Approved: February 10, 1992

Revised: January 13, 1997

Revised: September 11, 2006

## Policy 902.10

### Contracts

Contract forms shall be prepared by the Architect/Engineer in cooperation with the administrative staff and attorney and shall be approved by the Board. Such forms shall be designed in accordance with the state law as to format, terminology, and methods of execution.

Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

All contracts shall be made and set forth in writing and shall be signed by the president and secretary of the Board or by such other persons authorized to do so by the Board in accordance with statutes regarding the signing of contracts.

Legal Reference: Neb. Rev. Stat. 81-3445

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006  
Revised: September 10, 2007

## Policy 902.11

### Change Orders: Justification

The District may make changes in the scope of the work required to be performed by the contractor by making additions or omissions without invalidating the contract, without relieving or releasing the contractors from any obligations under the contract or any guarantee pursuant to the contract provisions, without affecting the validity of the guaranty bonds, and without relieving or releasing the surety or sureties of the bonds. All such work shall be executed under the terms of the original contract unless expressly provided otherwise.

If applicable unit prices are not contained in the agreement, the Architect/Engineer shall, before ordering the contractor to proceed with desired changes, request an itemized proposal covering the work involved in the change after which the procedure shall be as follows:

1. If the proposal is acceptable to the administration, the Architect/Engineer shall prepare the change order for acceptance by the contractor.
2. Each change order shall include in its final form:
  - a. A detailed description of the change in the work
  - b. The contractor's proposal (if any) or a confirmed copy
  - c. A definite statement as to the resulting change in the contract price and/or time
  - d. The statement that all work involved in the change shall be performed in accordance with contract requirements except as modified by the change order
3. No extra work shall be done nor any obligation incurred for payment except upon a written order approved by the administration. Such order shall state the cost of such extra work.
4. All change orders shall be reported to the Board and are subject to statutory bid requirements.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.12

### Protection and Guarantees

The contractor shall maintain insurance as specified in each separate construction contract.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.13

### Surety Bonds

Whenever any contract is entered into for the construction of public improvement in excess of \$10,000.00, the contractor may be required, before commencing such work, to furnish surety in the amount of not less than the contract price, for the faithful performance of such contract. Such bond shall contain such provisions as are required by statute, and be in a form prescribed and required by the School District. Bonds for construction of lesser amounts may be required by the Board.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.14

### Supervision of Construction

General responsibility for the supervision of construction projects shall rest with the Architect/Engineer, but may be supplemented by other personnel at the discretion of the Board.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.15

### Records and Reports

Adequate records shall be maintained by the Board designee, Architect/Engineer of all new construction as an aid to administration and as a history for maintenance purposes. Standard forms, reports and all forms of correspondence shall be utilized to achieve this purpose.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.16

### New School Staffing

Administrators and/or support staff may be assigned to a new school in advance of its opening in order to make proper preparations. All such advance assignments shall be subject to the approval of the Board.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.17

### Training the Staff for Occupancy

Staff training prior to the occupancy of a particular building shall be a part of the inservice training program. The training shall be directed and supervised by the building principal and coordinated with the Superintendent. Technical personnel which are supplying equipment to the building may be incorporated into the process.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.18

### Inspection of Completed Project

Completed projects shall be inspected in accordance with the contract for Architect/Engineer services. Administrative staff inspections shall include those conducted by the superintendent, associate superintendent, building principal, foremen of the construction project and the board. Recommendations shall be made for the acceptance of the building to the board by the superintendent.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.19

### Inspection of Completed Project by Architect or Engineer

The Architect/Engineer shall conduct inspections to determine the dates of substantial and final completion and shall require the contractor to furnish all final inspection certificates or permit releases.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.20

### Acceptance of Completed Project

The Board shall in no case finally accept any new building or the remodeling of any building unless or until the contractor is in compliance with the provisions of the contract. The Board shall not make payment to such contractor of the retained percentages or of the final payment on such contract until the same is accepted.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.21

### Assembling and Preserving Important Documents

Documents pertaining to the planning and construction of the facility shall be preserved in the office of the Superintendent. As-built plans shall be filed with the Superintendent and subsequent changes to any buildings shall be entered on the original plans and filed.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.22

### Landscaping

Landscaping plans may be prepared as part of the architectural services for new buildings.

The Board may authorize funds to landscape any buildings, but encourages the participation of parent organizations, local civic clubs and other interested organizations in the implementation of the approved landscaping plans.

To the extent permitted by site topography and site improvements, and where economically feasible, all trees, shrubs, and desirable vegetation shall attempt to be preserved.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## Policy 902.23

### Naming and Dedication of Project or Building

It shall be the responsibility of the Board to name or rename new or renovated facilities for the District.

Responsibility for making nominations of names to the Board shall reside in a joint committee of the Board and the professional staff. The Board representatives shall be appointed by the President of the Board. The staff representatives shall be appointed by the Superintendent.

All major building projects shall be identified by suitable plaque(s) identifying the project, year completed, the names of the Board members and Superintendent.

The Board may set dedication and open house ceremonies as appropriate for each facility.

Approved: February 10, 1992  
Revised: January 13, 1997  
Revised: September 11, 2006

## **903 Maintenance, Operation and Management**

### Policy 903.01

#### Security

The Board encourages cooperation with local law enforcement and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant.

Buildings constitute one of the greatest capital investments of the district and should be protected. Security includes minimizing fire or other safety hazards, reducing the probability of faulty equipment, and keeping records and funds in a safe place. Security also includes having available floor plans of buildings and site plans showing campus boundaries and access points.

A key control system shall be established and maintained, limiting building access to district personnel thus safeguarding against potential entry by unauthorized persons.

Protective devices (e.g. alarm systems, motion detectors, cameras) designed as safeguards against illegal entry and vandalism shall be installed where appropriate.

The superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within 24 hours of discovery and forwarded to the superintendent's office.

Approved: September 11, 2006

## Policy 903.02

### Access to Buildings

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well-being and safety of students and staff as well as to that of the sites themselves.

The superintendent will control access to district buildings as appropriate and necessary to protect property, students and personnel.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, will develop regulations designed to control the use of building codes and keys and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Visitors shall be required to check in to show proper identification and reason for being at the school and shall wear name tags identifying them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it and to sponsors of approved student activities.

Approved: September 11, 2006

## Policy 903.03

### Maintenance Schedule

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should as soon as possible notify the building principal when facilities are in need of repair or the removal of litter or graffiti.

It shall be the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule shall be created and adhered to in compliance with this policy.

Approved: September 11, 2006

## Policy 903.04

### Requests for Improvements

Generally, except for emergency situations, requests for improvements or repairs shall be made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the district's maintenance procedures shall be followed. The board expects the superintendent or designee to prepare and maintain maintenance service records and reports on district facilities.

Losses incurred through fire, theft, accident or vandalism will be reported to the superintendent or designee as soon as they are discovered. The superintendent or designee may report such losses to an appropriate agency as well as to the board as is appropriate.

Approved: September 11, 2006

## Policy 903.05

### Traffic and Parking Procedures

Driving and parking on school property are privileges granted by the board to persons who have reasons to be in the schools or on school property. The superintendent shall authorize parking areas and post notices on district property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the district's parking regulations may be further prohibited from bringing any vehicle on school property.

Building principals will establish regulations as necessary for the use and control of staff and at the high school level student parking areas around their buildings. Such regulations will be made available to staff, students and parents.

Approved: September 11, 2006

## Policy 903.06

### Vandalism

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property shall treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property shall be reported to the local law enforcement authorities.

The superintendent, the principal or their designees are authorized to sign a criminal complaint against persons suspected of vandalism against school property. It is the intent of the board to seek damages as permitted by law from anyone who vandalizes school property and/or their parents or guardians.

Approved: September 11, 2006

## Policy 903.07

### Energy Conservation

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students shall practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It shall be the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students shall abide by these guidelines.

Approved: September 11, 2006

## **904 Safety Program**

### Policy 904.01

#### Facilities Inspection

A program for the annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection and any recommendations shall be reported to the board. Further, the board may conduct its own annual visit to school district buildings and sites.

Approved: September 11, 2006

### Policy 904.02

#### Annual Emergency Response Plan

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall designate staff to develop and annually review an emergency response plan to address safety procedures and security plans for students, staff and visitors, including during emergency events.

Typical elements of this emergency response plan will include:

- The assignment of specific employees to safety tasks and responsibilities.
- Instructions relating to the use of alarm systems and signals.
- Information concerning methods of fire containment and equipment use.
- Systems for notification of appropriate authorities.
- Specification of evacuation routes and procedures.
- Posting of plans and procedures at suitable locations.
- Procedures and frequency of emergency evacuation drills.
- An evaluation of each evacuation drill.
- Plans for monitoring and adjusting the plan.

Approved: September 11, 2006

## Policy 904.03

### Hazardous Materials

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos based materials. Each school building will maintain a copy of the asbestos management plan.

The school district will appoint and train appropriate employees as necessary. An accredited inspector shall visually inspect all areas identified in the management plan every six months and complete the required records and reports.

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1994).  
40 C.F.R. Pt. 763 (1996).

Approved: September 11, 2006

## Policy 904.04

### Accident Reports

Accidents will be reported immediately to a supervisor.

Written reports will be submitted within 24 hours to the building principal on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

All accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures identified will be acted upon.

Approved: September 11, 2006

## Policy 904.05

### Safety Drills

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. Each building administrator will conduct emergency drills in accordance with state statute and the district's Emergency Response Plan.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. The district will conduct monthly fire drills.

Instruction on tornado dangers and natural disasters shall be conducted at least twice each year.

Approved: September 11, 2006