

ARTICLE 8. BUILDING, FACILITIES AND EQUIPMENT MANAGEMENT

I. MISSION

The goal of the Education Board and the Education Division (Division) is to provide quality, secure and well-maintained educational facilities for a total educational experience for each student within the Community Schools. The goal is to also partner with Community Departments to ensure that the facilities are safe and presentable to students, staff, parents and the Salt River Pima-Maricopa Indian Community (SRP-MIC). This effort will require a responsive properly organized effort on the part of all parties involved. This effort also includes the use of facilities by other Community agencies, parent organizations and external users.

The Education Board may enact requirements and/or applicable policies for facility utilization as well as a fee structure that will cover the use and/or rental of the Community Schools' facilities. The Education Board's goal is to remain collaborative to the SRP-MIC while exercising the prudent responsibility of fiscal and resource management.

II. COMMUNITY USE OF COMMUNITY SCHOOL FACILITIES

The Education Board may grant the use of school facilities to school related activities and groups and to responsible and properly-organized Community groups or individuals for the purposes of education, civic welfare and activities that are of benefit to the Community. Such use shall not interfere with any school function or activity.

Ultimate authority for the granting of facilities utilization shall rest with the Education Board through their enactment of policies that will be used by all SRP-MIC educational sites for the use of Community Schools' facilities.

The Facilities Use form will be used and properly approved prior to use and scheduling of any Community School facility. The event will be scheduled on the master calendar to ensure that scheduling is secure and scheduling conflicts do not occur.

The Education Board authorizes the Superintendent/Director or the designee to:

1. Permit uncompensated use of facilities by school related groups which are recognized and designated by the Education Board, and
2. Rent school facilities to persons or organizations for any lawful purpose, including recreation, education, and civic purposes, in the interest of the Community that may fall within the parameters as outlined above.

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Community use of school facilities must not interfere with school functions or activities and must comply with SRP-MIC Ordinances, Federal Laws, applicable State Laws and Education Division policies. Persons or organizations that violate this policy will lose the privilege of use of school facilities.

The Education Board will make it the annual practice of reviewing and approving the classification of use and the fees schedule for all non-school use of SRP-MIC Community School's facilities.

The Superintendent/Director will schedule the review and provide the Education Board with the necessary materials for approval.

III. BUILDING AND GROUNDS MANAGEMENT

The care, custody, and safekeeping of SRP-MIC Education Division property is the general responsibility of the Superintendent/Director. It is the responsibility of the Superintendent/Director or the designee to establish procedures to ensure the proper maintenance and safekeeping of Community Schools and Education Division facilities.

IV. BUILDINGS AND GROUNDS SECURITY

The Superintendent/Director shall develop regulations and procedures that shall:

- Ensure the security of SRP-MIC Education property.
- Minimize fire hazards.
- Provide for the keeping of records and funds in a safe place.
- Protect against vandalism and burglary.
- Provide for the necessary legal action required to keep the Community Schools and Education Division safe and vandalism free.
- Provide for and encourage employee responsibility for classroom equipment. Textbooks, references and other system materials, equipment and designated supplies.

1. BUILDINGS AND GROUNDS SECURITY

The Superintendent/Director in accordance with the following shall establish access to Education Division buildings and grounds. The following criteria will be used:

- Unlimited access – the Superintendent/Director, Chief Academic Officer, Assistant Director, Information Technology Manager, Public Works and others designated by the Superintendent/Director based on needs.
- Limited access – principals, assistant principals, custodians assigned to buildings, extracurricular activities sponsors, counselors and supervisors

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Possession of keys shall be signed off on by the Superintendent/Director and handled in each Education Division unit by the specific assigned designee.

- Duplicate keys unassigned shall be maintained in a safe and secure box or safe and managed at the site and by Public Works.
- Individual's assigned keys may not duplicate or loan keys.
- Keys must be surrendered when no longer needed or upon the request of the Superintendent/Director.
- The loss of keys must be reported.
- Use of keys for unauthorized purposes shall be cause for surrender of keys and replacement of affected locks. Employees shall be subject to discipline and or dismissal for unauthorized use of keys.
- Employees shall sign a receipt for assigned keys.

V. SURVEILLANCE OF SRP-MIC COMMUNITY SCHOOLS

The Education Division through the Community Schools may use video surveillance systems for the general security surveillance of Division property. In the event that the fixed surveillance system requires temporary enhancement to monitor security or unauthorized activities, efforts will be made to setup and establish temporary monitoring stations. This will be done provided that no video equipment will be used to monitor an area where a person has reasonable expectations of privacy, such as a restroom or locker room.

Approval from the Superintendent/Director or designee is required before a temporary monitoring is scheduled for use in the Division.

VI. MATERIAL RESOURCE MANAGEMENT

The Education Division in coordination with the SRP-MIC Purchasing provides for the central purchasing, receiving, warehousing and distribution of supplies, equipment and materials common for the use and requirements of division schools.

Materials needed for instruction, business and if needed custodial operations of the individual operation units within the division shall be ordered from central purchasing when available from that source.

VII. CONTROL OF MATERIALS AND EQUIPMENT

Employees are responsible for the proper care of Division materials, facilities, equipment and property.

The Division will maintain an accurate capital asset inventory system for furniture, equipment and vehicles. All property subject to the capital asset inventory system will be marked in an identifiable manner to determine that it is division property. If materials or equipment are going to be transferred between buildings the principal, site manager or unit supervisor must

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first provide approval of the property transfer. Inventory management will be notified of all property transfers.

VIII. VANDALISM AND THEFT

Each employee of the Division shall report to the principal, site manager or unit supervisor of the divisional unit every incident of vandalism or theft known, and, if possible, the names of those responsible.

Students who destroy or steal Division property through vandalism, arson or theft or who create a hazard to the safety of other individuals on Division property may be referred to the proper law enforcement authorities. Student caught stealing or vandalizing Division property shall be subject to disciplinary action including, but not limited to suspension or expulsion.

The Superintendent/Director or designee is authorized to review and if necessary sign a criminal complaint and or press charges against perpetrators of the action described in this section.

IX. PERSONAL PROPERTY LOSS

1. PERSONAL PROPERTY

Under normal conditions, the Division shall not assume responsibility for the loss of, or damage to, personal property stored, installed or used on Division premises.

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