



Book Policy Manual  
Section 9000 School Facilities

Title Facilities – Goals  
Code 9000  
Status Active  
Adopted 05/04/2021

White Pine Charter Schools

SCHOOL FACILITIES 9000

Goals

The Board recognizes the importance the physical facility plays in enhancing the instructional program. The Board shall develop a program to maintain and/or upgrade the buildings and grounds of the Charter School. Facilities represent a long-term investment of the School. The functional utility of such facilities can be increased with a regular maintenance program monitored by staff.



Book Policy Manual  
Section 9000 School Facilities

Title Contractor License, Surety Bonds, And Insurance  
Code 9200  
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White Pine Charter Schools

SCHOOL FACILITIES 9200

Contractor License, Surety Bonds, and Insurance

No contract shall be awarded to any contractor who is not licensed as required by the laws of this State. Before any contract is awarded to any person, such person shall furnish to the Charter School performance and payment bonds that shall become binding upon award of the contract to a contractor as follows:

Performance bonds in an amount not less than 85 percent of the contract amount for the sole protection of the Charter School; and

Payment bond in an amount not less than 85 percent of the contract amount for the protection of persons supplying labor or materials, or renting or otherwise supplying equipment to the contractor and/or his or her subcontractors in the prosecution of the work performed under the contract.

Legal Reference:

I.C. § 54-1902 I.C. § 54-1925

Unlawful to Engage in  
Public Works  
Contracting Without  
License et seq. Public  
Contracts Bond Act



Book Policy Manual  
Section 9000 School Facilities

Title Operation And Maintenance Of Charter School Facilities  
Code 9300  
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White Pine Charter Schools

SCHOOL FACILITIES 9300

Operation and Maintenance of Charter School Facilities

The Charter School seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with the Executive Director or designee, fire chief, and county sanitarian, shall periodically inspect plants and facilities. He or she shall provide for a program to maintain the School physical plant 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.

The Executive Director and staff are encouraged to exercise cost-saving procedures in order to conserve the resources of the School.

Cross Reference: 8520 Inspection of School Facilities  
9400 Safety Program  
9500 Security

Legal Reference: I.C. § 33-701 Fiscal Year Payment and Accounting of Funds  
I.C. § 33-1613 Safe Public School Facilities Required



Book	Policy Manual
Section	9000 School Facilities
Title	Safety Programs
Code	9400
Status	Active
Adopted	05/04/2021

White Pine Charter Schools

SCHOOL FACILITIES      9400

Safety Program

The Board acknowledges the importance of safety for students, staff, and others having business with the Charter School. In addition, programs that advocate safety education, accident prevention, proper supervision, and OSHA Regulations are important protective measures and are also a means to promote a culture of safety awareness.

Cross Reference:      8520    Inspection of School Facilities

                                 9300    Operation and Maintenance of Charter School Facilities



Book Policy Manual  
Section 9000 School Facilities

Title Security  
Code 9500  
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White Pine Charter Schools

SCHOOL FACILITIES 9500

### Security

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training insuring employees are using safe practices.

Access to School buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security guards may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Executive Director or designee immediately and to law enforcement agencies as appropriate.

Cross Reference: 9300 Operation and Maintenance of Charter School Facilities



Book	Policy Manual
Section	9000 School Facilities
Title	Facilities Operations
Code	9600
Status	Active
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White Pine Charter Schools

SCHOOL FACILITIES      9600

#### Facilities Operations

The operation of the Charter Schools facilities shall be the responsibility of the Executive Director through the school operations manager. The operations' manager shall manage the operation of the facilities.

The operations' manager's responsibility shall include, but not necessarily be limited to, the following:

Adequate and timely operation of each facility's heating system;

- Proper care of the Charter School s physical properties, including walls, floors, roofs, ceilings, and equipment in those facilities;
- Adequate care of and timely lamp replacement in each facility s lighting system;
- and Proper care of each facility s grounds and playgrounds

The operations' manager may contract for these services, if necessary. Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.



Book Policy Manual  
Section 9000 School Facilities

Title Hazard Mitigation  
Code 9705  
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White Pine Charter Schools

SCHOOL FACILITIES 9705

#### Hazard Mitigation Chemistry Lab Disposal

The Board of Directors shall strive to ensure the safety of Charter School students and staff. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in substances used in the School such as in laboratories, science classrooms, and kitchens; in the cleaning of School buildings, buses, and equipment; and the maintenance of School grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students, ensure that no experiment will be dangerous if safe procedures are followed throughout, and ensure that proper precautions are taken to avoid contaminating the environment.

#### Chemical Waste

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

#### Waste Storage Prior to Disposal

All waste should be stored in properly labeled containers. The label should contain the date, type of waste, and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal. Waste should be stored in closed containers except when additional waste is being added. The School science department should maintain a secure waste storage area.

#### Disposing of Waste

Teachers should be aware of the appropriate method of disposal for any chemical used in the School laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers should instruct students as to the appropriate method of disposal, including disposing of the substance in a disposal container or down the drain.



Book Policy Manual  
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Title Memorials On School Grounds Not Allowed  
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White Pine Charter Schools  
Alternative 1 SCHOOL FACILITIES

9805A1 (Permanent Physical Memorials Not Allowed)

#### Memorials on School Grounds Not Allowed

The Board of Directors recognizes that the death of a student or member of the staff is deeply felt by the Charter School. As places designed primarily to support learning, School property should not serve as the main venue for permanent memorials for students or staff. Therefore, no permanent memorials or memorial displays of any kind will be erected, planted, placed, or installed on School property.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships.