DISTRICT PROPERTY AND FACILITIES

I. Management: The care, custody, and safekeeping of all District property, buildings, and grounds shall be the general responsibility of the Facilities Coordinator and Maintenance. 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.

II. 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.

III. Use of Facilities: Any youth group listed as a "patriotic society" in Title 36 of the United States Code shall be allowed to utilize any school building or property to provide services allowing students to participate in activities provided by the groups except during instructional time during the school day. Representatives of a patriotic society shall be allowed the opportunity to speak with and recruit students to participate in their organizations during school hours to inform the students of how the patriotic society may further the students' educational interests and civic involvement to better their schools, communities and themselves. The patriotic society shall provide verbal or written notice to the administration of its intent to speak to the students. The administration shall provide verbal or written approval of the specific day and time for the society to address the students.

The primary use of District buildings, facilities, and equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District buildings, facilities, and equipment when appropriate. Therefore, in accordance with Administrative Regulations and appropriate fee schedules, District buildings, facilities, and equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs.

IV. Use of Equipment: No equipment owned by the District may be removed from SouthernTech District property without approval in writing by the Superintendent, except as may be necessary and/or appropriate in order for an employee to perform the employee's position. This such removal of District Property from SouthernTech District property will be approved in writing by the Superintendent, IT Director or BIS Director. 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 routing preventative maintenance of such equipment.

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The school may render emergency care, aid, shelter, or other assistance during a natural disaster or catastrophic event; and the District will be liable for damages resulting from such assistance only where the damage was caused by the gross negligence or willful or wanton misconduct of the individual or entity rendering the emergency care, aid, shelter, or assistance.

V. Disposal of Surplus District Property:

If the board of education makes the decision to dispose of real or personal property that is leased at the time the decision is made, whether such disposal is by public sale, public bid, or private sale, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

(1) if the board of education receives a bid or offer in a public sale, public bid, or private sale for any real or personal property that it desires to accept, then it shall provide notice to the lessee of the property. The notice shall include the identity of the prospective purchases of the property, the terms and conditions of the proposed sale and the purchase price to be paid by the prospective purchaser, and

(2) the lessee shall have thirty (30) days after receipt of the notice to inform the board of education that it elects to purchase the property on the same terms and conditions set forth in the notice, in which event the board of education shall convey the property to the lessee on all the same terms and conditions set forth in the notice; provided, however, that if any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration; 70 O.S. Section 5-117

VI. Use of Tobacco: All District property is designated as non-smoking and tobacco free. Smoking or the use of any tobacco product, including but not limited to cigarettes, cigars, pipes, smokeless tobacco, or vapor e-cigarettes shall not be allowed in any District-owned building, anywhere on District's campus, or in any vehicle owned or leased by District. All entrances to any District-owned building shall be posted with signs stating that smoking and the use of tobacco is prohibited. Smoking or other use of the above listed tobacco or vapor e-cigarette related products by District employees or students while in or on school properties or while participating in a District-sponsored event are specifically prohibited.

Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment to live, work and learn. Emphasis will be placed on creating a positive and healthy culture, free of tobacco and should be a cooperative effort, encouraged by all administrators, faculty, staff and students. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process. Visitors to the campus are subject to this policy and may be asked to leave for refusing to comply with this policy.

VII. Alcoholic Beverages: The use, consumption, or possession of alcoholic beverages, including low-point beer, on District property or in District facilities is prohibited. However, as part of the training portion of the Basic Peace Officer Certification (BPOC), District allows the

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use, purchase, distribution, and consumption of alcoholic beverages on District property and/or in District facilities. Specifically, consumption of alcohol by volunteers as outlined in the curriculum of the BPOC program's Standard Field Sobriety Test (SFST) block, under the supervision of a certified CLEET instructor, will be permitted. Under no circumstances may a District employee consume or be under the influence of alcohol during working hours or while operating District vehicles or equipment. The consumption of alcohol will not constitute a mitigating circumstance when it contributes to the violation of District policies.

VIII. Gifts to the District: The District will 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.

IX. Distribution of Literature: Subject to the approval of the Superintendent, the District may allow the distribution of literature or posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities.

X. 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.

See Form: [BB-F1] - Gifts to the District

Policy

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