

BUILDINGS, EQUIPMENT, AND GROUNDS

The Southwest Technology Center Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the campus director any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the campus director any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding \$5,000.00. Contracts beyond minor repair shall require board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed \$2,500.00.

Equipment Repairs

The staff members of Southwest Technology Center are responsible for reporting to the administration the need for repairs to district-owned equipment. Requests for repair of equipment should be made to the appropriate program director. Equipment should be taken out-of-service and tagged as "Unsafe" or "Not to be Used".

Building Upkeep and Repairs

Southwest Technology Center staff members are responsible for reporting to the administration any observed need of repair to the school building and/or property. Priority should be given to reporting a situation which could affect the safety of individuals or property.

In some cases, staff members will be expected to assist in their areas of specialty and expertise in making repairs or correcting problems to facilities.

REFERENCE: 23 O.S. §10

CROSS-REFERENCE: Student Handbooks

Adopted: January 1994 as policy F-101 and policy F-103

Revised: November 1995