

School Equipment Use

Vista School maintains equipment for the use of educating students according to state and federal laws. School property and equipment is purchased by local, state and federal funding. Equipment is tracked by the program it was purchased with and must be kept within that program. Equipment may not be used for other purposes if it was purchased specifically for a certain program such as federal and state programs including Title 1, Special Education, Food Services, or general school funds.

Maintenance, Upkeep, and Care

The school system buildings, grounds, and equipment shall be maintained in the best condition of operation and appearance that the school district staff and budget will allow.

Attractive facilities and proper upkeep are essential in the development of student and community pride. Thus, proper care will be a high priority. Custodial service will be responsible for maintaining the facilities properly. Students, staff, and teachers must respect the custodial and maintenance staff's time and make every effort to help keep all areas as tidy as possible. Students, staff, and teachers are strongly encouraged to clear desks and floor of paper, pencils, etc. at the end of each class period.

Acquisition and Disposal of School Property

In acquiring, improvement of or disposal of school facility site, buildings, and equipment, preliminary studies shall be made to determine the educational need, the financial resources available, and other conditions which need to be considered for determination of the best course of action. All property acquisition and disposal shall be in full compliance with state statutes and local board policy.

Use of School Facilities and Equipment

Use of buildings, facilities, and equipment must be in keeping with the general program of education. Student curriculum and activities shall come first in the use of school property. School facilities shall not be used for commercial use or personal gain or profit.

Pursuant to Utah law, the local board, pursuant to the school regulations and conditions, may open any school building and permit the use of any property belonging to the district for religious, political, literary, community, cultural, scientific, mechanical,

agricultural, or parental involvement purposes and other purposes of general public interest. School is further permitted to make a reasonable charge for the use of school property.

Vista School may bar use of property, but if it does allow organizations to use its facilities for non-academic purposes, it may not discriminate against any comparable applicant in deciding who will and who will not be permitted to use school property.

Accounting for Fixed Assets

1. Employees who are involved in fixed assets identification, recording, approval, and monitoring processes are responsible for reading and understanding the policies and procedures presented below, as well as applicable State policies.
2. Safeguarding of Assets: Directors and their designees are ultimately responsible for ensuring proper safeguards are in place over the fixed assets in their Sections.
 - a. II. Purchasing Fixed Assets: Purchasing is responsible for monitoring Purchasing Requisition Forms (PRF), and for identifying purchases that qualify as fixed assets.
 - b. III. Receiving and Recording Fixed Assets:
 - c. The Receiving Department will ensure delivery of the asset to the appropriate Section.
 - d. The Financial Manager is responsible for ensuring fixed assets purchased are properly recorded in FINET Fixed Assets and for completing the Fixed Assets Reconciliation Worksheet.
 - e. The Financial Manager is responsible for reviewing the worksheet and ensuring it is accurate
3. The Financial Manager is responsible for ensuring tags are properly placed and recorded, and for ensuring issued and unissued I.D. Tags are tracked and accounted for in appropriate asset sheets.
 - a. Vista School Administration has sole discretion in determining whether school property may be used for non-school purposes and/or by private organizations.

