SECTION 700 FACILITY MAINTENANCE AND OPERATION

BP - 701 Physical Learning Environment
The SAS physical learning environment will be conducive to learning in a manner that supports the School’s instructional program as well as extra-curricular & co-curricular programs. The learning environment will be safe, healthy, and maintained to agreed upon standards.
(Adopted Feb 16, 2015)

BP - 702 Capital Improvement Planning
a. Finance and Facilities Input
The Finance and Facilities Committee will assist in planning for the physical assets of the School. The Superintendent will annually present a long-term asset management plan for committee input.
(Adopted Feb 16, 2015)

b. Project Priorities
The Superintendent and Finance and Facilities Committee will use the following criteria as it prioritizes projects for consideration:
• health and safety of children;
• improvement of the educational program;
• improvement of the learning environment; and
• enhancement consistent with the strategic plan and vision.
(Adopted Feb 16, 2015)

c. Capital Plan Priorities
The School will have a capital improvement plan that takes into consideration the short term and long term capital needs of the School. The Board will specifically approve projects more than one million dollars (S$1 million). Capital improvement projects include:
• life cycle systems planning;
• small works projects;
• major renovations;
• space planning for new programs and/or growth;
• long-term campus master planning;
• energy enhancements; and
• programmatic requests.
(Adopted Feb 16, 2015)

BP - 703 Maintenance
The School will have a robust maintenance program to ensure the health and safety of students, and protection of the School’s physical and capital assets.
(Adopted Feb 16, 2015)
BP - 704 Security and Crisis Response
The Superintendent will be responsible for preparing and implementing procedures to safeguard the School and those on the campus against the risks of fire, natural disaster or acts of violence and terrorism, and to provide for the physical and emotional needs of students, faculty and staff in the event of emergency or crisis. The Superintendent will review procedures regularly and inform the Board. (Adopted Feb 16, 2015)

SECTION 800 RISK MANAGEMENT

BP - 801 Board Responsibility
The Board recognizes its responsibility for properly managing the resources of the school. This responsibility includes concern for the safety of students, employees and the community, as well as concern for protecting the school’s property from loss. (Adopted Feb 16, 2015)

BP - 802 Superintendent Responsibility
The Superintendent is responsible for developing and maintaining a comprehensive School-wide risk assessment and management program to mitigate risks inherent in the School’s pursuit of its Mission, including but not limited to, risks attached to people and assets associated with the School, its finances and/or reputation. (Adopted Feb 16, 2015)

BP - 803 Annual Risk Management Audit
The Board charges the Superintendent with the responsibility for preparing an annual risk management audit report for review by the Board. The report will include a description of the system’s current risk management program and a summary of the existing insurance coverages. (Adopted Feb 16, 2015)

BP - 804 Emergency and Continuity Planning
The Superintendent is responsible for developing and maintaining a current Emergency Response Plan appropriate for the assessed risks to the School. At a minimum, the plan will provide for:
- Emergency evacuation and closure of the School, and ensure that procedures are practiced by employees and students regularly.
- Provisions for on-going schooling in the event of a prolonged closure.
- Preparations for emergency succession should he/she be unable to fulfill his/her duties.
- An up-to-date crisis communication plan. (Adopted Feb 16, 2015)
APPENDIX

AP - 101 Investment Policy Statement
AP - 102 Desired Student Learning Outcomes
AP - 103 Admissions Guidelines
AP - 104 Student Rights and Responsibilities
AP - 105 Parent Rights and Responsibilities
AP - 106 Policy Cross-walk
AP - 107 Policy Index
AP - 108 Old Policy