

INDOOR AIR QUALITY

The Board of Education believes that the employees and students of this County, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board shall investigate all indoor air quality complaints.

The Facilities/Maintenance Director shall be the designated official who will be responsible for addressing any indoor air quality complaint.

Each school principal or chief administrator shall form a seven (7) member Indoor Air Quality Investigation Advisory Committee. The Committee shall consist of the following:

- A. principal or vice principal
- B. Superintendent or his/her designee
- C. Facilities/Maintenance Director
- D. the complainant
- E. a faculty senate member
- F. a school custodian
- G. a local school improvement council member

When an indoor air quality complaint is filed by any party, it will be necessary to complete and file with the principal of the specific school where there is a concern an Indoor Air Quality Complaint Investigation Form (WVDE IAQ 1 7/77). A copy of the form shall be immediately sent to the county designated official by the principal.

The principal of the facility may:

- A. investigate the complaint and respond to the complainant within ten (10) working days of the initial filing, or if the problem is not resolved;
- B. convene the school's Indoor Air Quality Investigation Advisory Committee.

The complainant may check on the status of the complaint any time during this process.

If not satisfied with the principal's response, and the Indoor Air Quality Investigation Advisory Committee has not addressed this specific complaint, the complainant may, within five (5) working days, ask the principal for the complaint to be reviewed by the Indoor Air Quality Investigation Advisory Committee.

The Indoor Air Quality Investigation Advisory Committee then has ten (10) working days to review and respond via the principal as to the status and plan of correction on the Indoor Air Quality Investigation Form to the complainant. The complainant may check on the status of the complaint at any time during this process. This review will finalize the complainant's school system appeal procedure.

The Board will:

- A. assign a log number for each complaint filed with the principal;
- B. provide a plan of correction and estimated cost for each valid complaint;
- C. consider any documented plans of closure of a school building when forming any plan of correction;
- D. annually, before the thirty-first (31st) day of July, send to the West Virginia Department of Education, Office of School Transportation and Facilities a report on the number of IAQ complaints and the total estimated cost of correction for all IAQ complaints registered during the previous fiscal year;
- E. each plan of correction that meets the required criteria shall be added to the county board's ten (10) year county-wide major improvement plan.

**WV State Board of Education Policy 6202
WV State Code 18-2-5 and 18-9E-3**

Adopted by Board action: June 4, 2013