

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda
October 16, 2023
6:30 p.m.

1. Martin Meylin Renovation Design Update
2. Early Childhood Center Update
 - a. eci Construction Change Order EC #21 Deduct \$6,060 Delete Stamped Concrete
3. Critical Capital Projects Update
4. Strasburg Elementary Sale – Court Hearing date set for October 26, 2023
5. Policy Review (708, 709, 709.1)
6. Campus and Building Updates
7. Items from the group

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Active
Adopted	May 6, 2019

Purpose

The Board directs that district-owned equipment normally shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.

Guidelines

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal.[\[3\]](#)

Legal	1. 24 P.S. 801
	2. Pol. 707
	3. 24 P.S. 804

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

708-AR-0. LENDING OF EQUIPMENT TO OUTSIDE GROUPS

Equipment may be lent to approved nonschool organizations and groups who use or rent school facilities in accordance with Board policy and administrative regulations.

The district may lend equipment to a nonschool organization or group when deemed appropriate by designated administrators.

All requests for lending of district equipment will be determined on an individual basis. Approval of a loan agreement on one (1) occasion should not be construed as a blanket approval for future loans or requests for equipment.

Application/Approval Procedure

In order for district equipment to be lent to a nonschool-related organization or group, the established procedure must be followed:

1. Copies of the Equipment Loan Agreement Request will be available in the district administration office.
2. A representative of the organization or group requesting the loan of the equipment must complete and sign the Equipment Loan Agreement Request.
3. Completed form must be submitted to the Business Manager or designee.
4. Business Manager will ensure the following when determining approval of the request:
 - a. Equipment requested is in good working condition.
 - b. Equipment requiring an operator for use will be operated by a district employee or an operator designated by the district, and the requesting organization or group will pay the cost of this service.
 - c. Transportation of equipment will be handled by the requesting organization or group, under the supervision of a district employee or designated representative.
5. Business Manager may consult the Superintendent before approving any request.

6. When a request is approved, the Business Office will maintain a copy of the approved Agreement Request and will forward a copy to the building principal or immediate supervisor responsible for the equipment.
7. Business Office will send a copy of the approved Agreement Request and a copy of Board policy and administrative regulations to the representative of the organization or group.

When equipment is returned, it will be inspected for damage by the building principal or immediate supervisor responsible for the equipment. Any damages will be reported immediately to the Business Manager.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

708-AR-1. EQUIPMENT LOAN AGREEMENT REQUEST

We, the undersigned, agree to pay for any repairs or replacements made necessary because of any damages incurred to the _____ borrowed on _____
Item(s) Date
and to be returned on _____.
Date

Lampeter-Strasburg School District will not be held liable for any actions or damages incurred as a result of its lending of equipment to the undersigned.

All arrangement for and cost of transporting the item(s) will be incurred by the undersigned under the supervision of a district employee or designated representative.

Any need for repair or replacement will be determined by Lampeter-Strasburg School District officials. The company used to repair or replace the item(s) will be determined by the Lampeter-Strasburg School District officials. Any repair or replacement costs will be based on actual incurred repair or replacement costs to the Lampeter-Strasburg School District.

Agreed to on _____
Date Signature of Official Representative
Borrowing Equipment

Date Business Manager

Serial Number of Equipment: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

708-AR-2. LENDING OF EQUIPMENT TO STAFF/STUDENTS

Equipment

Generally, the removal of equipment from school property by staff and students for personal use is prohibited by Board policy.

A staff member may borrow specific equipment from the district for use in an approved course of study, training program or presentation related to professional responsibilities.

A student may borrow specific equipment for use in a course of study, training program or presentation related to assigned school work.

A student may borrow specific books to be used during vacations when permission is granted by the building principal.

Application/Approval Procedure

1. Copies of the Application For Lending Of Equipment To Staff/Students will be available in all building and district offices.
2. The staff member or student requesting to borrow equipment must complete and sign the Application For Lending Of Equipment To Staff/Students and submit it to the building principal or immediate supervisor.
3. The request must be made at least five (5) school days prior to the date the equipment will be needed.
4. The principal or supervisor will review the request and determine approval, in consideration of the following:
 - a. If borrowing the equipment interferes with its use during the regular school program, the request will be denied.
 - b. If equipment is available and affordable elsewhere, the request may be denied.
 - c. If equipment requires the services of an operator, the borrower must use the services of an operator approved by the district and will incur all costs for the services.

5. If the principal or supervisor approves the request, s/he will keep a copy of the approved application on file. S/He will give the staff member or student a copy of the approved application and a copy of the related Board policy and administrative regulations.
6. Upon return of the equipment, the principal or supervisor will inspect the equipment for damages and will immediately inform the Business Manager regarding damages.

Laptop Computer

A staff member may borrow a laptop computer from the district for use in an approved course of study, training program or presentation related to professional responsibilities.

The staff member will follow the same application procedure as staff requesting to borrow district equipment, except the requester will complete and sign the Request To Borrow Laptop Computer form.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

708-AR-3. APPLICATION FOR LENDING EQUIPMENT TO STAFF/STUDENTS

This form must be completed and approval received from the building principal or immediate supervisor before any equipment can be borrowed. If the equipment can be borrowed elsewhere, it will not be lent.

Date: _____

Applicant's Name: _____ Building: _____

Description of equipment to be borrowed: _____

Purpose for borrowing the equipment: _____

Date equipment is to be borrowed: _____

Date equipment is to be returned: _____

Please name any operator other than yourself: _____

The borrower incurs all costs associated with the use of an operator. The operator must be approved by the district.

Upon signing this form, the borrower of the equipment accepts all financial responsibility for damage to or the loss of the equipment.

Borrower	Approval by Principal/Supervisor	Date

Date actually returned: _____ Briefly describe the condition of the equipment: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

708-AR-4. REQUEST TO BORROW LAPTOP COMPUTER

I, _____, an employee of Lampeter-Strasburg School District, request to borrow a district laptop for the time period of _____ to _____.

1. I sign this form as a condition of checking out a laptop computer to bring home as needed for academic and professional use.
2. I assume responsibility for any damage to, and responsibility for, the repair and/or replacement of the computer while it is in my custody.
3. I assume responsibility for any unauthorized use of the computer while it is in my custody and will supervise its use to see that the computer is used only for academic and/or professional purposes.
4. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware which may result from my use of the laptop computer.
5. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software which may result from a virus introduced as a result of my use of the laptop computer.
6. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws, Board policy or administrative regulations.
7. I have reviewed the related Board policy and administrative regulations.

Staff Member

Date

Principal or Supervisor

Date

Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709
Status	Active
Adopted	May 6, 2019

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.

The Superintendent or designee shall determine who is entitled to authorized access to district building(s) and who may have after hours access to district facilities.

Guidelines

After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.

Access to school buildings and grounds shall be established in accordance with the following guidelines:

Unlimited Access

1. Superintendent.
2. Supervisor of Buildings and Grounds.

Limited Access

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. Head building custodians to assigned building.
4. Extracurricular sponsors or supervisors for their area or activity.

A log of employees with access codes and building keys shall be maintained in the office of the Superintendent or a designee.

Each building principal shall maintain a log of building employees with access codes and building keys.

A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.

After hours entry to school buildings shall be controlled by the custodian on duty.

Entry to a school building shall be prohibited when a person authorized as a district representative for the building is not present.

Legal [24 P.S. 510](#)
Pol. 705

Pol. 907

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

709-AR-0. BUILDING ACCESS

Access to school buildings and grounds will be established by the Superintendent or designee, in coordination with the School Safety and Security Coordinator, in accordance with the following guidelines:

Unlimited Access

1. Superintendent.
2. School Safety and Security Coordinator.
3. Supervisor of Buildings and Grounds.
4. District Maintenance Staff.
5. School Resource Officer.
6. Athletic Director.

Limited Access

1. Building principals to assigned building.
2. Assistant principals to assigned building.
3. Head building custodians to assigned building.

A log of employees with electronic access and/or building keys will be maintained in the office of the Superintendent or designee.

Each building principal **or designee** will maintain a log of building employees with electronic access codes and/or building keys.

After-hours entry to school buildings will be controlled by **the custodian on duty**.

Entry to a school building will be prohibited when a person authorized as a district representative for the building is not present.

Book	Policy Manual
Section	700 Property
Title	Video Surveillance
Code	709.1
Status	Active
Adopted	May 6, 2019

Purpose

District employees shall maintain order on school property to ensure the safety of all students. In addition, the bus drivers of the school district's transportation contractor shall maintain order on school buses to ensure the safety of all occupants.

Authority

All students, while on school property or while occupying a school bus, shall conduct themselves in accordance with the rules of the district. The Board expects that parents/guardians shall cooperate with school authorities in helping students maintain such conduct.

The Board shall require each student to adhere to the policies, rules and administrative regulations of the district and to submit to such disciplinary measures as are appropriate. The policies, rules and administrative regulations shall apply to each student during the time spent on school property and during the time spent in travel to and from school, and specifically while each student occupies a school bus.[\[1\]](#)

The school district may place and use video cameras, or other recording devices used to record images and audio on school buses. The school district may place and use video cameras or other recording devices to record images on school property.

The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the school district, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

The images or sounds recorded by the video camera or other recording device shall be admissible into evidence at any disciplinary proceeding conducted by the school district.[\[3\]](#)[\[4\]](#)

The images or sounds recorded by the video camera or other recording devices may be used by school authorities for disciplinary or security purposes. At the discretion of the school authorities, the images or sounds recorded by the video camera or other recording device may be provided to any appropriate law enforcement agency.

Guidelines

Public Notice

If the school district utilizes audio or video recording devices, notices shall be posted at prominent locations to notify all students, parents/guardians, employees and members of the public that the school district monitors conduct by recording devices such as video cameras and/or tape recorders. Parents/Guardians of students shall also receive a communication from the school district providing advance notice of the district's intent to utilize audio or video recording devices. This notice is essential to ensure that someone does not have a false expectation of privacy while on school property or a school bus.[\[2\]](#)

Locker Rooms and Rest Rooms

The district shall not place recording equipment in locker rooms or rest rooms unless there is an extraordinary need for surveillance in those areas. If an extraordinary need arises, the placement of such equipment should occur only after careful legal review by the district solicitor of the particular need for the use of such equipment, and the development of special controls concerning access to the recorded images.

Legal

[1. 24 P.S. 510](#)

[2. 18 Pa. C.S.A. 5704](#)

3. Pol. 218

4. Pol. 233