

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda
September 18, 2023
7:00 p.m.

1. Swimming Scoreboard and Timing System Repairs
2. Early Childhood Center Update
 - a. Affirmation of Purchase of Blinds for Hans Herr Elementary from Capital Reserve \$22,400
 - b. McCarty & Sons, Inc. Change Order EC #5 Add \$14,900 Hans Herr door wiring work
 - c. McCarty & Sons, Inc. Change Order EC #6 Add \$17,500 High School door wiring work
3. Critical Capital Projects Update
4. Policy Review (705, 706, 707)
5. Campus and Building Updates
6. Items from the group

Book	Policy Manual
Section	700 Property
Title	Safety
Code	705
Status	Active
Adopted	May 6, 2019

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors. The Board and the Superintendent also recognize the importance of the safety and health of the district's employees and students.

Authority

The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.

Delegation of Responsibility

The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.

The Superintendent or designee shall:

1. Ensure curriculum to instruct students in safety and fire prevention.[1]
2. Provide required drills and instruct students in safety procedures.[2][1][3]
3. Review and evaluate annually district safety rules and plans.

Administrators shall inform all staff and students of safety rules at the beginning of the school year.

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools.[4][5][6][7]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

Legal

1. 24 P.S. 1518

2. 24 P.S. 1517

3. Pol. 805

4. 24 P.S. 223

5. 34 PA Code 129.1001 et seq

6. 72 P.S. 1722-J

7. 77 P.S. 1038.2

24 P.S. 510

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

705-AR-0. SAFETY

The district will provide reasonable safety protections, adequate maintenance and repair of facilities, accident reports and supervision regulations that seek to reduce the potential of injury to students, employees, visitors, others present on school property and those present at school-sponsored activities and events.

The district administration will develop and implement rules and regulations that will promote safety in school buildings and facilities and on school property.

The School Safety and Security Coordinator will have overall responsibility for the district's safety and security efforts. S/He will ensure that appropriate employees are kept informed of current state and local requirements relative to fire prevention, civil defense, sanitation, public health and occupational safety.

Each building principal will be responsible for the supervision of safety measures in his/her school. Building safety training must include the required safety, fire and bus evacuation drills, and ensuring that all building employees are instructed in the location and use of emergency exits, fire extinguishers and shutoff valves, when applicable. In addition, teachers of laboratory sciences and custodians will receive training in laboratory safety.

All employees will practice good safety habits and be aware of conditions that may make the environment unsafe. Staff are required to report any unsafe condition to the building principal or immediate supervisor, using the Hazardous/Unsafe Condition Reporting Form.

Safety practices are an integral part of the curriculum and may include instruction in the dangers and prevention of fire; accident prevention; traffic, bicycle, pedestrian and driver safety; and emergency procedures. Students are expected to share in the responsibility of practicing good safety habits and reporting unsafe conditions to the teachers or building principal.

Any accident or injury to a student, employee or visitor on school property must be reported to the building principal or any employee's immediate supervisor. The building principal or supervisor will follow through to ensure the individual has received treatment.

The designated administrator(s) will make periodic inspections regarding the safety-related conditions of all district buildings, facilities, property and equipment, complete the required inspection report form and submit it to the School Safety and Security Coordinator.

The School Safety and Security Coordinator will distribute and direct that all required federal, state and local safety regulations required to be posted in district buildings are properly displayed.

The School Safety and Security Coordinator will maintain appropriate safety records for all district buildings, facilities and properties.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

705-AR-1. GENERAL SAFETY RULES

The district is committed to operating its programs in the safest manner possible. Compliance by students and staff with the following rules will assist in achieving this objective.

Student Supervision

The safety of every student is a matter of serious concern at all times. To assure the safety of students while attending school:

1. Each school will distribute and/or post safety rules and educate students as appropriate to prevent accidents in buildings and on playgrounds.
2. Teachers, in accordance with provisions of the collective bargaining agreement, will be assigned hall, recess, lunchroom, and dismissal duties for the supervision and safety of students, in accordance with safety and activity rules and standards.
3. School buildings, buses and equipment will be inspected regularly for safety considerations by designated staff.

Staff Responsibilities

As good safety practice, district employees will:

1. Report immediately any condition or practice that s/he thinks may cause injury or damage to equipment, using the district's Hazardous/Unsafe Condition Reporting Form.
2. When witnessing or involved in an accident that results in personal injury or damage to district property, promptly summon first aid and then report the accident to the building principal or immediate supervisor.
3. Avoid operating any equipment that is not in a safe condition.
4. Use all prescribed safety and protective equipment when required, and maintain such equipment in good working condition.
5. Obey all district rules, regulations, signs, markings and instructions.
6. Use approved lifting techniques and secure assistance for heavy loads.

7. Use correct tools and equipment for the job in a safe manner.
8. Return all tools, equipment, and materials to their proper storage.
9. Refrain from horseplay and interference with other employees.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

705-AR-2. HAZARDOUS/UNSAFE CONDITION REPORTING FORM

Employee Making Report: _____

Position: _____ Building: _____

Date of Report: _____ Signature: _____

Location of Condition

Building: _____

Interior or Exterior: _____

Room or Area: _____

Descriptive Detail: _____

(Attach sketch if necessary)

Identify any circumstance which might have caused this condition: _____

Corrective Action Taken

(To whom reported, work order number, etc.)

Building Administrator/Immediate Supervisor: _____

Work Order Number: _____

Initiator was notified on: (date) _____

Signature: _____ Date: _____

Work Completed: _____

Signature of Employee: _____ Date: _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

705-AR-3. FACILITY SAFETY AND SECURITY INSPECTION REPORT

School/Site: _____ Date: _____

Inspected By: _____

This form is a reminder of general areas and items to be inspected. Check each item “Acceptable” or “Needs Attention.” All “Needs Attention” items must include location, and the date corrected must be noted.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Grounds				
Condition of steps				
Condition of walkways – not obstructed				
Condition of parking areas				
Access to student vehicles is limited				
Parking areas clearly identified				
Parking lots located in direct line of observation				
School vehicles parked within school perimeter				
Handrails on all steps and ramps				
Security lights				
Exterior lights have break-resistant lenses or mesh				
Access points and loading zones well illuminated				
Lights mounted to reduce shadows				
Holes in lawn				
Debris on grounds				
Condition of seats/bleachers				
Trash receptacles – safe distance from buildings				
Landscaping trimmed to avoid obscuring windows				
Condition of playground equipment				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Playground surfacing				
Vehicle entry to playground area blocked				
Condition of roadways				
Condition of fencing				
Authorized vehicle traffic only				
Perimeter gates operable				
Access to roof limited				
Directional signs on curbs and roadways				
Buildings				
Condition of floors				
Floors dry				
Floors not slippery				
Floor openings properly covered				
Intake vents clean				
Exhaust vents clean				
Signs of basement water seepage				
Signs of roof leakage				
Ceiling material secure				
Water piping system				
Waste piping system				
Steam piping system				
Air piping system				
Loading dock				
Storage room(s)				
Waste disposal area(s)				
Broken glass				
Adequate lighting in all areas				
Handrails secure				
Stair tread secure				
Designated visitors' entrance clearly marked				
Files, safes and vaults secured				
Means of Egress				
Exits clearly marked				
Exits free of obstructions				
Exterior and interior exits and windows clearly numbered				
Fire doors kept closed				
Doors operate freely				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Evacuation plan(s) posted				
Locks and security mechanisms working				
Door hinges have nonremovable pins				
Door frames made of pry-proof metal				
Doors have security glass				
Windows have latches				
Miscellaneous openings secured (roof, coal chute, crawl spaces)				
Secured vestibule at main building entrance				
Material Storage				
Storage areas kept clean				
Material properly stacked				
Proper lighting				
Flammable materials properly stored				
Material properly labeled				
Machinery/Equipment				
Condition of ladders				
Operating instructions posted				
Guards in place				
Personal protective equipment provided				
Condition of hand tools				
Condition of power tools				
Is machinery/equipment clean?				
Belts guarded in place				
Machinery and equipment properly anchored				
Elevators inspected and properly working				
Boiler inspected and properly working				
Anchor pads or locking devices on portable equipment				
Proper identification and inventory program				
Electrical				
All electrical circuits properly fused				
Condition of extension cords				
Extension cords not used extensively				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Wiring and fixtures properly covered				
Control panels accessible				
Condition of switches and outlets				
Fire/Emergency Protection				
Sprinkler valves accessible				
Sprinkler valves sealed open				
Fire alarm boxes unobstructed				
Adequate number and type of fire extinguishers				
Fire extinguishers properly maintained				
Fire alarms and smoke detectors operational				
Alarm system operational and in good repair				
AED properly labeled and maintained				
Standpipe and hose unobstructed and in good condition				
Automatic systems in kitchen(s) properly maintained				
Emergency lighting system operable				
Security system operational				
Smoking properly controlled				
Employees				
Lifting properly				
Utilizing personal protective equipment				
Using proper tool for the job				
Following prescribed job procedures				
Wearing visible photo identification				

Copies of this form will be forwarded to the building principal and the Director of Buildings and Grounds. The inspecting employee will retain a copy.

Signature of Recipient

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

705-AR-4. WORKPLACE SAFETY COMMITTEE

A Workplace Safety Committee is established in the district for the purpose of accident and illness prevention.

A quorum of members of the Workplace Safety Committee will meet at least monthly.

The responsibilities and functions of the Workplace Safety Committee are to:

1. Represent the accident and illness concerns of employees at each workplace.
2. Review the district's hazard detection and accident and illness prevention policies and practices and make written proposals regarding those.
3. Establish procedures for periodic workplace inspections by the Workplace Safety Committee for the purpose of locating and identifying safety and health hazards. The location and identity of hazards will be documented in writing, and the committee will make recommendations to the Superintendent regarding correction of the hazards. The Superintendent will report to the Board concerning identified hazards and recommendations for their elimination.
4. Conduct a review of incidents resulting in work-related illnesses, injuries and deaths, and of complaints regarding safety and health hazards made by committee members or other employees.
5. Evaluate the effectiveness of newly implemented health and safety equipment or health and safety procedures.
6. Establish a system to allow committee members to obtain safety-related proposals, reports of hazards or other information directly from individuals involved in the operation of the district.
7. Make budget recommendations on long-term safety issues.

In addition, the Workplace Safety Committee will:

1. Develop operating procedures, such as rules or bylaws prescribing the committee's duties.
2. Develop and maintain membership lists.

3. Develop a written agenda for each committee meeting.
4. Maintain committee meeting attendance lists.
5. Take and maintain minutes of each committee meeting, which the district will review. Copies of minutes will be posted or made available for all employees and will be sent to each committee member.
6. Ensure that the reports, evaluations and proposals of the committee become part of the minutes of the meeting, which will include:
 - a. Inspection reports.
 - b. Reports on specific hazards and corrective measures taken.
 - c. Reports on workplace injuries or illnesses.
 - d. Management responses to committee reports.
7. Make decisions by majority vote.

Committee Formation/Membership

The district may choose to form a single, centralized Workplace Safety Committee representing all district buildings, or may form a separate Workplace Safety Committee in each district building.

The committee will be composed of at least an equal number of district administrators and employee representatives and will consist of at least two (2) district administrators and two (2) employee representatives. Committee membership will represent all primary operations of the district.

Employee representatives will join the committee for a continuous term of one (1) year from the date of the first meeting attended. Such employees will be permitted to take reasonable time from work to perform committee duties without loss of pay or benefits.

The committee will establish procedures that retain a core group of experienced members to serve on the committee at all times.

The district will retain records of member rotation for five (5) years after the date of application for certification.

Member Training

The district will, through itself or its insurer, provide adequate, annual training programs for each committee member.

Annually, the district will provide required committee member training that will address, at a minimum:

1. Hazard detection and inspection.
2. Accident and illness prevention and investigation, including substance abuse awareness and prevention training, safety committee structure and operation.
3. Other health and safety concerns specific to the business of the district.

Training will be provided by recognized, qualified trainers who meet the established Bureau of Workers' Compensation standards for accident and illness prevention services providers. The district must verify and provide documentation to the Bureau that supports the trainer's qualifications.

The district must maintain written records of committee training that include:

1. Names of committee members trained.
2. Dates of training.
3. Training time period.
4. Training methodology.
5. Names and credentials of personnel conducting the training.
6. Names of training organizations sponsoring training, if applicable.
7. Training location.

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Active
Adopted	May 6, 2019

Purpose

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

Authority

The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated annually and/or at intervals that coincide with property insurance renewal.

Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.[1][2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

Disposal of Fixed Assets

The Board directs the district administration to sell all fixed assets, which have outlived their useful life, at public sales. The public sale can be accomplished by advertising the assets in the local newspapers for inspection with the sale being made directly to the individual who submits the highest sealed bid, the asset being taken to a local auction, where it will be sold to the highest bidders, or the asset being sold through an electronic auction.

In certain cases where the asset has either a zero value or a disposal fee is necessary, the asset may be disposed of by allowing any interested party to remove it from the premises. It must be clearly documented that the asset falls under this category and an invoice of zero amount used to document the disposal of the asset.

It is the responsibility of the district's Business Manager to determine the most appropriate method and process of disposal.

Legal

1. Pol. 708
2. Pol. 710
- 24 P.S. 510

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-0. PROPERTY/INVENTORY RECORDS

Property and inventory records will be maintained and updated by designated staff in accordance with established timelines.

Physical inventories will be conducted on a routine basis to reveal discrepancies between recorded data and physical assets.

The Business Manager or designee will maintain a system of inventory of property records which will note, as appropriate to the item recorded, the following information:

1. Description and identification.
2. Manufacturer.
3. Year of purchase.
4. Initial cost.
5. Location.
6. Condition and depreciation.
7. Current valuation, in conformity with insurance requirements.

Accurate property and inventory information is dependent upon the completion of required forms by designated staff that record current inventory, additions, changes, losses and disposals.

Building principals are responsible for inventories of their buildings, including inventory of furniture and nonconsumable equipment. Principals will complete the Inventory Form when conducting an inventory.

Teachers are responsible for an inventory of their areas and classrooms, and each will receive a listing of all assets in his/her area/classroom for verification by the teacher.

Lost/Missing Equipment

District employees are required to report all incidents of damaged, lost or stolen equipment:

1. When any equipment is damaged, lost or stolen, the employee responsible for the item(s) will report the incident to the building principal or immediate supervisor.
2. The building principal or immediate supervisor will give the employee the Report Of Equipment Incident form, which will be completed by the employee and returned to the administrator.
3. The principal or supervisor will review the information on the form, sign the form and send a copy to the Business Office and the employee who originated the claim.
4. In cases of theft, the principal or supervisor will contact local law enforcement and complete any required paperwork.
5. Business Office staff will take the appropriate follow-up steps, which may include:
 - a. Filing an insurance claim.
 - b. Making copies of invoices.
 - c. Completing a Fixed Asset Change Form.
 - d. Contacting other departments as necessary, such as maintenance, technology.

The district may decide not to replace damaged, lost or stolen equipment, based on the recommendation of the building principal or immediate supervisor.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-1. INVENTORY FORM

Submit this form to the building principal or immediate supervisor before the last day of the school year.

School/Worksite: _____ Date: _____

Location (room #, laboratory, office, storage, etc.): _____

Employee's Name (please print): _____

Item	Quantity	General Condition of Item(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

I certify the above to be a true and accurate record.

Employee Signature

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-2. FIXED ASSET CHANGE FORM

Item Number: _____

Description: _____

Serial Number: _____

Previous Location: Building: _____ Floor: _____ Room: _____

New Location: Building: _____ Floor: _____ Room: _____

Department Change F-From T-To

___ Instructional ___ Administrative ___ Athletics ___ Other - _____

Replacement Date: ___/___/___

Disposal Date: ___/___/___

Replacement Date: ___/___/___

Maintenance Cost: \$ _____

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-3. REPORT OF EQUIPMENT INCIDENT

This report will be forwarded to the building principal or immediate supervisor.

Description of Equipment: _____

School District Tag Number: _____

Manufacturer's Serial Number: _____

Was equipment identified with paint or ink indicating name of school? _____

Comments: _____

Value

Age of Equipment: _____

Replacement Cost (if available, attach copy of current catalog page describing equipment):

Comments: _____

Location

Precautions taken to safeguard equipment (was equipment placed in locked cabinet, closet, locked drawer, etc.): _____

Could loss have been prevented? _____

Date and loss discovered: _____

Other details and opinion relative to loss (negligence, student involvement, theft): _____

Signature of Employee
Responsible for Equipment

Date

Signature of Building Principal or
Immediate Supervisor

Date

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-4. DISPOSAL OF CAPITAL ASSETS

District capital assets that are no longer useful or needed will be disposed of by designated staff, upon proper approval.

The Superintendent or designee must approve all plans for the disposal of district assets. The Superintendent will report the disposal of capital assets to the Board and will seek Board approval when required.

If the original cost of an item exceeded \$4,000, the approval of the Board is required prior to any action.

All state and local laws and regulations must be followed, including formal bidding when applicable.

If an asset was purchased with federal funds, it may be necessary to receive federal permission for disposal. The coordinator or supervisor of the federal program from which the asset was purchased will obtain the relevant written authorization.

The Business Manager will be responsible for processing all requests for disposal of an asset, and will provide to the Superintendent or designee the following relevant information:

1. Estimated current market value and how market value was determined.
2. Reason for disposal.
3. Removal method.
4. Related costs.

Reasons For Disposal

Assets may be available for disposal if they are:

1. No longer required due to changed procedures, functions or usage patterns.
2. Occupying storage space and not needed in the foreseeable future.

3. Noncompliant with health or safety standards.
4. Found to contain hazardous materials.
5. Beyond repair.

Options For Disposal

Land and buildings must be sold in accordance with applicable laws.

Moveable assets identified for disposal may be disposed of using one of the following means, only after authorization by the Superintendent or Board:

1. Public Bid - A written request giving full details and specifications for the goods offered for sale must be sent to the Superintendent. The sale must be advertised in the local newspaper and posted in the district office. Bids will be received in the Business Office until opening at a public Board meeting. After review by the solicitor, bids will be awarded.
2. Public or Online Auction - A public auction may be conducted by a licensed auctioneer if the anticipated revenues exceed the cost of the auctioneer.
3. Donations - When the district has determined that goods have no residual value, and where their disposal is unlikely to produce offsetting revenue, it may be authorized that the goods be donated to another organization.
4. Trade-In - Items may be traded in when doing so maximizes the net return to the district. The asset number of the item traded and the value of the trade-in must be shown on the purchase order of the number asset.
5. Destroyed/Junked - Items with no market value and no use may be destroyed in an appropriate and safe manner.

The district offers no warranty on the condition of the goods it sells. The advertisement for sale should provide as full a description as possible, specify that the goods are sold "as is, where is" and invite prospective buyers to inspect the goods before the sale.

Disposals

When disposing of a capital asset, after authorization from the Superintendent or Board, the Business Manager should ensure that the following actions occur:

1. All district tags are removed.
2. Assets are checked for items that are not included in the disposal, such as district stationary, software, records, files, papers, hazardous materials, etc.
3. Arrangements are made for removal.

4. Capital Assets Disposal Form is completed and filed in the Business Office.
5. Inventory records are updated accordingly.
6. Proceeds from the sale are credited to the General Fund budget.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-5. CAPITAL ASSETS DISPOSAL FORM

Item Number: _____

Description: _____

Serial Number: _____

Disposal Date: ___/___/___ Disposal Proceeds \$ _____ Disposal Costs \$ _____

Comment: _____

Authorized by:

Disposed by:

Superintendent Signature/Date

Signature/Date

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-6. DISPOSAL OF BOOKS/MEDIA MATERIALS

The district will dispose of used textbooks, library books and media materials that are recommended for disposal.

Textbooks, library books and media materials that are eligible for disposal include those that are severely damaged; cannot be rebound; have pages missing; or have been determined by the professional staff to contain information that is not current or correct; demonstrated low student interest; and outdated copyrights.

Building principals, librarians and supervisors will identify the textbooks, library books and media materials that are eligible for disposal.

Textbooks, library books and media materials will be stamped "DISCARD" on the first page or lead edge and packed in boxes labeled "DISCARD."

The building principal will complete the Books/Materials Disposal Form and forward a copy to the Business Office and the Maintenance Supervisor. The form will be submitted approximately one (1) week prior to the requested pick up.

Employees of the Maintenance Department will remove the boxes for disposal.

The principal or supervisor will ensure that textbook inventories for the building are updated to reflect the disposals of books.

Library staff and media supervisors will update inventory records to reflect the disposal of books and materials, and will update current resource catalogs.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

706-AR-7. BOOKS/MEDIA MATERIALS DISPOSAL FORM

Items are for:

- Discard Public Sale

Disposition of:

- _____ Number of Textbooks
 _____ Number of Library Books
 _____ Number of Media Materials

Location of Items:

Notes/Comments:

Building: _____ Requested by: _____

Date: _____

- Copies to:
1. Original to Maintenance Department
 2. Principal/File
 3. Business Office
 4. Assistant Superintendent

Book Policy Manual
Section 700 Property
Title Use of School Facilities
Code 707
Status Active
Adopted May 6, 2019
Last Revised September 3, 2019

Purpose

The Board recognizes the broad aspect of education and that education, in reality, is related to all ages. It is the intent of the Board to make school facilities available, without discrimination, for use by community members when such use does not conflict with the regular school program and when such use shall result in an improved community climate. The intent of this policy makes possible the maximum educational return on community investment in the school district's buildings, grounds, and equipment.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. Instruction in any branch of education, learning, and the arts, consistent with the school district's mission.
2. Social, civic, and recreational meetings and entertainment, and other uses pertaining to the welfare of the community.
3. Recreation, physical training, and athletics, including competitive athletic contests for children and adults.

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[\[1\]](#)

Delegation of Responsibility

The Superintendent is charged with the responsibility for providing, maintaining, and protecting school facilities, reserves the right to deny the use of school facilities when deemed necessary in the public interest. The following shall be used in interpreting the public interest:

1. The applicant shall conduct orderly meetings, and such gatherings shall not be of a nature to incite others to disorder.
2. The applicant shall conduct nondiscriminatory meetings.

The Board, at the recommendation of the Superintendent, reserves the right to waive or adjust any or all fees levied under the policy. A request to waive rental fees shall be

considered by the Superintendent in the event it directly benefits students in the district. Labor related charges are not subject to waiver.

The requesting organization must adhere to all district policies and administrative regulations at all times when using district facilities and grounds for any purpose.

The Superintendent shall be granted the authority to revoke permission if, in the Superintendent's judgment, proper use is not being made of the school facility as outlined by this policy.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[\[8\]](#)

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent or designee.

Definitions

Following receipt of the Application for Facility Rental, the request for use of school district facilities shall be categorized based on the following three (3) definitions:

1. School-Sponsored Activities

These activities consist of approved school district athletic and extracurricular activities. Requests for use of facilities must be made through the respective building's principal or Athletic Director. All activities for the upcoming year should be scheduled prior to July 15 by the principal's secretary or the Athletic Director. Liability insurance coverage is provided under the school district's general liability policy for all school-sponsored activities.

2. School-Related Activities

These activities are sponsored by organizations that are considered to be school related, such as booster clubs or parent-teacher organizations, but are not financially supported by the district. Requests for use of facilities must be made through the Student Accounting Office by completing the Application for Facility Rental form. Liability insurance coverage is provided under the school district's general liability policy for all school-related activities unless specified below as an exception.

Requests made as a school-related activity shall be required to provide proof of affiliation with the sponsoring school-related organization. This is to prevent nonschool related organizations from being considered school related organizations for the sole purpose of avoiding facility rental fees, a practice that is in violation of this policy. Failure to provide adequate proof of affiliation could jeopardize the use of the facility by the respective school-related organization. Application for Facility Rental forms submitted by booster clubs or parent-teacher organizations must be signed by the president of the organization and the head coach or principal, respectively, indicating that the request is to provide a legitimate activity of the sponsoring booster club or parent-teacher organization.

Athletic-related camps, tournaments, or similar group activities must not incur a profit or they will be considered as a fundraiser and shall be governed under established administrative regulations. A summary of the income and expenses, including coaches' salaries, from each athletic-related camp, tournament, or similar group activity must be submitted to the Student Accounting Office within thirty (30) days of the conclusion of the event.

3. **Nonschool Related Activities**

These activities are not affiliated with the school district; they are sponsored by an outside organization. Requests for use of facilities must be made through the Student Accounting Office by completing the Application for Facility Rental form. The organization shall be assessed under the appropriate category of the Facility Use Fee Schedule, as well as billed for labor should district personnel be utilized. Liability insurance coverage is not provided under the school district's general liability policy for nonschool related activities. The requesting organization shall be required to submit a Certificate of Insurance naming Lampeter-Strasburg School District as the insured, on a primary and non-contributory basis, with minimum commercial liability limits of \$1,000,000 per occurrence and a \$1,000,000 general aggregate, as outlined in this policy.

Guidelines

Conditions for Use of School Facilities

Application Process -

The conditions for use of school facilities are described below and must be observed at all times:

1. The requesting organization may contact the Student Accounting Office or access the district website to obtain the Application for Facility Rental form and this policy.
2. There are certain fees associated with the use of school facilities which must be paid by the requesting organization. These charges represent flat rental fees for use of district facilities. Any additional charges due to the labor provided by district personnel shall be billed to the requesting organization after the event. Fees associated with the use of school facilities are dependent upon the nature of the facility request and the relationship of the requesting organization with the district. Following are the category descriptions which determine the appropriate district facility rental fee:
 - a. District organizations directing school-sponsored or school-related activities, as defined above, shall not be charged a rental fee for their use of the facilities, as specified in the Facility Use Fee Schedule. In the event that additional school district staff is utilized, the school-related organization shall be billed for these labor services at the appropriate rate.
 - b. Lampeter-Strasburg community-related organizations or activities consisting of participants who are district residents shall be charged as specified in the fee schedule. In the event that additional school district staff is utilized, the community-related organization will be billed for these labor services at the

appropriate fee.

- c. All other facility use requests shall be charged as specified in the fee schedule. In the event that additional school district staff is utilized, the organization shall be billed for these labor services at the appropriate fee.
3. Use of all facilities and grounds must be requested through the Student Accounting Office which shall be responsible to make all arrangements for use of the facility or grounds, in coordination with the Athletic Director, Buildings and Grounds Director and the Food Service Director. An Application for Facility Rental form must be signed by the building use requestor and approved by the Superintendent prior to the use of the facility.
4. The Application for Facility Rental form must specifically include in the special arrangement section all facilities and equipment to be used by the requesting organization. The school district will not furnish any equipment or additional areas that are unspecified. Requests for use of kitchen facilities require the approval of the Director of Food Services and may require a member of the food services staff to be present, for which a labor rate would be charged. Approval of every request is contingent upon the availability of staff members.
5. Use of district facilities, grounds, and athletic fields by nonschool related organizations or by athletic organizations operating outside their normal season as defined by PIAA shall include charges for any special tasks, such as lining the fields, special mowing requirements, special set-up arrangements, etc.
6. Requests made under the claim of being a school-related organization shall be asked for verification of affiliation with the sponsoring school-related organization. This verification is to prevent the use of school-related organizations for the sole purpose of avoiding facility rental fees.
7. Applications for facility rental forms submitted by a booster club or parent-teacher organization must be signed by the president of the organization and head coach or principal, respectively.
8. The requesting organization, if defined as a nonschool related activity or if sponsoring any activity involving residents from outside the district, must assume full responsibility for any injury or liability resulting from the use of school facilities and must secure liability insurance to cover the event. A Certificate of Insurance must be provided to the Student Accounting Office no later than two (2) weeks prior to the date of the event naming Lampeter-Strasburg School District as the insured, on a primary and non-contributory basis, with minimum Commercial Liability Limits of \$1,000,000 per occurrence and a \$1,000,000 general aggregate.
9. The requesting organization must be responsible for the conduct of all persons present in the building for the organization's activities. In the event of damage to district facilities, grounds, or equipment the organization must assume full responsibility for all damage or loss and shall pay for the repair or replacement of all property.
10. Fees incurred for labor or materials to repair damages or to clean up after an organization's use of facilities or grounds shall be billed to the requesting

organization.

11. The applicant may not assign, sublet, or transfer its rights of privileges to any other individual, group, or organization.
12. Request for use of school facilities or grounds may be limited from time to time due to the need to clean the facilities or repair the grounds and to allow for altered custodial or maintenance schedules.
13. The requesting organization must end their activities within the facility or grounds by 10:00 p.m.
14. As a rule, the district does not permit the use of the buildings on Sundays.
15. Use of school facilities for each rehearsal prior to an approved performance shall be prorated at a percentage of the rental fee.
16. Food and/or drink are not permitted in any district gymnasium or auditorium at any time.
17. The district may require the use of a constable to ensure the safety of the participants and the protection of school property depending on the size and nature of the event. In the event of such a requirement, the constable shall be secured by the district, and the requestor shall be billed for those costs.
18. Special requirements may be mandated by the school district depending upon the facility being utilized and conditions at the time permission is granted.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose because of the nature or duration of the activity.

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access, or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:[\[2\]](#)

1. Possession, use, or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage, or be injurious to any district property, equipment, or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles, or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.[\[3\]](#)[\[4\]](#)
6. Use of tobacco/nicotine and nicotine delivery products. This policy does not prohibit the use of a nicotine patch, gum, or lozenge as a smoking cessation product by adults using the school facilities.[\[5\]](#)[\[6\]](#)[\[7\]](#)

Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[2\]](#)

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.

Fee Schedule

The established fee schedule will be implemented for the use of school facilities.

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users except that the user shall be responsible for extra custodial fees and/or other fees as listed in the guidelines.

Legal

1. 24 P.S. 775

2. 24 P.S. 511

3. 10 P.S. 328.101 et seq

4. 61 PA Code 901.701

5. 35 P.S. 1223.5

6. 20 U.S.C. 7182

7. 20 U.S.C. 7183

8. 24 P.S. 510.2

24 P.S. 779

22 PA Code 403.1

61 PA Code 901.1

20 U.S.C. 7181 et seq

20 U.S.C. 7905

FACILITY USE - FEE SCHEDULE

Use of all facilities and grounds must be requested through the Student Accounting Office, which will be responsible to make all arrangements for use. An Application for Facility Rental form must be signed by the requestor and approved by the Board of School Directors prior to the date of use. This fee schedule has been adopted by the School Board. These fees will be reviewed from time to time and revised, if necessary, to be utilized when assessing fees for the use of district facilities and grounds:

Facility/Grounds	A	B	C
High School			
Auditorium - Performance	0	1,000	1,800
Auditorium - Rehearsal	0	500	900
Gymnasium - Auxiliary	0	50	300
Gymnasium - Auxiliary with Showers	0	75	350
Fieldhouses	0	35	190
Cafeteria	0	75	350
Cafeteria with Kitchen	0	100	400
Classrooms	0	25	130
Middle School			
Gymnasium	0	100	600
Gymnasium with Showers	0	125	650
Auxiliary Gymnasium	0	50	300
Cafeteria	0	75	350
Cafeteria with Kitchen	0	100	400
Classrooms	0	25	130
Large Group Room	0	50	300
Elementary			
Hans Herr			
Gymnasium	0	50	300
Gymnasium with Showers	0	75	350
Cafeteria	0	75	350
Cafeteria with Kitchen	0	100	400
Classrooms	0	25	130
Lampeter			
Gymnasium	0	50	300
Cafeteria	0	75	350
Cafeteria with Kitchen	0	100	400
Classrooms	0	25	130
Walnut Run	0	50	750
Grounds			
Varsity Baseball Stadium	0	100	300
Other Fields and Tennis Courts	0	30	90
Ropes Course			
Half Day			
8 to 15 Participants		100	
15 to 25 Participants		160	(Includes 2 Facilitators)
Full Day			
8 to 15 Participants		190	
15 to 25 Participants		310	(Includes 2 Facilitators)

An annual fee (July 1 through June 30) of stated rate times 10 would apply for requests requiring 10 or more usages for Category B (with the exception of the synthetic turf fields).

The Lampeter-Strasburg High School Competition Gymnasium and the District track and field hockey fields are not available for rental.

Facility/Grounds (continued)

A B C

Synthetic Turf Fields – Hourly Rates

A 50% discount on rental fees for Category B groups would apply.

Field 1 (Multipurpose Stadium)	0	\$140/hr.*	\$140/hr.*
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Field 2 (Multipurpose Field)	0	\$140/hr.*	\$140/hr.*
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*A custodial fee of \$20 per hour is required for hourly rentals of the synthetic turf fields.

Field lights are billed at \$25 per hour in addition to the rental fee.

Labor and materials provided by the School District for specific facility or grounds requests will be billed to the requesting group regardless of the category designation.