

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

Buildings and Grounds Committee Agenda
September 16, 2024
7:00 p.m.

1. Request from Robert DeJessa, owner of Robino's, to address the Committee
2. Policy Review (705 and 706)
3. Campus and Building Updates
4. Items from the group

Book	Policy Manual
Section	700 Property
Title	Safety
Code	705
Status	Active
Adopted	May 6, 2019
Last Reviewed	September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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
Last Reviewed	September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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: September 18, 2023

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