LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA
April 22, 2025

FOR BOARD WORKSHOP DISCUSSION

MISCELLANEOUS

1. DISCUSSION/REVIEW OF BOARD POLICIES

Dr. Peart will lead a discussion reviewing Board Policies, as follows and as posted:

a. Policy 811 Bonding
b. Policy 812 Property Insurance
c. Policy 813 Other Insurance
d. Policy 814 Copyright Material

2. ADJOURNMENT TO EXECUTIVE SESSION

The Board will adjourn to Executive Session to discuss a matter involving the evaluation of performance of a specific public officer or employee employed or appointed by the School District.

Book	Policy Manual
Section	800 Operations
Title	Bonding
Code	811
Status	Active
Adopted	September 3, 2019

Purpose

Prudent trusteeship of district resources dictates that employees responsible for the safekeeping of district funds be bonded.

Authority

The Board directs that the district be indemnified against loss of money by bonding each employee required to be bonded by policy or by law. The Board shall bear the cost of bonds for designated employees.[1][2][3][4][5]

Enumeration and valuation on such bonds shall be determined annually.

Guidelines

All other employees shall be covered under a blanket bond.

The amount of each bond shall be commensurate with the financial responsibility of the position.

Legal
1. 24 P.S. 409
2. 24 P.S. 431
3. 24 P.S. 436
4. 24 P.S. 511
5. 24 P.S. 684

Book	Policy Manual
Section	800 Operations
Title	Property Insurance
Code	812
Status	Active
Adopted	September 3, 2019

Purpose

The Board recognizes its responsibility under law to insure the real and personal property of this school district.

Authority

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.[1]

In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board shall appoint an insurance advisor, who may be the Agent of Record.

Personal Property Liability

The district may not be responsible for the personal property of students, employees, or other persons using school facilities. Articles of a personal nature are the responsibility of the person while they are in a school facility.

Legal
1. 24 P.S. 774

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

812-AR-0. PROPERTY INSURANCE

The Board is determined to provide insurance protection for district property and assets based upon a prudent selection of risks to be borne by insurers and those to be assumed by the district. The primary consideration will be the frequency and liability probabilities of risks related to the district's abilities to absorb a loss.

The district will maintain insurance adequate to safeguard the district's property.

Each fiscal year, the Business Manager will make recommendations to the Board on the amounts and types of insurance which should be obtained for district property, such as for real and personal property, boiler and machinery, etc.

The Superintendent and Business Manager will include insurance premiums in the annual budget as a necessary expense.

The Business Manager will maintain custody of insurance policies and insurance programs.

The district administration will utilize the following as insurance guidelines:

1. Insure for 100% of replacement cost against the risks embodied in fire and extended coverage policies on buildings and their contents.

2. Accept all reasonable deductible features where premium saved is substantial and risk of loss is minor.

3. Protect funds and property adequately against losses caused by burglary, robbery and dishonesty.

4. Adjust insurance coverage according to the estimates of assets by annual appraisal.

5. Maintain an amount equal to at least ten percent (10%) of the district's annual budget as borrowing power for emergency use against uninsured losses.

6. Review the insurance portfolio annually and as changes to coverage needs dictate.

Insurance claims for damages to school property must be reported to the Business Manager or designee by the responsible administrator.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

812-AR-1. INSURANCE AGENT OF RECORD

The Board will select an Insurance Agent of Record to act as a consultant to the district in all matters of insurance, except those relating to employee benefits.

The Insurance Agent of Record will work with the Superintendent and Business Manager and be available for Board consultation as needed.

The Insurance Agent of Record will have the following responsibilities:

1. Advise the district in all assigned insurance matters, including student accident policies.

2. Specify and procure insurance coverage for the district through the best means available and at the best price.

3. Submit all insurance policies to the Business Manager, who will maintain a complete file of policies.

4. Provide annually to the Board for its information a complete listing of insurance policies and coverages.

5. Forward annually to the Business Manager a certified statement that the agent has sufficient errors and omissions coverage.

6. Keep the Board and administration advised of all recommendations relevant to the assigned insurance areas and proposed changes to coverages.

The Insurance Agent of Record will retain the commissions for all policies. Any broker commissions to other agents will be negotiated between the Agent of Record and the participating agents.

Book	Policy Manual
Section	800 Operations
Title	Other Insurance
Code	813
Status	Active
Adopted	September 3, 2019

Purpose

Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.

Authority

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests.[1][2]

The Board shall offer insurance coverage to administrators and regularly employed staff members in accordance with state and federal laws, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or Board resolution.[1][2][3]

In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board may appoint an insurance advisor, who may be the Agent of Record.

Legal
1. 24 P.S. 513
2. 24 P.S. 774
3. 29 U.S.C. 1161-1169

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

813-AR-0. OTHER INSURANCE

The Board is determined to provide insurance protection for the district assets based upon a prudent selection of risks to be borne by insurers and those to be assumed by the district. The primary consideration will be the frequency and liability probabilities of risks related to the district's abilities to absorb a loss.

The district will maintain insurance adequate to safeguard the district's assets.

Each year, the Business Manager will make recommendation to the Board on the amounts and types of insurance which should be obtained to meet the district's various needs.

The Superintendent and Business Manager will include insurance premiums in the annual budget as a necessary expense.

The Business Manager will maintain custody of insurance polices and programs.

The district administration will utilize the following as insurance guidelines:

1. Accept all reasonable deductible features where premium saved is substantial and risk of uninsured loss is minor.

2. Secure broad coverage in amounts that recognize the high concentration of individuals in the school premises and vehicles.

3. Adjust insurance coverage according to the estimates of assets by annual appraisal.

4. Maintain an amount equal to at least ten percent (10%) of the district's annual budget as borrowing power for emergency use against uninsured losses.

5. Review the insurance portfolio annually and as changes to coverage needs dictate.

Insurance claims on behalf of individuals not performing district functions must be reported to the Business Manager by the responsible administrator.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

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813-AR-1. INSURANCE AGENT OF RECORD

The Board will select an Insurance Agent of Record to act as a consultant to the district in all matters of insurance, except those relating to employee benefits.

The Insurance Agent of Record will work with the Superintendent and Business Manager and be available for Board consultation as needed.

The Insurance Agent of Record will have the following responsibilities:

1. Advise the district in all assigned insurance matters, including student accident policies.

2. Specify and procure insurance coverage for the district through the best means available and at the best price.

3. Submit all insurance policies to the Business Manager, who will maintain a complete file of policies.

4. Provide annually to the Board for its information a complete listing of insurance policies and coverages.

5. Forward annually to the Business Manager a certified statement that the agent has sufficient errors and omissions coverage.

6. Keep the Board and administration advised of all recommendations relevant to the assigned insurance areas and proposed changes to coverages.

The Insurance Agent of Record will retain the commissions for all policies. Any broker commissions to other agents will be negotiated between the Agent of Record and the participating agents.

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Code	814
Status	Active
Adopted	September 3, 2019

Authority

The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.[1]

Definition

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:

1. *Purpose And Character Of The Use* – The use must be for such purposes as teaching or scholarship and must be nonprofit.

2. *Nature Of The Copyrighted Work* – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.

3. *Amount And Substantiality Of The Portion Used* – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.

4. *Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work* – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

Delegation of Responsibility

Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

Legal
1. 17 U.S.C. 101 et seq

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

814-AR-0. COPYRIGHT PROCEDURES

The guidelines listed below are intended to help staff members determine when copyrighted materials may be used, and when permission is needed to use or copy materials. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, s/he will contact the Superintendent or designated employee.

Public Domain And Unprotected Materials

Works are not copyright protected if they are in the public domain, are U.S. Government publications, or are an idea or method described in a copyrighted work; however, it is recommended that the source always be credited.

Permitted Copies

Multiple copies, not exceeding more than one (1) per student, may be made for classroom use or discussion if the copying meets the following tests of brevity, spontaneity and cumulative effect. Each copy must include a notice of copyright.

Brevity –

1. Poetry: a complete poem if less than 250 words and if two (2) pages long, or from a longer poem an excerpt of not more than 250 words, may be reproduced. The numerical limits may be expanded to permit the completion of an unfinished line of a poem.

2. Prose: either complete articles, stories or essays of less than 2,500 words, or excerpts from prose works not more than 1,000 words or ten percent (10%) of the work, whichever is less; but in any event a minimum of 500 words may be reproduced. The numerical limits may be expanded to permit the completion of an unfinished prose paragraph.

3. Illustration: one (1) chart, graph, design, drawing, cartoon or picture per book or periodical issue may be reproduced.

4. Special Works: certain works in poetry, prose, or in poetic prose, which often combine language with illustrations and are intended for children and at other times for a more general audience, which fall short of 2,500 words. Notwithstanding the above requirements relevant to prose, these special works may not be reproduced in their entirety. An excerpt of not more than two (2) of the published pages of the special work and containing not more than ten percent (10%) of the words found in the full text may be reproduced.

Spontaneity –

1. The copying must be at the instance and inspiration of the individual teacher.

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect –

1. The copying of the material is for only one (1) course in the school in which the copies are made.

2. No more than one (1) short poem, article, story, essay or two (2) excerpts may be copied from the same author; nor may more than three (3) from the same collective work or periodical volume during one (1) class term be reproduced.

3. There may be no more than nine (9) instances of multiple copying for one (1) course during one (1) class term.

4. The limitations listed above do not apply to current news periodicals, newspapers and current news sections of other periodicals.

A library or archive may reproduce one (1) copy or recording of a copyrighted work and distribute it if:

1. Reproduction or distribution is made without any purpose of direct or indirect commercial advantage.

2. Collection of the library or archives is open to the public or is available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field.

3. Reproduction or distribution of a work includes a notice of copyright.

Copies of materials for face-to-face teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

Photocopy Machine Notice

The following notice is required to be displayed on or near all library or archival equipment capable of duplicating copyrighted materials. This notice must be visible to anyone using the device:

> NOTICE: The copyright law of the United States (Title 17, U.S. Code) governs duplicating copyrighted materials. The person using this equipment is liable for all infringement.

Prohibited Copies

The law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. **Consumable works** include: workbooks, exercises, standardized tests, test booklets and answer sheets.

Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals; nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority," and students cannot be charged more than the actual cost of photocopying.

Musical Works

The following minimum guidelines apply to reproductions of musical works. Reproductions may be made for:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies are substituted in due course.

2. For academic purposes other than performance:

    a. Multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria; but in no case more than ten percent (10%) of the whole work. The number of copies may not exceed more than one (1) copy per student.

    b. A single copy of an entire performance unit (section, movement, aria, etc.) that is confirmed by the copyright proprietor to be out of print, or unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his/her scholarly research or in preparation to teach a class.

3. Printed copies that have been purchased may be edited or simplified, provided the fundamental character of the work is not distorted or the lyrics altered or lyrics added if none existed.

4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the district or individual teacher.

5. A single copy of a sound recording, such as a tape, disc, cassette or sound file, of copyrighted music may be made from sound recordings owned by the district or an individual teacher for the purpose of constructing aural exercises or examinations; and they may be retained by the district or individual teacher. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.

Juke boxes must be licensed, and a certificate of license must be displayed on each machine.

Off-Air Recordings

Broadcast programs may be recorded off-air simultaneously with broadcast transmission, including simultaneous cable transmission, and retained by the district for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately.

Off-air taping of broadcast programs is permitted by educational institutions for programs broadcast to the general public. Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher.

Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

Off-air recordings need not be used in their entirety, but they may not be altered from their original content and may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Videotapes/Video Discs/Audiovisual Delivery Devices

A library, archive, or media center may reproduce one (1) copy of a recording of a copyrighted work and distribute it in accordance with provisions of law.

Recorded copies of copyrighted programs owned by a staff member or another person, or a copy of a rental program, are considered illegally made and may not be used for instructional purposes unless its use meets the fair use test.

Rental videocassettes, DVD's, video files and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.

Multimedia use of copyrighted material falls under the guidelines of the medium being used, such as computer, video, or audio.

Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment.

Distance Learning

Distance learning is subject to copyright guidelines if copyrighted material is copied or recorded during a transmitted lesson.

The district will limit the transmission of copyrighted materials to students enrolled in a particular course, to the extent technologically feasible.

Students will be notified that materials used in connection with a course may be subject to copyright protection.

Technological measures will be applied to ensure that copyrighted material is accessible to recipients only as long as class is in session.

The district will not interfere with technological measures used by copyright owners to prevent unauthorized retention or dissemination.

Computer Software

Copies of software, including those downloaded via modem, other than public domain software, cannot be made without the permission of the vendor or copyright owner.

Illegal copies of copyrighted programs may not be made or used on school equipment.

A computer program may be legally copied only for the following reasons:

1. It is created as an essential step in the use of the computer program, such as automatic copying into memory when a program is loaded.

2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory.

Backup or archival copies may not be used simultaneously with the original program.

Copying a copyrighted program from a computer hard drive to a disc or server file for use as an additional copy is illegal.

Networking computer software is illegal if the legal multiple user or site licenses have not been acquired from the vendor or copyright owner. **Networking** is the use of a single program in a single computer that is connected to other computers, permitting the program to be used simultaneously in more than one (1) computer.

Reproduction of original computer software manuals is illegal, and copying must abide by the fair use guidelines.

The district will provide expenditures for software as a budgetary item. Priority will be given to software that supports and/or is critical to curriculum or operating needs. All other software will be purchased if reasonable need is established and/or financial resources allow such purchase.

Renting or leasing original copies of software by individuals without the express permission of the copyright owner is illegal.

District staff must register all software, including software downloaded from the Internet, with the designated technology staff. Staff must provide the title, manufacturer and license number of the software.

Internet/Online Materials

The district does not condone the illegal or inappropriate use of materials subject to copyright protections that are available through online systems and services that the district makes available to users. Employees and students must be aware of the copyright protections afforded to online materials and that violations of these protections may result in significant penalties. The fair use doctrine applies to online and Internet use.

Users may not circumvent technology intended to block access to copyrighted work.

Board policies and administrative regulations, as well as Internet Service Provider agreements, and local, state and federal statutes and regulations concerning the use of computing facilities, including copyright protections, must be followed by students and employees.

Students and employees must adhere to Board policies, administrative regulations and federal and state laws and regulations when digitally creating, manipulating and distributing content.

Web Publishing

Copyright law applies to images, graphics and words placed on the web in any form, multimedia and otherwise, or in distributing projects to others over electronic networks.

When publishing to the web, students and employees will:

1. Document sources.

2. Obtain permission from the copyright holder.

3. Check to see if the source is in the public domain or available for free use; for example, government agencies at .gov websites.

4. Use their own graphics with original art or digital pictures.

Students and employees must not link to another website and represent the other website as their content, whether by deep-linking, framing or any other means.

Students and employees must notify the technology department about any infringing material contained on the school's website. Additionally, the designated person must respond to complaints and remove/disable materials that infringe the copyrights of others.

Users' Internet services may be terminated for copyright infringement, and other disciplinary action may be taken. The district reserves the right to report any copyright infringement by a student or employee to the Internet Service Provider, and local, state or federal authorities.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

814-AR-1. COPYRIGHT PERMISSION

The following copyright contact information is provided to assist staff members in complying with copyright requirements. Staff members should contact the district's designated employee for additional information or assistance.

Book Excerpts Or Journal Articles

Copyright Clearance Center, CCC Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone 978-750-8400, www.copyright.com.

Images

Artists Rights Foundation, 7920 Sunset Boulevard, Suite 260, Los Angeles, CA 90046, Phone 323-436-5078, www.artistsrights.org.

American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone 215-451-2767, www.asmp.org.

Other professional photography organizations.

Articles In Periodicals, Magazines, Or Newspapers

UnCover, The UnCover Company, 3801 East Florida Avenue, #200, Denver, CO 80210, Phone 303-758-3030. UnCover handles rights for the Publication Rights Clearinghouse, a collective licensing agency representing such writers' groups as: The National Writers Union, National Office, 113 University Place, 6th Floor, New York, NY 10003, Phone 212-650-7616, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone 323-782-1010, www.scbwi.org, among others.

Musical Works

ASCAP, One Lincoln Plaza, New York, NY 10023, www.ascap.com.

BMI, Broadcast Music Incorporated, 320 West 57th Street, New York, NY 10019-3790, Phone 212-586-2000, www.bmi.com.

SESAC, 55 Music Square East, Nashville, TN 37203, Phone 615-320-0055, www.sesac.com.

To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact:

The Harry Fox Agency, Inc., National Music Publishers Association, 711 Third Avenue, 8th Floor, New York, NY 10017, Phone 212-834-0100, www.nmpa.org.

Music Research Consultants' web page, 8344 Kirkwood Drive, Los Angeles, CA 90046, Phone 323-650-7616, www.musicresearch.com, contains links to publishers, record labels, music rights agencies, and more.

Plays And Dramatic Works

Samuel French, Inc., 45 West 25th Street, NY, NY 10010-2751, Phone 212-206-8990, www.samuelfrench.com.

Anchorage Press Plays, 617 Baxter Avenue, Louisville, KY 40204-1105, Phone 502-583-2288, www.applays.com.

Baker's Plays, 45 W. 25th Street, New York, NY 10010, Phone 212-255-8085, www.bakersplays.com.

Dramatists Play Service, Inc., 440 Park Avenue South, New York, NY 10016, Phone 212-683-8960, www.dramatists.com.

News Archives

Check the World Wide Web; many of the largest news organizations have placed archives of their back issues online.

Movies

The Motion Picture Licensing Corporation, www.mplc.com, grants public performance rights. If known, the producer may also be contacted directly.

Software

Contact the software's manufacturer at the address given on the licensing agreement.

Written Permission

Once the copyright owner is identified, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope.

Changed Owner

The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, www.copyright.gov, provides online searching of its registration records and performs professional searches for a fee.

Confirming Permission

Whenever it is unclear who the owner is, or if the owner is a legal entity (business or organization), be sure that the person giving permission is authorized to do so.

Unidentifiable Or Unresponsive Owner

If the publisher or copyright owner is unknown, The Literary Marketplace, for books, (www.literarymarketplace.com) or Ulrich's International Periodicals, for journals, (www.ulrichsweb.com) may help.

University of Texas at Austin's Harry Ransom Humanities Research Center (www.utexas.edu) provides helpful information about how to find copyright owners.

A copyright protects materials regardless of whether the owner cares about protection or not; therefore, if required permission cannot be obtained, the work may not be used.