

TITLE: FACILITIES PLANNING

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

701. FACILITIES PLANNING	
1.Purpose	Strategic planning is desirable and is required by State Board of Education regulations. Community involvement is an important part of such a process. Facilities planning is a primary component of long range planning.
2.Authority SC 1351	The Board shall conduct a census of all the children from birth to eighteen years living in the district. The Board will employ as many enumerators as may be necessary for that purpose.
SC 1351	Information gathered in the census shall include for each child the name and address of his/her parents or guardians, the name and location of the school in which the child is or could be assigned, the name and address of any employer of a child under 18, the child's name, date of birth, age, sex, nationality, address, and such other information as the Board may require to operate the district efficiently and fairly.
3.Delegation of Responsibility	In order to inform the Board of the future needs of the district, the Superintendent shall prepare a written description of existing physical facilities and shall:  annually report to the Board on number of resident pupils attending private school by grades;  report to the Board on the enrollment by grades during the school year;  estimate each spring the number of students who will be enrolled in the schools of the district in September of the year for which the estimate is made; and  prepare student population projections every year and compare the actual population figures to the previously projected figures to detect early for the benefit of the Board any changes in population trends.
SC 701, 704	In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those

701. FACILITIES PLANNING - Pg. 2

<p>School Code 1351, 701, 704</p> <p>PA Code Title 22 Sec. 5.203</p> <p>Federal Regulations P.L. 94-142 45 CFR 84</p>	<p>needs.</p>
---	---------------

# Cameron County School District

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

	<b>702. GIFTS, GRANTS, DONATIONS</b>
1.Purpose	The Board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.
2.Authority SC 216	<p>The school district as a publicly supported institution may, by action of the Board, accept gifts, grants, donations, and title of property.</p> <p>Presentation of memorials or other awards shall be fittingly recognized by the Board. Such recognition shall in no case be considered as a testimonial or endorsement by the district of a produce or business enterprise.</p> <p>The Board shall in all cases recognize receipt of gifts or donations.</p>
School Code 216	

# Cameron County School District

TITLE: EXTRACURRICULAR AND ACADEMIC AWARDS

ADOPTED: January 17, 2008

REVISED:

<p>Purpose</p> <p>Guidelines</p>	<p style="text-align: center;">702.1 EXTRACURRICULAR ACTIVITY AWARDS</p> <p>In order to promote and recognize excellence demonstrated by students enrolled in the district, the Board shall honor notable achievements of individuals/teams who have distinguished themselves in academic and/or interscholastic competitions. Recognition may include plaques, pictures, or commemorative banners to remain on display at the school.</p> <p>Cameron County School District Appreciation shall be expressed in the form of a plaque to be mounted in an area designated for the placement of each plaque. The plaques must meet the following guidelines:</p> <ol style="list-style-type: none"><li>1. Jr. High pictures must be 8" x 10" with an 11" x 14" frame. Varsity pictures must be 11" x 14" photo with a 16" x 20" frame.</li><li>2. Plaque must be 8-1/2" x 11", other than academic plaques..</li><li>3. Walnut with brass trim.</li><li>4. No pictures will be placed on plaque.</li><li>5. Championship teams (state, district, etc.) or individuals reaching state level.</li><li>6. Jr. High non-defeated teams.</li><li>7. School Board must approve purchase and placement.</li><li>8. Banners???</li></ol>
----------------------------------	--

TITLE: SANITARY MANAGEMENT

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 701</p> <p>3.Delegation of Responsibility</p> <p>School Code 701</p>	<p style="text-align: center;">703. SANITARY MANAGEMENT</p> <p>The Board recognizes that the health and physical wellbeing of the students of this district depend in large measure upon the cleanliness and sanitary conditions of the school premises.</p> <p>The Board directs that a program of sanitary management be instituted in the schools and explained periodically to all staff members.</p> <p>The Board directs that standards be maintained that meet the requirements set forth by the Pennsylvania Department of Health, Department of Labor &amp; Industry and any local agency which has jurisdiction.</p> <p>The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds and school equipment pursuant to statute, rules of the State Board, and regulations of the local and State Boards of Health and the Department of Labor &amp; Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the building principal.</p> <p>Teachers shall be responsible for the general condition of their classroom.</p> <p>Principals shall inspect facilities at least once per month in the company of the head custodian and report any conditions which may threaten the comfort, health or safety of occupants to the Superintendent.</p>
---	--



TITLE: SAFETY

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

	<b>705. SAFETY</b>
1.Purpose	The Board directs that the facilities of this district shall be maintained and operated in a safe condition.
2.Authority SC 510	The Board directs that there shall be developed, published and posted rules for safety and the prevention of accidents. These rules shall provide for instruction of students and staff in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.
3.Delegation of Responsibility	The Superintendent shall prepare rules governing school safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable regulations of various departments of State government.
School Code 510, 1518	

TITLE: PROPERTY RECORDS

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

706. PROPERTY RECORDS	
1.Purpose	The Board directs that adequate property records and inventory records be maintained on all land, buildings and physical property under the control of the district.
2.Authority	The Board directs that a complete inventory be maintained by physical count of all district-owned equipment. It further directs that property records be maintained of all buildings and grounds under the control of the district. Such records shall be updated at such intervals as will coincide with property insurance renewal.
3.Definition	For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.
4.Delegation of Responsibility	<p>It shall be the duty of the Board Secretary/Business Manager to ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Board.</p> <p>Property records of consumable supplies shall be maintained on a continuous inventory basis.</p> <p>No equipment shall be removed for personal or nonschool use except in accordance with Board policy.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate school district and equipment identification.</p>





<p>4. Guidelines</p>	<p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application forms to the principal well in advance of the requested event.</p> <p>The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; the date, time and duration of the event; and evidence of organizational liability to limits required by the district guidelines.</p> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"><li>1. Conflict with any school-sponsored activity.</li><li>2. Access to school facilities closed due to renovations, maintenance, cleaning, or Board action.</li><li>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.</li><li>4. The proposed use would prevent or encumber district personnel from preparing facilities for their primary purpose, because of the nature or duration of the activity.</li></ol> <p><u>Limitations</u></p> <p>When individuals and community groups receive permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"><li>1. Individuals shall not use, access or enter upon any portions of the facilities or their contents not specified in the approved written request form and should not interfere with student dismissal procedures.</li><li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li><li>3. Activities must begin after student dismissal on weekdays.</li></ol>
----------------------	--

<p>SC 511</p> <p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<ol style="list-style-type: none"> <li>4. Activities must terminate and all individuals and community group members must exit the school premises within thirty (30) minutes after completion of the event.</li> <li>5. 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 district.</li> <li>6. 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 district.</li> </ol> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons.</li> <li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>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.</li> <li>6. Use of tobacco products.</li> </ol> <p><u>Violations</u></p> <p>The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p>
--	---

707. USE OF SCHOOL FACILITIES - Pg. 4

<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 403.1</p> <p>10 P.S. 311 et seq</p> <p>35 P.S. 1223.5</p>	<p>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 district property, unless otherwise decided by the Board.</p> <p>There may be exceptions upon administrative and board approval.</p>
--	---

707. USE OF SCHOOL FACILITIES - Pg. 5

	Elementary	Secondary
Auditorium / APR / LGI	<u>Woodland</u> \$35 / night. This includes 1 dress rehearsal; additional dress rehearsals are \$20 / night.	\$75 / night. This includes 1 dress rehearsal. Additional dress rehearsals are \$20 / night.
Gymnasium	<u>Woodland</u> \$60 / night. This includes 1 dress rehearsal; additional dress rehearsals are \$20 / night.	\$60 / night. This includes 1 dress rehearsal. Additional dress rehearsals are \$20 / night.
Athletic Field		\$110 / night. Maximum use of lights is 5 hours. \$12 / hour for each additional hour over 5 hours.
Kitchen and Lunch Room		\$90 / night.
Individual Basis Classroom	\$25 / night. \$50/ All day.	\$25 / night. \$50/ All day.
Custodial Services and Cafeteria Employee Services		Current hourly rate. Custodial and Cafeteria / Kitchen assignments will be made by school authorities. If necessary to secure custodial and Cafeteria services for non-school users, the charge will be in addition to the above rates.

TITLE: LENDING OF SCHOOL OWNED  
EQUIPMENT AND BOOKS

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

<p>1.Purpose SC 801 Pol. 707</p> <p>2.Authority</p>	<p style="text-align: center;">708. LENDING OF SCHOOL OWNED EQUIPMENT AND BOOKS</p> <p>Items of district owned equipment shall not be loaned for nonschool use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.</p> <p>Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent and only when such equipment is unobtainable elsewhere.</p> <p>The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.</p> <p>When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for said hire.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal is required for such removal.</p> <p>Removal of school equipment from school property for personal use is prohibited by staff or students.</p>
---	---

TITLE: BUILDING SECURITY

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

	<b>709. BUILDING SECURITY</b>
1.Purpose	<p>The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals.</p> <p>The need for access shall be the underlying principle in determining who shall have keys for access to school properties.</p>
2.Authority	<p>The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after hours access to the facilities of this district.</p>
3.Delegation of Responsibility	<p>Access to school buildings and grounds may be established by the Superintendent in accordance with the following:</p> <p>Unlimited Access - the Superintendent</p> <p>the Superintendent of Buildings or the head custodian</p> <p>Limited Access - Building principals to their assigned building</p> <p>Head building custodians to their assigned building</p> <p>Extracurricular sponsors or supervisors for their area or activity</p> <p>Possession of keys shall be in accordance with the following principles:</p> <p>A log of key assignments shall be maintained by the office of the Superintendent or other designated office.</p> <p>Duplicate keys unassigned shall be maintained in a safe or a secured box.</p>

709. BUILDING SECURITY - Pg. 2

	<p>Individuals assigned keys may not duplicate or loan them.</p> <p>All keys must be surrendered when there is no longer a need or upon request of the Superintendent.</p> <p>The loss of a key must be reported to the Superintendent or his/her designee upon discovery.</p> <p>Overnight key loans may be made by request to the Superintendent or his/her designee.</p> <p>A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.</p> <p>The building custodian on duty shall restrict entry to one controlled point.</p> <p>Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.</p>
--	---

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: December 9, 1993

REVIEWED: December 4, 1995

REVISED:

710. USE OF FACILITIES BY STAFF	
1.Purpose	School equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these guidelines.
2.Authority	<p>All school personnel using the building or school grounds after regular school hours must secure prior permission from the principal. <u>A BUILDING USE CARD</u> must be filled out and signed by the principal or designate.</p> <p>The maintenance personnel have been instructed to refuse anyone entrance to the building or the use of the building unless they have a building use card approved by the principal. This is for the protection of faculty as well as the protection of the maintenance people.</p> <p>The Board specifically prohibits except as authorized in the foregoing paragraph personal use of district telephones, materials, tools, supplies, equipment and district vehicles.</p>

# CAMERON COUNTY SCHOOL DISTRICT

TITLE: TOBACCO USE

ADOPTED: April 19, 2001

REVISED:

711. TOBACCO USE	
<p>1. Purpose</p> <p>35 P.S. 1223.5</p>	<p>The Board recognizes that tobacco use on school property presents a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of school property and students.</p> <p>Moreover, Act 128 of 2000 requires all school districts to implement a zero-tolerance policy on the use of tobacco by all persons in school buildings, school buses, and on school property owned, leased, or under the control of a school district.</p>
<p>2. Definition</p> <p>18 Pa. C.S.A. 6306.1</p>	<p>For purposes of this policy, <b>tobacco</b> shall be defined as a lighted or unlighted cigarette, cigar, pipe, or other smoking product, and smokeless tobacco in any form.</p>
<p>3. Authority</p> <p>35 P.S. 1223.5</p>	<p>The Board henceforth prohibits tobacco use by any person at any time in any school building; and on buses, vans and other vehicles that are owned by, leased by, or under the control of the school district; and on any property owned by, leased by, or under the control of the school district.</p> <p>The Board further prohibits tobacco use by any person at school-sponsored events which are held off school premises.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify the public of the district's tobacco use policy by posted notices, newsletters, or other efficient methods.</p>
<p>5. Guidelines</p> <p>35 P.S. 1223.5 18 Pa. C.S.A. 6306.1</p> <p>SC 1303-A</p>	<p>The school district may initiate prosecution for any violation of this policy (relating to use of tobacco in schools prohibited); and any violator, upon conviction, may be sentenced to pay a fine of no more than fifty dollars (\$50.00) for the benefit of the school district, and pay court costs.</p> <p>Incidents of use of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>

# CAMERON COUNTY SCHOOL DISTRICT

TITLE: INTEGRATED PEST  
MANAGEMENT

ADOPTED: April 17, 2003

REVISED:

716. INTEGRATED PEST MANAGEMENT	
<p>1. Purpose</p>  <p>Title 22 Sec. 4.12 Pol. 102</p>	<p>The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.</p>  <p>The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.</p>
<p>2. Definitions</p>  <p>SC 772.1</p>	<p><b>Integrated Pest Management (IPM)</b> is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.</p> <p><b>Integrated Pest Management Plan</b> is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.</p>
<p>3. Authority</p> <p>3 Pa. C.S.A. Sec.111.21- 111.61 7 Pa. Code Sec. 128 et seq</p> <p>SC 772.1</p>	<p>The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.</p>  <p>The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.</p>
<p>4. Delegation of Responsibility</p>	<p>The Board shall designate an employee to serve as IPM coordinator for the district.</p>

<p>SC 772.1</p>	<p>The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</p>
<p>5. Guidelines</p>	<p>Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> <li>1. Identify pest species.</li> <li>2. Estimate pest populations and compare to established action thresholds.</li> <li>3. Select the appropriate management tactics based on current on-site information.</li> <li>4. Assess effectiveness of pest management.</li> <li>5. Keep appropriate records.</li> </ol>
<p>SC 772.1</p>	<p>When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> <li>1. Posting a pest control sign in an appropriate area.</li> <li>2. Providing the pest control information sheet to all individuals working in the school building.</li> <li>3. Providing required notice to all parents and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.</li> </ol>
<p>SC 772.1</p>	<p>Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.</p>
<p>SC 772.1</p>	<p>The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.</p>