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HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: December 6, 2004

REVISED:

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| <p>1. Authority Title 22 Sec. 4.13 Pol. 100</p> <p>2. Guidelines SC 701, 704</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>SC 707</p> | <p style="text-align: center;">701. FACILITIES PLANNING</p> <p>The Board shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process. Facilities planning is a primary component of strategic planning.</p> <p>When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.</p> <p>Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.</p> <p><u>Construction Project Plaques</u></p> <p>It is the policy of the Highlands School District to install one (1) building construction plaque for all future projects. Plaque to include names of all school directors involved during planning, design, and completion stages in alphabetical order, without designation of Board officers.</p> <p><u>Selling or Disposing of School District Property</u></p> <p>The Board is vested with the necessary power and authority to sell unused and unnecessary lands and property by any of the following methods and subject to the following provisions:</p> <ol style="list-style-type: none"> 1. Selling or the disposition of real estate (land and buildings) shall be in accordance with law that requires the disposition of real estate to be arranged through public auction, upon sealed bids requested by the School Board, or by a court approved sale. |
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HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: December 6, 2004

REVISED:

| 702. GIFTS, GRANTS, DONATIONS | |
|------------------------------------|---|
| 1. Purpose | The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools. |
| 2. Authority SC 216 | The Board has the authority to accept gifts and donations made to the school district or to any district school. |
| SC 216 | The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district. |
| SC 216 | Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties. |
| SC 216 | The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. |
| SC 216 | The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program. |
| SC 216 Pol. 706 | In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning. |
| SC 216 Pol. 706 | All gifts shall be recorded in the appropriate inventory listing and property records. |
| 3. Delegation of Responsibility | The Superintendent or designee shall: <ol style="list-style-type: none"> 1. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds. |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: December 6, 2004

REVISED:

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| <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 safeguarding the health and physical well-being of district students depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.</p> <p>The Board directs that a program of sanitary management shall be maintained in all district buildings and explained periodically to staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.</p> <p>All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to statute, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the Supervisor of Building and Grounds.</p> <p>Teachers shall be responsible for the condition of their classrooms.</p> <p>Principals and the Supervisor of Building and Grounds shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.</p> |
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HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: ASBESTOS ABATEMENT

ADOPTED: December 6, 2004

REVISED:

| 705.1. ASBESTOS ABATEMENT | |
|---------------------------|--|
| 1. Purpose | <p>It is the policy of the Highlands School District to maintain asbestos-containing materials in a state to prevent any risk to building occupants.</p> |
| 2. Authority | <p>The Highlands School District will closely monitor, by a certified employee of the school district, conditions of surface asbestos-containing material and miscellaneous asbestos-containing materials. The district will follow state, federal and local laws, and have building re-inspections every three (3) years by a qualified asbestos contractor. Records will be kept by the school district.</p> |
| 3. Guidelines | <p>Damage to friable surfacing material and/or damage causing friable miscellaneous asbestos material will be repaired or removed immediately and the area decontaminated.</p> <p>The district will refrain from the purchase or installation of any new asbestos-containing materials for the district's buildings.</p> <p>The district shall commit the necessary funds to maintain all of the above and any other necessary measures for future asbestos abatement and containment.</p> <p>The district shall indemnify the members of the Board and all district employees, and hold them harmless from any and all loss, cost, expense claim, action, suit or proceeding, of whatever nature or kind, arising out of or relating to any good faith action taken in conjunction with any asbestos programs and procedures of the Highlands School District.</p> <p>All asbestos records shall be kept on file indefinitely in the Business Office of the Administration Building.</p> <p>Highlands School District is responsible for adequate training every year for its custodial/maintenance staff, as per state and federal laws.</p> |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: December 6, 2004

REVISED:

| 705. SAFETY | |
|---------------------------------|---|
| 1. Purpose | The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors. |
| 2. 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 protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools. The safety program must assure compliance with federal and state regulations and guidelines. |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government.</p> <p>The Superintendent or designee shall:</p> |
| SC 1518 | 1. Ensure curriculum to instruct students in safety and fire prevention. |
| SC 1518 | 2. Provide required drills to instruct students in safety procedures. |
| | 3. Review and evaluate annually district safety rules and plans. |
| | <p>An effective safety program must provide the staff with an awareness and commitment to promote a safe and healthy environment. The staff must strictly adhere to all aspects of the safety program. Inservice activities must be provided to all staff to develop a consistent and viable program.</p> <p>Administrators shall inform all staff and students of school safety rules at the beginning of the school year.</p> |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY
 TITLE: PROPERTY RECORDS
 ADOPTED: December 6, 2004
 REVISED:

| 706. PROPERTY RECORDS | |
|---------------------------------|--|
| 1. Purpose | The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control. |
| 2. 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. |
| 3. Delegation of Responsibility | It shall be the responsibility of the Business Manager 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. |
| 4. Guidelines Pol. 708, 710 | <p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p>All principals or designees shall submit to the Administrative Center an inventory of all equipment, supplies and other materials in their possession at the close of the school year.</p> <p>Principals shall inventory all office equipment and supplies in their buildings at the close of the school year.</p> <p>An inventory shall be conducted of all cafeteria supplies and materials monthly and at the close of the school year.</p> <p>All maintenance and custodial supplies are to be inventoried by the Supervisor of Buildings and Grounds or designee and submitted to the Administrative Center at the close of the school year.</p> <p>All supplies and materials held in the central warehouse shall be inventoried monthly and at the close of the fiscal year.</p> |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: December 6, 2004

REVISED:

| 707. USE OF SCHOOL FACILITIES | |
|---------------------------------|---|
| 1. Purpose | <p>The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p> |
| 2. Authority | <p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> 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; but such use shall be non-exclusive and open to the public without charge. 3. Polling places for holding primaries, elections and special elections as permitted or required by state law. 4. Recreation, physical training and athletics, including competitive athletic contests for children and adults. <p>No religious services shall be held in or on any of the facilities of Highlands School District by an outside group.</p> |
| SC 775 | <p>The Board shall establish a schedule of fees for the use of school facilities by approved groups. The Board reserves the right to approve the use of school facilities by nonschool groups for whose activities an admission is charged.</p> |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: December 6, 2004

REVISED:

| 708. LENDING OF EQUIPMENT AND BOOKS | |
|--|--|
| <p>1. Purpose SC 801 Pol. 707</p> | <p>The Board directs that district-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.</p> |
| <p>2. Delegation of Responsibility</p> | <p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.</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>3. Guidelines</p> | <p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal.</p> |
| <p>SC 804</p> | <p>School books may be used by students during vacations when permission is granted by the building principal.</p> |
| <p>School Code 801, 804</p> | |
| <p>Board Policy 707</p> | |

SECTION: PROPERTY
 TITLE: BUILDING SECURITY
 ADOPTED: December 6, 2004
 REVISED:

HIGHLANDS SCHOOL DISTRICT

| 709. BUILDING SECURITY | |
|---------------------------------|---|
| 1. Purpose | The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft. |
| 2. Delegation of Responsibility | <p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.</p> |
| 3. Guidelines | <p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Superintendent and Assistant Superintendent. 2. Board Secretary. 3. Supervisor and Assistant Supervisor of Buildings and Grounds. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Director of Management, Information & Technology. 2. Principals to assigned building. 3. Custodians to assigned building. |

SECTION: PROPERTY
TITLE: USE OF FACILITIES BY STAFF
ADOPTED: December 6, 2004
REVISED:

HIGHLANDS SCHOOL DISTRICT

| 710. USE OF FACILITIES BY STAFF | |
|---------------------------------|--|
| 1. Authority | <p>The Board establishes that 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.</p> <p>The Board specifically prohibits personal use of district telephones; personal use of materials, tools, supplies and equipment; and personal use of district vehicles.</p> |
| 2. Guidelines | <p>District facilities and equipment are available for staff use only if:</p> <ol style="list-style-type: none"> 1. In accordance with provisions of an applicable collective bargaining agreement. 2. Such use is clearly within the authorization granted in Board policy. 3. Prior approval has been granted by resolution of the Board, i.e. a school-assigned vehicle. 4. Temporary approval has been granted by the Superintendent and reported to the Board. 5. A personal emergency exists in which life or property is endangered. 6. A valid use of facilities permit has been issued. |
| Pol. 707, 708 | |
| Pol. 707 | |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: REWARDS

ADOPTED: December 6, 2004

REVISED:

| 713. REWARDS | |
|------------------------------------|---|
| 1. Authority SC 777 | <p>The Board adopts this policy to reward any person who provides information that aids in the conviction of a person for defacing, injuring, or destroying property used for school purposes.</p> |
| 2. Guidelines | <p>A reward of \$100.00 will be paid to anyone who provides information aiding in the conviction of any person violating Section 777 of the Public School Code, or who violates any provision of Title 18, Crimes and Offenses, of the Pennsylvania Consolidated Statutes, if the violation occurs on school property or property utilized for school purposes.</p> <p>An additional amount may be awarded by the Board not to exceed, when added to any amount paid above, the sum of \$1,000.00.</p> <p>The amount or amounts to be paid shall be determined as follows:</p> <ol style="list-style-type: none">1. The payment shall be solely at the discretion of the Board.2. The amount shall be determined after consideration of the following:<ol style="list-style-type: none">a. The value of the information in leading to an arrest and conviction.b. The amount of the damage to the property of the school district.c. The amount of damages recovered from the Defendant or Defendants or from any insurance claim. |
| 3. Delegation of Responsibility | <p>The Board, administration and district employees shall make every effort to protect the confidentiality of anyone providing information.</p> |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY
TITLE: USE OF FAX MACHINES
ADOPTED: December 6, 2004
REVISED:

| 715. USE OF FAX MACHINES | |
|---------------------------------|---|
| 1. Purpose | FAX communications allow for instant communication similar to telephone conversations and also create a permanent record. |
| 2. Authority | FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, secure handling, time and place of receipt, and use of FAX documents are of utmost concern to the Board. |
| 3. Delegation of Responsibility | The Superintendent or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential. |
| 4. Guidelines | All FAX messages sent shall be accompanied by a transmittal sheet that includes the school district's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet. |

HIGHLANDS SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: December 6, 2004

REVISED:

| 716. INTEGRATED PEST MANAGEMENT | |
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| <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>Integrated Pest Management (IPM) 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>Integrated Pest Management Plan 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 Title 7 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 Superintendent shall designate an employee to serve as IPM coordinator for the district.</p> |

HIGHLANDS SCHOOL DISTRICT POLICY MANUAL

This Index is designed to direct the reader to the individual Section(s) dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

Example: Employment Contract includes Administrative, Professional and Classified Employees

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| 35 P.S. 11301 | = | Purdons Pennsylvania Statutes |
| P.L. 93-380 | = | Federal Statutes |
| 45 CFR 99 | = | Code of Federal Regulations |
| C.S.A. | = | PA Consolidated Statutes Annotated |
| Pol. 116 | = | Board Policy Reference |