

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: November 19, 2003

REVISED:

701. FACILITIES PLANNING	
<p>1. Authority Title 22 Sec. 4.13 Pol. 100</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>2. Delegation of Responsibility</p>	<p>In order to inform the Board of the district's future needs, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Prepare a written description of existing physical facilities. 2. Annually report to the Board on the number of new residential units approved or planned. 3. Report to the Board on the enrollment by grades during the school year annually. 4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made. 5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.
<p>3. Guidelines SC 1351</p>	<p>Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be assigned; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, address; and other information the Board may require to operate the district efficiently and equitably.</p>
<p>SC 701, 704</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>

701. FACILITIES PLANNING - Pg. 2

<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 701, 704, 1351</p> <p>PA Code Title 22 Sec. 4.13</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>Board Policy 100</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>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: November 19, 2003

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. Counsel potential donors on appropriateness of gifts.

702. GIFTS, GRANTS, DONATIONS - Pg. 2

<p>School Code 216</p> <p>Board Policy 706</p>	<ol style="list-style-type: none">2. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.3. Report to the Board all gifts accepted on behalf of the Board.4. Prepare appropriate means for recognizing or memorializing gifts.
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: November 19, 2003

REVISED:

703. SANITARY MANAGEMENT	
1. Purpose	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.
2. Authority SC 701	<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>
3. Delegation of Responsibility	<p>It shall be the responsibility of the maintenance department to keep all buildings and grounds in a clean, well-groomed, and attractive state at all times in order to provide a healthful and attractive setting for the educational program.</p> <p>All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Maintenance Supervisor 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>Teachers shall be responsible for the condition of their classrooms.</p> <p>Principals shall inspect facilities at least once per month, and report to the Maintenance Supervisor or designee any conditions that may threaten the comfort, health or safety of occupants.</p>
School Code 701	

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: November 19, 2003

REVISED:

704. MAINTENANCE	
1. Purpose	Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.
2. Authority SC 701	The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Critical spare parts inventory. 3. Equipment replacement program. 4. Long-range plans for building modernization and conditioning. <p>The Superintendent or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.</p> <p>Each building principal, in conjunction with the Maintenance Supervisor, shall conduct a physical inspection of the building on a regular basis and return a written report to the Superintendent or designee as to the findings of that inspection.</p> <p>The Superintendent shall report to the Board regarding the current maintenance and improvement program.</p>
School Code 701	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: November 19, 2003

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.
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.
	Administrators shall inform all staff and students of school safety rules at the beginning of the school year.
	Any unsafe condition or practice noticed by an employee shall be reported to the proper administrator immediately for correction.
	The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities.

School Code
510, 1518

77 P.S.
Sec. 1038.2

Board Policy
805

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY
 TITLE: PROPERTY RECORDS
 ADOPTED: November 19, 2003
 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 at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	<p>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.</p> <p>The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> 1. Description and identification. 2. Manufacturer. 3. Location. 4. Condition and depreciation. 5. Current valuation, in conformity with insurance requirements. <p>Programs shall be developed for systematic replacement of obsolete or old equipment. Disposal of obsolete or old equipment shall be the responsibility of the Business Manager.</p>
4. Guidelines	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.

706. PROPERTY RECORDS - Pg. 2

<p>Pol. 708, 710</p>	<p>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>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 19, 2003

REVISED:

707. USE OF SCHOOL FACILITIES	
1. Purpose	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 in accordance with this policy, provided the use does not interfere with the educational program of the schools.
2. Authority SC 775	The Board shall establish a schedule of fees for the use of school facilities by approved groups.
3. Delegation of Responsibility	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.
4. Guidelines	<p>Permission for use of the auditorium, classrooms, libraries, cafeteria, gymnasiums, and other school facilities must be requested in writing on the approved district form and submitted to the building principal. Requests for the use of school facilities shall be approved by the Superintendent or his/her designee.</p> <p>Requests for use of the school facilities must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.</p> <p>Along with the request for use of the school facilities, the individual or group must submit the following:</p> <ol style="list-style-type: none"> 1. Payment of the specified rental fee. 2. Evidence of organizational liability to limits required by district guidelines. 3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

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

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a district program.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, and the use is approved by the Board.

Limitations

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

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. All activities must terminate and all individuals and community group members must exit the school premises by the time specified in the approved written request form.
4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.

5. If decorations are used, they must be removed immediately after the event so that normal school activities will not be disrupted the following day.
6. If the gymnasium is used by individuals or community groups, gym shoes must be worn on the playing floor at all times.
7. School equipment used in conjunction with requested facilities shall be identified when the request form is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
8. No outside equipment shall be brought in without the permission of the building principal.
9. No usage of school facilities is permitted on Sunday unless specifically approved by the School Board.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
3. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
4. 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.
5. Use of tobacco products.

10 P.S. 311 et seq

20 U.S.C.
Sec. 7181 et seq
35 P.S. 1223.5

35 P.S. 1223.5

The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.

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

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

Fee Schedule

The following rental fees shall be charged to outside organizations:
(Current fees may be increased on an annual basis at the discretion of the Board.)

1. Those charging an admission fee: Clarion-Limestone High School auditorium and gymnasium - \$200.00 for each five (5) hour session or part thereof plus time and one-half for use of district personnel. The minimum number of personnel will be one (1) member of the maintenance or custodial staff.
2. Those not charging an admission fee: Clarion-Limestone High School auditorium and gymnasium - \$75.00 for each five (5) hour session or part thereof plus time and one-half for use of district personnel. The minimum number of personnel will be one (1) member of the maintenance or custodial staff.
3. Use of a classroom - \$20.00 for each five (5) hour session or part thereof.
4. Use of the Clarion-Limestone High School cafeteria - \$100.00 for each five (5) hour session or part thereof plus time and one-half for cafeteria personnel required to be on duty.
5. A fee of \$10.00 for each five (5) hour session or part thereof shall be charged for use of the public address system.
6. Use of the multi-purpose rooms - \$40.00 for each five (5) hour session or part thereof plus time and one-half for use of district personnel.

No charge shall be made to the following:

1. Clarion-Limestone Area Education Association.
2. Clarion-Limestone Association of School Service Personnel.
3. Parent-Teacher groups.

4. Alumni groups.
5. School class meetings.
6. Groups sponsored through the school extracurricular program.

Use of Athletic Field

Requests for the use of the athletic field will not be accepted for any Sunday events.

Each organization granted use of the field must provide adequate police protection, its own ticket takers, and other personnel necessary to properly conduct the event.

No concessions will be permitted on the field during any event, except those operated by school organizations or organizations approved by the Board.

A fee of \$200.00 for each five (5) hour session or part thereof will be charged for use of the field plus time and one-half for use of district personnel. The minimum number of personnel will be one (1) member of the maintenance staff.

Use Of Cafeteria

Cafeteria personnel and facilities may be available for special school or community events when such events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.

The cafeteria kitchen shall not be used by any group or organization unless an authorized employee is in charge.

School cafeterias are established for the benefit of district students and shall not be available to the public, except under the following conditions:

1. Banquets or special meals may be served to professional education groups or to school-related organizations.
2. Any loan of cafeteria equipment to individuals or outside organizations shall be by specific approval of the Board, following the Superintendent's consultation with the Food Service Director.

Pol. 708

707. USE OF SCHOOL FACILITIES - Pg. 6

School Code
511, 775

PA Code
Title 22
Sec. 403.1

10 P.S. 311 et seq

35 P.S. 1223.5

20 U.S.C.
Sec. 7181 et seq

20 U.S.C.
Sec. 7905



Book	Policy Manual
Section	700 Property
Title	Athletic Facilities Advertising
Code	707.1
Status	Active
Adopted	December 7, 2015

Purpose

The Board recognizes that public schools provide for a potential market for commercial activities. Yet, it is important the district protect students and parents/guardians from exploitation and ensure commercial activities do not interfere with the educational program. The Board recognizes that in certain instances and with certain limitations, it may be in the best interest of the district to enter into sponsorship and advertising relationship with outside entities for a fixed period of time. Furthermore, the Board acknowledges that district facilities are publicly funded and that students and school personnel should be shielded from overt commercial activity, particularly in the classroom environment. Consequently, the Board recognizes that entering into sponsorship and advertising arrangements, which involve use of school district facilities or in any way impact students and school personnel, involves ethical and legal issues that must be addressed. The purpose of this policy is to provide procedures and guidelines for permitting sponsorship and advertising in a manner which is supportive of the school district's overall mission of enhancing curricular and extracurricular activities, while protecting the interests of the district, its students and personnel.

Definition

For the purpose of this policy, the term **athletic facilities** shall mean the interior and exterior of the district athletic stadium, any outdoor athletic fields, including backstops, dugouts and bleachers located on district property, gymnasiums within district buildings and any athletic scoreboards upon or within such facilities.

Authority

The Board authorizes advertising and the establishment of parameters which govern advertisements on or in the athletic facilities of the district.

Rules and regulations resulting from negotiations with prospective advertisers concerning proposals for fees for advertising and the size, location and content of advertisements shall require Board approval.

All school district advertising fees shall be subject to prior Board approval.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and implementing Administrative Regulations governing athletic facilities advertising, which includes the following:

1. Specification(s) for authorized athletic facilities signs, including the material, composition, colors, wording, size, appearance and duration of such signs.
2. The number and location of signs eligible to be posted at the district's athletic facilities, so as to minimize distractions for athletes and spectators who use the facility for athletic events, for aesthetics, or for any other reason at the district's discretion.[1]
3. Evaluation, approval and/or disapproval of all requirements involving requests for athletic field advertising.
4. Negotiation with prospective advertisers concerning fee proposals for athletic facilities advertising and the size, location, duration, and content of such advertisements.

Guidelines

Signs and advertising opportunities in the district shall be subject to certain parameters, in keeping with contemporary standards of good taste, and shall seek to model and promote positive values for students, staff and the educational mission of the district. In keeping with such standards, advertising shall not be permitted which reflects the following:

1. Promotes hostility, disorder and/or violence.
2. Attacks groups based on discriminatory bias.
3. Is libelous, defamatory, obscene, lewd, vulgar or profane.
4. Invades the rights or privacy of others.
5. Inhibits the functioning of the schools.
6. Overrides the school's identify.
7. Supports, favors or opposes the candidacy of any candidate for election, or any public question submitted at any general, county, municipal or school election.
8. Promotes the use of weapons, drugs, alcohol, tobacco and/or products that is unlawful.
9. Materially and substantially interferes with, or may be disruptive to, the educational process or the requirements of the appropriate discipline in the school operation.
10. It must not promote any religious or political organization or party.

Student Safeguards

Postings on any signage associated with the athletic program shall not contain the name or any other piece of information that may reveal the identity of a particular student where that student is shown in a picture as part of a group. Pictures of individual students with individually identifiable information shall only be posted when prior written parental permission has been given.

Postings on signage associated with the athletic program shall not include a student's e-mail address, phone number, mailing address, names of other family members, or names of friends.

Decisions on posting student work on signage associated with the athletic program are based on the judgment of the supervising teacher and the Superintendent or his/her designee in charge of receiving and approving or denying requests for postings. Identification of any student in relation to that student's work shall be limited to the student's first name unless prior written parental permission is obtained.

Sign Repairs

Advertisers shall be responsible for all costs and expenses associated with the procurement of approved sign(s). In the event that a sign becomes damaged or requires repair, it shall be the sole and exclusive responsibility of the district to repair or remove it.

In the event the district becomes aware of a sign requiring repair or removal, the district shall remove the sign within seventy-two (72) hours of notification to the responsible advertiser.

The advertiser shall indemnify and hold the district harmless from any claims, including those for bodily injury and intellectual property right infringement, arising out of the erection, presence, maintenance and removal of the advertiser's sign on district property.

Legal 24 P.S. 510
 24 P.S. 511
 Pol. 000
 1. Pol. 707

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: November 19, 2003

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
1. Purpose SC 801 Pol. 707	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.
2. Delegation of Responsibility	<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 Superintendent/building principal or Maintenance Supervisor.</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. The district may, at its discretion, require full replacement of a similarly valued item or assign a monetary value amount due based upon relevant factors.</p>
3. Guidelines	<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 Superintendent or building principal is required for such removal.</p> <p>Computer hardware and software shall be available for loan over vacation periods to employees who use the technology as part of their district duties. The loan will be made for the purpose of refining personal computer skills, updating data files, learning to use new software, and other job related tasks. Prior approval of the building principal is required for such removal.</p> <p>Removal of school equipment from school property for personal use by staff or students is prohibited.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: November 19, 2003

REVISED:

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 Pol. 707, 708	<p>District facilities and equipment are available for staff use only if such use is clearly within the authorization granted in Board policy, temporary approval has been granted by the Superintendent, a personal emergency exists in which life or property is endangered, or a valid use of facilities permit has been issued.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LIABILITY FOR PERSONAL
PROPERTY

ADOPTED: November 19, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">713. LIABILITY FOR PERSONAL PROPERTY</p> <p>The district will not be responsible for the personal property of students, employees, or other persons while on school property.</p> <p>Articles of a personal nature or articles constituting personal property such as clothing, jewelry, money, radios, eyeglasses, etc., are the responsibility of the student, employee, or any other person while s/he is on school property.</p> <p>Items deemed necessary to the educational program of the district will be furnished by the district to students, employees, and others using school facilities or school property under rules and regulations established by the Board.</p> <p>The district will provide reasonable safeguards for the protection and safekeeping of personal property which may be brought on the school premises.</p>
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: November 19, 2003

REVISED:

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. 2. Board Secretary. 3. Supervisor of Buildings and Grounds. 4. Head custodian. 5. Athletic Director. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building principals to assigned building. 2. Assistant principals to assigned building.

3. Head building custodians to assigned building.

4. Extracurricular sponsors or supervisors for their area or activity.

Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained in the Superintendent's or a designated office.
2. Duplicate keys shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or lend them.
4. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.
5. Loss of a key must be reported immediately to the Superintendent or designee.
6. Overnight key loans may be made by request to the Superintendent or designee.
7. Use of keys for unauthorized purposes will result in surrender of keys.
8. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: November 19, 2003

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	<p>All FAX messages shall be properly logged and stored.</p> <p>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.</p>

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: November 19, 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. Definition</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>3. Authority</p> <p>3 Pa. C.S.A. Sec.111.21- 111.61 Title 7 Sec. 128 et seq</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>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor.</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"> 1. Identify pest species.

2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information.
4. Assess effectiveness of pest management.
5. Keep appropriate records.

The district shall establish and maintain accurate records of all pest management activities, including pest surveillance, structural repairs and modifications, trapping, baiting, and pesticide applications.

All appropriate personnel involved in making pest management decisions shall take part in update training.

Information regarding pest management activities, including pesticide use, shall be available to the public at district administrative offices.

School Code
772.1

PA Code
Title 22
Sec. 4.12

PA Code
Title 7
Sec. 128 et seq

7 U.S.C.
Sec. 136 et seq

Board Policy
102