

TABLE OF CONTENTS

PORT ALLEGANY SCHOOL DISTRICT

700 PROPERTY

701	Facilities Planning
702	Gifts, Grants, Donations, Bequests
703	Sanitary Management
704	Maintenance
705	Safety
706	Property Records
707	Use Of School Facilities
708	Lending Of School Owned Equipment And Books
709	Building Security
710	Use Of Facilities By Staff
712	Hazardous Materials
713	Protection Of Property
715	Use Of FAX Machines

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: June 16, 1998

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 SC 1351	<p>The Board shall annually between March 1 and September 1 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.</p> <p>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.</p>
3.Delegation of Responsibility	<p>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:</p> <ol style="list-style-type: none"> 1. Annually report to the Board on number of resident pupils attending private school by grades. 2. Report to the Board on the enrollment by grades during the school year. 3. 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. 4. Prepare student population projections 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 needs.

Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the handicapped, pursuant to law and regulation.

Sale of Equipment

The Superintendent shall dispose of excess equipment. When possible and reasonable, the equipment shall be advertised for sale and sealed bids requested. When this procedure is not practical, disposal of the equipment shall be by private sale by prices to be fixed by the Superintendent and the appropriate supervisor among the following:

1. Elementary Supervisor
2. Secondary Principal
3. Supervisor of Building and Grounds
4. Supervisor of Food Services

All sales shall be reported to the Board.

Inventories

The Superintendent shall require school building inventories periodically. The inventory shall be used for settling claims due to fire or other loss or for assessing insurance needs as determined by the Industrial Appraisal Company. The inventory shall also be used for determining school needs.

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS,
BEQUESTS

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">702. GIFTS, GRANTS, DONATIONS, BEQUESTS</p> <p>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.</p> <p>2.Authority SC 216 The Board has the authority to accept such gifts and donations as may be made to the school district or to any school in the district.</p> <p>SC 216 The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to adversely affect the district.</p> <p>SC 216 Any gift accepted by the Board or its designee shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.</p> <p>SC 216 The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district.</p> <p><u>Community Involvement</u></p> <p>Community organizations or individuals who wish to provide funds, sponsor trips, purchase equipment, develop playground areas, or contribute in any other way to the total educational program shall contact the Superintendent, who will secure the Board's approval.</p> <p><u>Gifts, Grants, Bequests</u></p> <p>The district will gratefully accept any gifts, grants, or bequests made to the district or any of its students. However, if conditions of the aforementioned are discriminatory due to race, color, religion, sex, or handicap, these gifts shall be unacceptable. No acceptance of a gift or grant shall be construed to be a testimonial or endorsement by</p>
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<p>School Code 216</p>	<p>the school system of a product or business enterprise. All gifts shall be accepted by the Superintendent or, when determined appropriate, by Board action. All accepted gifts, grants, and bequests become school property.</p> <p><u>Memorials</u></p> <p>Memorials for Board members, School Board officers, professional and classified employes who die while in the service of the school district, shall be provided by the school district. Memorials shall be items of an educational nature and shall be placed in prominent places in the schools of the district.</p> <p>Memorials shall be properly identified. The identification shall include the name of the deceased, position in the school system, and period of service.</p> <p>The memorial shall be selected by a committee appointed by the Superintendent and be subject to the approval of the Board.</p> <p><u>Student Aid Fund</u></p> <p>The Board has established the Port Allegany Area Student Loan Fund. The purpose of the Fund is to provide a source of financial assistance which will permit students to continue posthigh school education.</p> <p>In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.</p>
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SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: June 16, 1998

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 & 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 & 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 and report any conditions which may threaten the comfort, health or safety of occupants to the Superintendent.</p>
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SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 701</p> <p>3.Delegation of Responsibility</p>	<p style="text-align: center;">704. MAINTENANCE</p> <p>Adequate maintenance of buildings, grounds and property is essential to efficient management of the district.</p> <p>The Board directs a continuous program of inspection and maintenance of all school buildings and equipment. Wherever possible, maintenance shall be preventive.</p> <p>Principals shall conduct an ongoing inspection of all buildings, equipment, playgrounds, and play ground apparatus to discover conditions which might be dangerous to health, safety, and comfort of the pupils or personnel.</p> <p>Teachers shall be responsible for the safe use of buildings, grounds, and equipment in the classes which they teach, or in the activities for which they are responsible.</p> <p>Employes shall report promptly to the principal any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, and safety of teachers, pupils, or other persons.</p> <p>The maintenance staff is charged with the responsibility of caring for and protecting the facilities. The supervisor of building and grounds shall provide each head custodian and custodial/maintenance person with a daily work schedule and shall be responsible for explaining and directing proper performance.</p> <p>District administrators, appropriate supervisors, the Department of Labor and Industry, and others who are required to inspect shall periodically report the results of their inspections to the Superintendent.</p> <p>Annually, a committee of the Board, the Superintendent, and appropriate supervisor shall tour each facility with the principal and make recommendations for maintenance and repairs.</p>
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School Code 701	
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Port Allegany School District

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: June 16, 1998

REVISED: December 6, 2010

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 prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Ensure curriculum to instruct students in safety and fire prevention. 2. Provide required drills to instruct students in safety procedures. 3. Review and evaluate annually district safety rules and plans. <p>Administrators shall inform all staff and students of safety rules at the beginning of the school year.</p>
SC 1518 SC 1517, 1518 Pol. 805	
4. Guidelines	<p><u>Certified Safety Committee</u></p> <p>A safety committee shall be established to promote the district's goals concerning safe schools.</p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>If the number of members on the safety committee exceeds four (4), the committee</p>
Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2	

shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the safety committee.

It shall be the responsibility of the safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the safety committee members shall meet at least once a month.

The safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of safety committee training.

References:

School Code – 24 P.S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 805

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: June 16, 1998

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 Business Manager to ensure that inventories of equipment are systematical ly 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.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate school district and equipment identification.</p>

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose SC 775</p> <p>2.Authority</p> <p>SC 511</p> <p>Title 22 Sec. 12.9 (g)</p>	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.</p> <p>The Board will provide for the use of school facilities when permission has been requested in writing and has been approved in accordance with the following order of priority:</p> <p>requests by school related organizations</p> <p>requests by nonschool related community activities</p> <p>requests by private interest groups.</p> <p>Indoor and outdoor school facilities may be used by qualifying community groups. To qualify for the use of school facilities, community groups must be committed to those objectives which are consistent with the educational objectives of the school or the improvement of the community. Groups which meet this criteria may be either public or private non-sectarian.</p> <p>Public groups will not be charged for the use of school facilities for meetings or activities which are designed to contribute to the educational, cultural and social welfare of the community or which are intended to raise funds for community betterment.</p> <p>Private groups may use school facilities for events which are designed to raise funds which are to be used for educational, cultural, and social improvement of the whole community.</p> <p>Private groups must pay for the use of facilities for those meetings and activities which are intended for the betterment or entertainment of the group.</p> <p>Fees for the use of school facilities shall be charged according to the fees established</p>
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<p>School Code 511, 775</p> <p>PA Code Title 22 Sec. 12.9</p>	<p>by the Board. The fees do not include wages which must be paid by the group using the facilities to custodial or cafeteria personnel.</p> <p>All requests for the use of school facilities shall be made to the principal of the facility involved. Requests of an unusual or questionable nature shall be submitted to the Superintendent for consideration and disposition. Requests should be made in sufficient time to allow referral to the Superintendent and Board if necessary.</p> <p><u>Helicopter Landing</u></p> <p>Because of a concern for the health of the residents of the school district, the Board designates the high school football field as a backup landing site to the marked helicopter landing situated at the Seneca Highlands Area Vocational-Technical School.</p>
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SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: June 16, 1998

REVISED:

709. BUILDING SECURITY	
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. 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>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> <ol style="list-style-type: none"> 1. A log of key assignments shall be maintained by the office of the Superintendent or other designated office. 2. Duplicate keys unassigned shall be maintained in a safe or a secured box. 3. Individuals assigned keys may not duplicate or loan them.

4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee upon discovery.
6. Overnight key loans may be made by request to the Superintendent or his/her designee.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

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

The building custodian on duty shall restrict entry to one controlled point.

Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

Reporting Loss or Damage

Upon discovery, incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes, shall be reported to the appropriate principal and supervisor, who shall immediately notify the office of the Superintendent.

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: June 16, 1998

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>The facilities and equipment of the district are only available for staff use if such use is clearly within the authorization granted in a policy of the Board.</p> <p>The Board specifically prohibits, except as authorized in the foregoing paragraph, personal use of district telephones, materials, tools, supplies, equipment or vehicles.</p>

SECTION: PROPERTY

TITLE: HAZARDOUS MATERIALS

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose Title 34 Sec. 303 et seq</p> <p>2.Responsibility</p>	<p style="text-align: center;">712. HAZARDOUS MATERIALS</p> <p>The Department of Labor and Industry has promulgated its Worker and Community Right-To-Know Act to ensure that the hazards of chemicals introduced into the workplace and into the general environment are known to employes, their families, and to the general public; and that information is then transmitted to affected employes. Also, it is further declared that availability of detailed information concerning the identity and nature of chemicals to local police, fire and health officials will greatly aid such authorities in responding to local emergencies.</p> <p>Therefore, the Port Allegany School District declares its position to enforce the compliance of the Act. The Superintendent is designated as the appropriate enforcement officer of the District.</p> <p>The District's Worker and Community Right-To-Know Program will be used to make our employes more aware of the safety and health hazards associated with chemical substances used in school facilities.</p> <p>It is the District's desire and belief that the Right-To-Know Program will provide the incentive to improve work practices, increase employe use of personal protective and other safety devices, and to follow precautionary measures when handling or using hazardous chemicals or products containing hazardous chemicals.</p> <p><u>HAZARDOUS CHEMICAL INVENTORY</u></p> <ol style="list-style-type: none"> 1. An inventory will be taken of all chemicals used at the workplace and a determination will be made as to which of those are hazardous chemicals or which may be trade secret. All management supervisory personnel (High School Principal, Elementary Supervisor, Supervisor of Buildings and Grounds, Supervisor of Food Services, and where designated, Department Heads) will have the responsibility of assisting the RightTo-Know Program Officer in compiling this inventory. All District employes will cooperate in this activity. 2. All supervisory personnel will assist the RightTo-Know Program Officer in maintaining a list of all hazardous chemicals used in respective department of areas
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of responsibility, and will make that list available to employees effective December 1, 1986. This list may be supplemented by appropriate Material Safety Data Sheets (MSDS(s)).

3. A master list of all chemicals and MSDS(s) will be maintained in the Superintendent's Office.

4. Supervisory personnel (and all employees) will have the responsibility of reporting to the Right-To-Know Program Officer any container of chemical coming into their area of workplace responsibility which neither appears on their list of chemical substances nor contains a label or other form of identification whatsoever, and of which there is no MSDS on file. The Right-To-know Program Officer will be advised by the supervisor to contact the supplier for the appropriate MSDS and labels. Interim labeling will be the responsibility of the appropriate supervisor of personnel where chemical substance is located.

5. The Right-To-Know Program Officer as supported by the appropriate supervisory personnel will have the responsibility of formulating MSDS(s) and labels for all inhouse use of chemical substances where the appropriate MSDS(s) and/or labels are not in evidence.

CONTAINER LABELING

1. The Business Office shall require, by specific language in purchase orders, that suppliers furnish the appropriate MSDS(s) and appropriate labels of all purchased chemicals or products containing hazardous substances. The Business

Office shall report to the Right-To-Know Officer for appropriate action any supplier refusing or failing to supply the appropriate MSDS(s) or labels.

2. All supervisory personnel shall assure that the hazard identification labels on incoming containers are not removed or defaced. Supervisory personnel shall report any unauthorized removal or defacing of any labels, contrary to District work rules, to the Right-To-Know Program Officer for appropriate action.

MATERIAL AND SAFETY DATA SHEETS (MSDS(s))

1. The Business Office will request MSDS(s) for all purchased chemicals per paragraph 1 above.

a. If not previously obtained, an MSDS will be requested and obtained for currently used hazardous chemicals.

b. All initial orders, or orders for new chemicals not presently in use, must include a request for the appropriate MSDS(s) and labels.

c. Supervisory Personnel will maintain a file of MSDS(s) on all hazardous chemicals used in their responsible workplace area and make it available to employes upon reasonable request.

d. The Right-To-Know Officer will maintain a master set of MSDS(s) and will coordinate periodically with supervisory personnel to keep the list current as is reasonably possible. The master set of MSDS(s) will be accessible to all employes, their designated representatives, the Department of Labor and Industry, and the public.

EMPLOYEE TRAINING

1. Employes working with hazardous chemicals will be trained by December 1, 1987 and thereafter upon job assignment, or prior to the use of any hazardous chemical, the training will be by the Right-To-Know Program Officer or as authorized to the appropriate supervisory personnel.

2. When a new hazardous chemical is introduced into the workplace, all affected employes will receive training from the Right-To-Know Program Officer or his/her designee for the hazards associated with the chemical.

3. Elements of Employee Training will consist of the following:

a. Information required by the Act.

b. Information on safety and operating procedures in their work areas or assignment where hazardous chemicals are present.

c. An explanation of reading and interpreting appropriate MSDS(s) with respect to the physical and health hazards associated with the chemical.

d. An explanation of reading and interpreting information on hazardous chemical labels.

e. Methods employes can use to protect themselves such as work practices and the use of personal protective equipment if necessary.

f. Ways employes can obtain and use the available hazard information.

g. If employes may be exposed to hazardous chemicals while performing non-routine tasks, the Right-To-Know Program Officer or appropriate supervisor will advise the employe of the associated chemical hazards and protective measures. If employes are assigned to work areas containing vessels or pipes which are unlabeled, or to areas that contain hazardous chemicals, the Right-To-Know Program Officer or appropriate supervisor will advise those employes of the hazards and

protective measures in case of spill or other potential exposure.

h. Information on the monitoring system employed by the District and other methods (including how to read a MSDS) and observations that may be used to detect the presence or release of a hazardous chemical in the workplace.

i. An explanation of the existing safety rules, the new rules required by this Act, and a statement of the disciplinary action, which will be taken for any employee violation.

TRADE SECRETS EMERGENCY SITUATIONS

1. This policy is fully cooperative with treating physicians or nurses in medical emergencies. However, the treating physician or nurse has the ultimate responsibility of determining that the necessary medical emergency exists. At this point, the Right-To-Know Program Officer shall be notified immediately.

2. The Right-To-Know Program Officer shall request immediately the appropriate trade secret response information, either in writing, or by telephone, from the appropriate supplier of the hazardous chemical substance. Upon receipt of response information, the Right-To-Know Officer shall share the information with the treating medical person.

OUTSIDE CONTRACTORS

1. It will be the responsibility of the Right-To-Know Program Officer or designated supervisor to inform contractors of the hazardous chemicals in the workplace to which their employees may be exposed.

2. It will be the responsibility of the Right-To-Know Officer to require as a condition in the contractor's agreement that the contractor and all of contractor's employees will abide by all district safety rules, personal protective programs, review the MSDS(s) of the District, and follow the requirements of the District's Worker and Community Right-To-Know Program.

3. It is the responsibility of the designated supervisor of the affected workplace to acquire information on any hazardous chemicals a contractor may be using on the project and report that information to the Right-To-Know Program Officer for appropriate action to be taken with respect to protection of District employees.

MISCELLANEOUS

It will be the responsibility of the Right-To-Know Program Officer to monitor all other aspects of the Worker and Community Right-To-Know Program with respect to in-house compliance, to audit this Right-To-Know Program, to provide training on an annual basis, and for updating or amending as necessary.

	<p>MSDS(s) will be the primary source of hazardous determination under the Right-To-Know Program.</p>
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SECTION: PROPERTY

TITLE: PROTECTION OF PROPERTY

ADOPTED: June 16, 1998

REVISED:

713. PROTECTION OF PROPERTY	
1.Purpose	<p>The buildings, grounds and facilities of the Port Allegany School District are available to the residents of the District for specific educational and recreational purposes. Persons who loiter in the buildings or on the grounds or other facilities, without appropriate reason within the context of this policy, interfere with the normal conduct of school affairs, jeopardize the security of school property, and will be guilty of criminal trespass.</p>
2.Authority	<p>All school building use, other than the regularly scheduled school program, must be approved by the building principal. Any person who enters or gains entrance by subterfuge or surreptitiously remains in any school building or other structure of the District may be charged with criminal trespass.</p> <p>Recreational areas that are made available to residents of the District, when not in use for scheduled school activities, are considered closed at dark and must be vacated. Parking areas on district-owned property are closed to traffic, other than the traffic involved with a school sponsored activity, from 10 p.m. to 7 a.m. Motor-driven vehicles must be licensed and may be operated only on surfaces and in areas designated for automobile traffic.</p> <p>School officials shall request the assistance of local and state police in enforcing the above policy.</p>

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: June 16, 1998

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, security of handling, time and place of receipt and use of such documents are of utmost concern to the Board.
3.Responsibility	<p>The Superintendent shall designate the employe(s) responsible for sending and receiving FAX communications in order to ensure that the information reaches its intended destination and remains confidential.</p> <p>All FAX messages shall be properly logged and stored. If FAX messages are received on thermal paper, the message shall be copied onto regular bond paper since thermal paper is not as sturdy and can easily be destroyed when exposed to heat.</p> <p>All FAX messages shall be accompanied by a transmittal sheet which includes the school district's name, cautions a "confidential notice" that it is intended to be privileged and confidential, and is intended for the use of the individual or entity named on the transmittal sheet.</p>

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: April 11, 2005

REVISED:

Port Allegany School District

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>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 or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor.</p>

<p>SC 772.1</p> <p>5. Guidelines</p> <p>SC 772.1</p> <p>SC 772.1</p>	<p>The Superintendent shall designate an employee to serve as IPM coordinator for the district.</p> <p>The Superintendent or designee shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</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. <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"> 1. Posting a pest control sign in an appropriate area. 2. Providing the pest control information sheet to all individuals working in the school building. 3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides. <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/guardian who has requested such notification.</p>
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<p>SC 772.1</p> <p>School Code 772.1</p> <p>PA Code Title 22 Sec. 4.12</p> <p>PA Code Title 7 Sec. 128 et seq</p> <p>3 Pa. C.S.A. Sec. 111.21-111.61</p> <p>7 U.S.C. Sec. 136 et seq</p> <p>Board Policy 102</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>
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