

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: March 20, 2006

REVISED:

701. FACILITIES PLANNING	
<p>1. Authority Title 22 Sec. 4.13 Pol. 100</p> <p>SC 1351</p>	<p>The Board shall develop and maintain a Strategic Plan, as required by the Pennsylvania 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>The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district.</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: <ol style="list-style-type: none"> a. Number of live births. b. Number of resident students attending private schools. c. Number of new residential units approved or planned. 3. Report to the Board on the enrollment by grades during the school year. 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.

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<p>3. Guidelines SC 1351</p> <p>SC 701, 704 Pol. 701.1</p> <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>Information gathered in the census shall include for each child the name and address of the parents/guardians, child's name, date of birth, age, gender, nationality, address; and other information the Board may require to operate the district efficiently and equitably.</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>
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701.1. FACILITIES DEVELOPMENT GOALS - Pg. 2

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| | <ol style="list-style-type: none">5. To involve the community, local school staff, available experts, and the latest in related current developments and research in building plans and specifications.6. To design school buildings for maximum potentiality for community use. |
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: March 20, 2006

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	<p>The Board has the authority to accept gifts and donations made to the District or to any District building.</p> <p>Such items as books, clothing, health items, necessary educational materials, media equipment, library materials, miscellaneous items of small cost, and recreational items, do not need prior Board approval.</p> <p>If the item purchased will have an effect on the land use or building use, it should have prior approval of the Board.</p>
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	<p>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.</p> <p>The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.</p>
SC 216	<p>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.</p> <p>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.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: March 20, 2006

REVISED:

	703. SANITARY MANAGEMENT
1. Purpose	<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>
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>All District facilities shall be inspected regularly for cleanliness and proper sanitation by the Supervisor of Buildings & Grounds.</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 local, state and federal statute, rules and regulations, including, but not limited to the Pennsylvania Board of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the head custodian.</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 Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.</p>
School Code 701	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: March 20, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>SC 1518</p> <p>SC 1518</p> <p>4. Guidelines</p>	<p style="text-align: center;">705. SAFETY</p> <p>The Board recognizes that District facilities must be maintained and operated in a condition that is safe for students, staff and visitors.</p> <p>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 program and operation of the schools.</p> <p>The Business Manager 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 federal, state and local governments.</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 school safety rules at the beginning of the school year.</p> <p>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.</p> <p>Any unsafe condition or practice brought to the attention of an employee will be corrected, and shall be reported to the building principal or Supervisor of Buildings & Grounds.</p> <p>The District will continually study and develop safety practices and procedures.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: March 20, 2006

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 of all District-owned equipment and property records of all District buildings and grounds shall be maintained and updated annually.
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. Year of purchase. 4. Initial cost. 5. Location. 6. Condition and depreciation. 7. Current valuation, in conformity with insurance requirements.
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

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<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> <p>Equipment shall be identified with a permanent tag that provides appropriate District identification.</p>
<p>706 AR</p>	<p>Surplus property shall be disposed of in accordance with District procedures.</p> <p><u>District Storage</u></p> <p>The Business Manager shall be responsible to devise an effective system in which the instructional materials, equipment, and supplies needed are properly identified, purchased in accordance with the purchasing policy, processed, and delivered to the schools.</p> <p>It is the policy of the District to house the instructional materials and supplies in District storage. Upon receipt of requisition forms, District storage prepares the materials for delivery via the District's courier service. Materials not on hand will be purchased and delivered upon receipt.</p> <p>District storage will be subject to inventory control procedures developed by the Business Manager and approved by the Board.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 20, 2006

REVISED: June 18, 2007

	<p style="text-align: center;">707. USE OF SCHOOL FACILITIES</p> <p>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 without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p> <p>2. Authority 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 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>SC 775 The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p> <p>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.</p> <p>School-connected groups will be granted approval by the Business Manager; other groups must have the approval of the School Board.</p>
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<p>4. Guidelines</p>	<p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Business Manager.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form in advance of the proposed date to the Business Manager. Application forms shall be available at the education center.</p> <p>The application 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 completed application, 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 District shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group. <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none">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 would be detrimental to the operation of a District program if damaged or operated by an unqualified operator.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.
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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. Contact the building principal to make all necessary detailed arrangements.
2. Comply with rules and regulations regarding the use of the building and to abide by the agreement regarding use of spaces and equipment specifically agreed upon prior to the performance.
3. All organizations are requested to end their activities in the building by 11:00 p.m. Any organization extending its activities beyond 11:00 p.m. will be required to pay an additional charge of \$25 per hour over and above the applicable charge. Under no circumstances is the facility to be open beyond 1:00 a.m. unless otherwise approved by the School Board.
4. At least one (1) custodian or authorized representative as approved by the administration must be on duty during the time the building is in use. Charges will be made for the services according to the Criteria for Classification section relating to custodial fees.

For activities, other than school-sponsored and Schedule A, B and C activities, requiring more than one (1) custodian or other additional supportive personnel, charges will be made as follows:

- a. Weekdays after regular working hours and Saturdays – 1½ time.
- b. Sundays and holidays – double time.

Schedule A, B and C groups using the facility will be responsible for general clean-up following the event. The areas to be cleaned will be under the supervision of the custodian assigned. Final space readiness will be the responsibility of the District staff.

If the group prefers to have the District staff clean the areas, arrangements should be made through the business office. A charge will be made for the costs incurred by the District.

No school equipment will be used except under the supervision and direction of school personnel.

5. Each organization shall be responsible for the conduct of all persons present in the building for the organization's activities and, in the event of damage to the building, damage or loss of equipment, the organization shall pay for the correction of such damage or loss.
6. Food and drink will not be permitted in the gymnasium, pool or auditorium at any time, unless sold at the site by a GM sponsored group and only bottled drinks and candy are permitted. Exception to this rule may be granted by special arrangements in writing.
7. When the kitchen is used, arrangements must be made to have present one or more of our regular cafeteria employees who will be paid the prevailing hourly rate. The number of cafeteria employees required will be determined by the cafeteria supervisor, based upon the intended use of the kitchen and equipment.
8. Special conditions – Any special requirements must be complied with, and these will depend upon the facility and conditions at the time permission is granted.
9. When the auditorium is rented, Governor Mifflin stagehands must be used and are to be paid on an hourly basis at the prevailing rate. Arrangements for stagehands should be made with the high school principal. A minimum of one (1) stagehand and an adult supervisor must be employed.
10. Sunday access and/or utilization of District buildings and grounds, including preparation activities, may not begin prior to 12:00 noon. The exception to this policy will be set-up and clean-up activities associated with "Community Days."

Parking

The parking of unauthorized motor vehicles on school parking lots after dark is prohibited unless there is a scheduled school activity. Loitering on school drives or parking lots is prohibited at all times.

The parking of vehicles must at all times conform to parking lines. At no time may entrances, exits or free movement of traffic be blocked by the parking of vehicles or the erection of obstacles of any kind.

Parking in front of the senior high is restricted to those attending school activities and is limited to the designated parking spaces.

Parking on the drive behind the junior high school is limited to those spaces designated by parking lines. Persons parking in unauthorized spaces will be referred to the local police for ticketing.

<p>SC 511</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p>	<p>Parking on the drive in front of the Intermediate School is prohibited. This is a designated "fire lane."</p> <p>Parking in any designated fire lane is prohibited.</p> <p><u>Speed Of Travel – Recklessness</u></p> <p>Only licensed motor vehicles may be operated on school property. All vehicles are subject to the provisions of these regulations.</p> <p>Reckless driving is not permitted on school property. Drivers guilty of creating a hazard will be referred to the police for appropriate action.</p> <p>Vehicles are limited to a maximum speed of 15 mph on school property.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none">1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.2. Possession of weapons.3. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.5. Use of tobacco products.6. Littering.7. Hitting golf balls is prohibited on school grounds.8. Animals, such as dogs, horses, etc., are not permitted on school property.9. Creating excessive noise while on school property is prohibited.
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SC 511

Violations

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

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

Fee Schedule

Fees for the use of facilities will always be finally decided by the Board. In general, the following schedule of fees (A-G) will be applicable.

Governor Mifflin Building Use Fee Schedule	Class A/B/C	Class C-1	Class D**	Class E**	Class F	Class G
Middle School Gymnasium	No Charge	\$10/hr	\$10/hr	\$10/hr	\$25/hr	\$50/hr
High School Gymnasium	No Charge	\$10/hr	\$10/hr	\$10/hr	\$25/hr	\$50/hr
High School Gymnasium-Auxiliary	No Charge	\$10/hr	\$10/hr	\$10/hr	\$25/hr	\$50/hr
Intermediate School Gymnasium	No Charge	\$10/hr	\$10/hr	\$10/hr	\$25/hr	\$50/hr
Intermediate School Pool*	No Charge					
High School Auditorium	No Charge	\$100/day	\$100/day	\$250/day	\$100/hr	\$200/hr
High School Auditorium (w/air cond.)	No Charge	\$150/day	\$150/day	\$350/day	\$125/hr	\$225/hr
Intermediate School Lobby Area	No Charge	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
Cafeteria w/o kitchen	No Charge	\$10/hr	\$10/hr	\$10/hr	\$35/hr	\$75/hr
Cafeteria w/kitchen	No Charge	\$20/hr	\$20/hr	\$20/hr	\$45/hr	\$100/hr
Classroom	No Charge	\$15/hr	\$15/hr	\$15/hr	\$20/hr	\$30/hr
LGI Room	No Charge	\$10/hr	\$10/hr	\$10/hr	\$30/hr	\$40/hr

* Additional fees for pool use to cover lifeguard costs.

** Gyms, Playing Fields-Profit Making Groups for “camp like activities”.

If 50% or more of participants are GM residents - \$10/hr.

If 50% or more of participants are not GM residents - \$50/hr.

707. USE OF SCHOOL FACILITIES - Pg. 7

Athletic Fee Schedule	Class A/B/C	Class C-1	Class D**	Class E**	Class F	Class G
Stadium	0	\$150/hr*	\$150/hr*	\$150/hr*	\$150/hr*	\$150/hr*
Multi-Purpose Field	0	\$125/hr*	\$125/hr*	\$125/hr*	\$125/hr*	\$125/hr*
Use of Fields by League, District & State	League		District/ State			
Football	N/A		\$100/hr			
Other Sports - Single Game	\$200		\$250			
Other Sports - Doubleheaders	\$350		\$400			

* Plus expenses (security-unless provided by the group, personnel for the game, locker room and cleanup, and any damage to facility).

** The District may waive all or a portion of the fee depending on the activity.

To enhance the recreational opportunities of the citizens of the Governor Mifflin area, school gymnasiums and the pool will be made available to area groups and organizations for a small charge. This small charge will go toward covering utility and other operating costs. The coordinator of recreation will be responsible for receiving and approving (with building principal's approval) gymnasium requests. Recommended fee is \$11.00 per two-hour period in any gymnasium. Fee is covered under new fee schedule.

Pool Rental Fees:

1. Resident Groups – 1 guard, \$25.00; 2 guards, \$30.00; 3 guards, \$35.00.
2. Nonresident Groups – 1 guard, \$40.00; 2 guards, \$45.00; 3 guards, \$50.00.

USE OF FACILITIES

Classifications

All users of the District facilities must be groups that are open to school district residents without restriction to race, creed, national origin, or political affiliation and may not have a charter or admission policy that violates state, county and federal statutes and regulations.

All users of District facilities will fall into one (1) of the following classifications:

Class A (Student Organizations and School-Sponsored Activities)

These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities. If admission for any event is charged, the proceeds should exclusively benefit the sponsoring Class A organization or the District, otherwise fees will be charged according to Class C-1 specifications.

Class B (District and School-Related Parent Organizations)

These organizations are District and school-related parent organizations that seek to use District facilities to provide services for students and parents/guardians and for the students' activities. If admission or tuition for any event is charged, the proceeds should be a direct benefit, financial or otherwise, for the sponsoring Class B organization or the District, otherwise fees will be charged according to Class C-1 specifications. This category includes but is not limited to PTOs, PTAs, and booster clubs.

Class C (District Approved Community Nonprofit Groups)

These organizations are those groups whose primary function is to enhance the community by providing service to Governor Mifflin School District youths and adults. The participants in activities sponsored by these organizations should predominately reside in the GMSD and/or actively support the students' educational program. These groups will be allowed to use the facilities without charge for educational or athletic activities, registration, recreation or entertainment purposes when no admission, tuition, or participation fee is charged by the organization. When an admission, tuition or participation fee is charged for any event, a Class C group will be considered a Class C-1 group when determining fees. The Board of School Directors will approve all groups in this category. A list of this category will be maintained at the District office.

Class D (GMSD Employee-Run Programs)

This classification pertains to GMSD employee-run programs and camps that primarily benefit GMSD students or residents regardless of whether or not an admission fee or tuition is charged.

Class E (Adult Education Program)

These are organizations that provide adult education programs that are available to and provide benefit for Governor Mifflin area residents.

Class F (Local Community Nonprofit Groups and For-Profit Organizations)

These organizations include local organizations or businesses (taxpaying or non-taxpaying entities) situated in the Governor Mifflin School District. These organizations may use facilities only for educational or athletic activities, registration, recreation or entertainment when no admission fee or tuition is charged. When admission is charged, a Class F group will be considered a Class G group when determining fees.

Class G (Other Organizations)

These organizations include all other groups whose members or participants are not predominately Governor Mifflin School District residents. Class G users also include Class F users when an admission fee or tuition is charged. This group includes but is not limited to non-local private enterprise groups, corporations, religious groups using the facilities for religious-related services, and any organization of non-residents.

Criteria For Classifications

Class A - criteria for charges:

1. No rental fee.
2. No custodial charges.
3. No charges for any support personnel (i.e., stage manager).
4. No charges for any cafeteria personnel.

Class B - criteria for charges:

1. No rental fee.
2. No custodial charges if event occurs when custodians are normally on duty; custodial charges outside these hours will be billed to user according to fee schedule and stipulated prior to event.
3. No charges for any support personnel needed during normal school hours; support personnel needed outside these hours will be billed to user according to fee schedule and stipulated prior to event.

4. No charges for any cafeteria personnel needed during normal cafeteria hours; cafeteria personnel needed outside these hours will be billed to user according to fee schedule and stipulated prior to event.

Class C - criteria for charges:

1. No rental fee.
2. No custodial charges if event occurs when custodians are normally on duty and/or the event does not require excessive and unexpected custodial services; any custodial charges will be billed to user according to fee schedule and stipulated prior to event.
3. Support personnel charges for entire time of use will be billed to user according to fee schedule and stipulated prior to event.
4. Cafeteria personnel charges for entire time of use will be billed to user according to fee schedule and stipulated prior to event.

Class C-1 - criteria for charges: (Different rental fees will be charged)

1. Rental fee.
2. No custodial charges for event will be billed to the user unless the event is held outside normal custodial hours, or the custodian is required to work additional hours due to cleanup after the event – refer to fee schedule.
3. Support personnel charges for entire time of use will be billed to the user according to fee schedule and stipulated prior to event.
4. Cafeteria personnel charges for entire time of use will be billed to user according to fee schedule and stipulated prior to event.

Class D and E - criteria for charges: (Different rental fees will be charged)

1. Rental fee.
2. No custodial charges if event occurs when custodians are normally on duty and/or the event does not require excessive and unexpected custodial services; any custodial charges will be billed to user according to fee schedule and stipulated prior to event.

3. Support personnel charges for entire time of use will be billed to the user according to fee schedule and stipulated prior to event.
4. Cafeteria personnel charges for entire time of use will be billed to user according to fee schedule and stipulated prior to event.

Class F and G - criteria for charges: (Different rental fees will be charged)

1. Rental fee.
2. Custodial charges for entire event will be billed to user according to fee schedule and stipulated prior to event.
3. Support personnel charges for entire time of use will be billed to the user according to fee schedule and stipulated prior to event.
4. Cafeteria personnel charges for entire time of use will be billed to user according to fee schedule and stipulated prior to event.

As a general policy, the Governor Mifflin School Board will approve the use of its facilities only when, in the Board's opinion, the proposed activity is judged to be beneficial to the Governor Mifflin community. Sales promotions or commercial ventures unrelated to the school program are not acceptable. Activities on a Sunday are acceptable only if so scheduled as to avoid conflict or interference with regularly scheduled morning worship services in the community.

The School Board reserves the right to consider each application on its individual merit and to approve or disapprove each application as the Board members in their collective wisdom feel appropriate.

Special Equipment Included In Rental Of Auditorium

1. Use of one (1) studio piano in the pit.
2. Use of sound system (two (2) microphones on stands).
3. Use of curtains and drops currently in place.
4. Use of light board.
5. Use of two (2) follow spots in booth.

Special Equipment Not Included In Auditorium Rental Fee, But Available For An Additional Fee

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| 1. Installation and use of three (3) overhead microphones | \$45.00 |
| 2. Installation and use of five (5) overhead microphones | \$75.00 |
| 3. Use of Baldwin concert grand | \$50.00 |
| 4. Use of Allen Electronic Organ | \$50.00 |
| 5. Installation and use of choral or band risers | \$30.00 |

Absolutely no curtains or drops may be taken down or moved without permission.

Renting of school facilities entitles the renter to only such rooms and equipment as specifically arranged for in advance of performance.

References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905

Board Policy – 000

707.1. USE OF STADIUM - Pg. 2

7. The sponsoring organization will be responsible for picking up paper and other garbage deposited during the approved time period.
8. The district may postpone or cancel previously approved activities if warranted by adverse field conditions. The determination of adverse field conditions shall be at the sole and absolute discretion of the district.

Governor Mifflin Age Group Youth Groups will be permitted to use the stadium field (no lights, sound system or press box) during the day as approved the athletic director provided the event does not interfere with any school district function (scheduled or unscheduled) and they follow rules 1, 3, 5,6, 7 and 8 listing above.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL
COMMUNICATION SYSTEM

ADOPTED: March 20, 2006

REVISED:

707.2. USE OF SCHOOL COMMUNICATION SYSTEM	
1. Purpose	<p>The District, through its Instructional Media Office, has the capability of producing and distributing television programs. The programs are distributed over the local cable-access system.</p> <p>The Board, in its policy to make available to the community the use of the District's facilities, encourages interested groups/organizations to take advantage of this television capability.</p>
2. Delegation of Responsibility	<p>All requests for the use of the television studio for production and/or distribution of programs must be submitted to the instructional media coordinator. The Superintendent will approve or disapprove all requests.</p>
3. Authority	<p>The School Board reserves the right to consider each request on its individual merit and to approve or disapprove each request.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF TENNIS COURTS

ADOPTED: March 20, 2006

REVISED:

	707.3. USE OF TENNIS COURTS
1. Purpose	The Governor Mifflin tennis courts are for the residents of the Governor Mifflin School District.
2. Guidelines	Listed below are the rules and regulations governing their use: <ol style="list-style-type: none">1. Regulation tennis shoes must be worn by all players.2. All players must wear a shirt at all times.3. Play is further limited to one (1) hour if others are waiting to play.4. School practice and match times will be posted on the courts during the school year.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: March 20, 2006

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
1. Purpose SC 801 Pol. 707	The School Board directs that District owned equipment shall not be loaned for nonschool use off District 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	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. 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.
3. Guidelines	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. District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their District job responsibilities. Prior approval of the building principal is required for such removal.
School Code 801, 804	
Board Policy 707	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: March 20, 2006

REVISED: October 15, 2007

709. BUILDING SECURITY	
1. Purpose 709-AR-1	The School 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>After the start of the school day, access to the building shall be limited to one (1) entrance. All other entrances shall be locked.</p> <p>Access to District buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <p>Superintendent.</p> <p>Assistant Superintendent.</p> <p>Business Manager.</p> <p>Maintenance.</p> <p>Supervisor of Buildings and Grounds.</p> <p>Others as determined by the Superintendent.</p> <p>Board access as approved by the Board.</p>

709-AR	<p><u>Limited Access</u></p> <p>Board access as approved by the Board.</p> <p>Building principals to assigned building.</p> <p>Assistant principals to assigned building.</p> <p>Head building custodians to assigned building.</p> <p>Extracurricular sponsors or supervisors for their area or activity.</p> <p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. A log of key assignments shall be maintained in the Superintendent's office or a designated office.2. Duplicate keys shall be maintained in a safe or a secured box.3. Individuals may not duplicate or lend assigned keys.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. <p>After hours' entry to District buildings shall be controlled in accordance with these guidelines:</p> <ol style="list-style-type: none">1. The building custodian on duty shall restrict entry to one (1) controlled point.2. Entry to a District building shall be prohibited when a person authorized as representative for the building is not present.
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Use Of Building By Staff In The Evening

When staff members use the building in the evening, such use shall be directly related to the educational program.

The staff member must assume responsibility for the security of the building and leave the building in a safe, secure manner.

If the students are involved, the teacher must be on hand throughout the entire time the students are in the building.

The staff member in charge shall be responsible to make the proper arrangements for the use of any special equipment or building facility.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 705, 907

Administrative Regulations – 709-AR, 709-AR-1

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: March 20, 2006

REVISED:

710. USE OF FACILITIES BY STAFF	
1. Authority	<p>The School Board establishes that District equipment and facilities may not be used by District staff for personal reasons, either on or off District property, without explicit authorization or administrative permission.</p> <p>The School Board specifically prohibits:</p> <ol style="list-style-type: none"> 1. Personal use of District telephones. 2. Personal use of materials, tools, supplies and equipment. 3. Personal use of District vehicles.
2. Guidelines	<p>District facilities and equipment shall be 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 School Board, i.e. a school-assigned vehicle. 4. Temporary approval has been granted by the Superintendent and reported to the School 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	<p><u>Telephone Services</u></p> <p>Unless the message on an incoming call is of an emergency nature, the secretary will take the message and place it in the employee's mail box or voice mail.</p>
710 AR	<p>Long distance calls for personal use should be strictly avoided.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: EMERGENCY PLANS

ADOPTED: March 20, 2006

REVISED:

712. EMERGENCY PLANS	
1. Purpose	<p>The School Board recognizes that it is a custodian of the next generation, our nation's most valuable resource. Consequently, this imposes the responsibility to provide facilities, equipment, and training to minimize the effects of disaster. It is the responsibility of the District to develop a District disaster plan that will provide as much protection as possible for students while at school and on their way to and from school and to provide adequate instruction so that the District's emergency plan may be carried out with the greatest possible speed and safety.</p>
2. Delegation of Responsibility	<p>The Superintendent shall make recommendations for needed policy statements to the School Board; designate a staff member to act as District emergency coordinator and as chair of the District emergency plan review board; and coordinate a District disaster plan with the local civil defense plan.</p> <p>Each building principal shall be informed concerning his/her responsibilities for organizing and implementing the emergency preparedness program in their building; select and assign faculty members to various positions or responsibility in accordance with the District plan; request needed emergency preparedness supplies and equipment, and inform parents/guardians concerning the emergency plan program of the District.</p> <p>Each teacher shall help students to develop confidence in their ability to take care of themselves and to be of help to others; be prepared to provide leadership and activities for students during a period of enforced confinement; be familiar with the psychological basis for working with students under the stress of emergency situations; be familiar with minimum first aid procedures; maintain good housekeeping practices to reduce hazards; and help students to understand and interpret the emergency preparedness plan to parents/guardians.</p> <p>Each District nurse shall be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals; participate as a health resource person in</p>

<p>3. Guidelines 712 AR – 712 AR-5</p>	<p>faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness; and assist the building principal in determining the need for additional emergency supplies and equipment.</p> <p>The Cafeteria Manager and assistants shall maintain an adequate supply of food and water for emergency use and be prepared for feeding services under emergency conditions.</p> <p>Custodians and maintenance personnel shall inspect facilities for structural safety and report defects; chart shutoff valves and switches for gas, oil, water, and electricity; post charts so that other personnel may use them in an emergency; keep vehicles serviced and ready to transport evacuees at a moment's notice; and familiarize themselves with available fuel sources in case of power stoppage.</p> <p>A District disaster plan with emergency procedures has been developed and can be found in each building office.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: March 20, 2006

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 School Board.
3. Delegation of Responsibility	The Superintendent or designee shall designate the District 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 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>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: March 20, 2006

REVISED:

716. INTEGRATED PEST MANAGEMENT	
<p>1. Purpose</p> <p>Title 22 Sec. 4.12 Pol. 102</p>	<p>The 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 School Board establishes that the 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 School Board shall adopt an Integrated Pest Management Plan for District buildings and grounds that complies with policies and regulations promulgated by the U.S. 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>The School Board designates the Supervisor of Buildings & Grounds 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 District buildings and on District grounds.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</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>An Integrated Pest Management Plan shall include the education of District staff, students and the public about IPM policies and procedures.</p>
<p>SC 772.1</p>	<p>When pesticide applications are scheduled in District buildings and on District 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>SC 772.1</p> <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>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> <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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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES
PROVIDED BY DISTRICT

ADOPTED: June 18, 2007

REVISED:

717. CELLULAR TELEPHONES PROVIDED BY DISTRICT	
1. Purpose	The Board recognizes that the use of cellular telephones by District employees may be appropriate and necessary to provide for the effective and efficient operation of the District. In addition, the use of cellular telephones can help to ensure the safety and security of District property, staff, students and others while on District property or engaged in District-sponsored activities.
2. Authority	The Board authorizes the purchase and employee use of cellular telephones.
Pol. 624	Cellular telephones provided to employees by the District shall be used for authorized District business purposes.
3. Guidelines	Expenses incurred for personal use of district-provided cellular telephones above and beyond the allotted phone plan minutes shall be reimbursed to the District by the employee.
Pol. 317, 417, 517	Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	<p>The Superintendent or designee shall determine which employees receive District-provided cellular telephones for business purposes.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.</p> <p>The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized District business.</p> <p>References:</p> <p>Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.</p> <p>Board Policy – 317, 417, 517, 624</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SERVICE ANIMALS IN
SCHOOLS

ADOPTED: January 18, 2010

REVISED:

718. SERVICE ANIMALS IN SCHOOLS	
<p>1. Purpose</p>	<p>The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.</p>
<p>2. Definition 28 CFR Sec. 36.104</p>	<p>Service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.</p>
<p>3. Authority 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 43 P.S. Sec. 953</p>	<p>The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, upon request and submission of required documentation.</p>
<p>4. Guidelines</p> <p>Pol. 103.1, 113</p>	<p><u>Admission Of Service Animals To Schools</u></p> <p>A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.</p> <p>Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.</p>

Trained service animals shall be permitted in district buildings and on district property and vehicles for noneducational reasons under the following circumstances:

1. Totally or partially blind individuals may be accompanied by a trained guide animal.
2. Deaf or hearing impaired individuals may be accompanied by a trained hearing animal.
3. Mobility impaired or other disabled individuals may be accompanied by a trained service animal.
4. Individuals conducting training of a service animal may be accompanied for the purpose of school business by a service animal in training, but training shall not normally occur in the classroom during instructional time.

Before a service animal shall be allowed in a district building, or on district property or vehicles, the owner or handler of the animal shall submit to the building principal a written request and the following documentation from a certified professional:

1. Diagnosis of the specific disability.
2. Verification of the need for a service animal.
3. Description of the function(s) the service animal is expected to perform in relation to the individual's disability.
4. Current license.
5. Current veterinary health certificate.
6. Proof of current vaccinations and immunizations of the service animal.

Admission Of Service Animals To Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.

School administrators may inquire of the owner or handler of an animal whether the animal is a trained service animal and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.

<p>5. Delegation of Responsibility</p>	<p>The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.</p> <p>The owner or handler of a service animal shall be solely responsible for:</p> <ol style="list-style-type: none">1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.2. Leashing and properly restraining the animal at all times.3. Damages to district buildings, property and vehicles caused by the animal.4. Injuries to students, employees, volunteers and visitors caused by the animal.5. Annual submission of documentation of vaccinations and immunizations. <p>The building principal shall receive and forward to the Director of Special Education each completed request by an individual with a disability to be accompanied by a service animal. The Director of Special Education shall respond to the request.</p> <p>District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none">1. Presence of the animal poses a direct threat to the health and safety of others.2. Owner or handler is unable to control the animal.3. Presence of the animal significantly disrupts or interferes with the educational process.4. Presence of the animal would require a fundamental alteration to the program. <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.</p> <p>The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an owner or handler in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.</p>
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References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, Part 36

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Part 1630

Board Policy – 000, 103, 103.1, 104, 113, 707, 904