

PROPERTY



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 702

Section: Property

Title: Gifts, Grants, Donations

Date Adopted: February 5, 2001

Section 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.

Section 2. Authority: The Board has the authority to accept such gifts and donations as may be made to the CAYBCS by resolution duly passed at a public meeting except that the CAO may accept on behalf of the Board any such gift subject to retroactive acceptance by the Board.

The Board reserves the right to refuse to accept any gift.

Any gift accepted by the Board or its designee shall become the property of the CAYBCS, and 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 School.

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 School.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise, institution of learning or agency.

Section 3. Delegation of Responsibility: The CAO shall:

- A. counsel potential donors on the appropriateness of gifts
- B. encourage individuals and organizations considering a contribution to the schools to consult with the CAO or his/her designee before appropriating funds to that end
- C. report to the Board all gifts which she/he has accepted on behalf of the school



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 703

Section: Property

Title: Sanitary Management

Date Adopted: February 5, 2001

Section 1. Purpose: The Board recognizes that the health and physical well being of the students of this district depend in large measure upon the cleanliness and sanitary conditions of the school premises.

Section 2. Authority: The Board directs that a program of sanitary management be instituted in the schools and explained periodically to all staff members.

The Board directs that standards be maintained that meet the requirements set forth by the Pennsylvania Department of Health, Department of Environmental Resources, Department of Labor and Industry and any local agency which has jurisdiction.

Section 3. Delegation of Responsibility: The CAO or his/her designee 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 and Industry.

The CAO shall inspect their facilities periodically and report any conditions which may threaten the comfort, health or safety of occupants to the Board.



BOARD OF TRUSTEES POLICY
No. 704
Section: Property
Title: Maintenance
Date Adopted: February 5, 2001

Section 1. Purpose: Adequate maintenance of buildings, grounds, and property is essential to efficient management of the School.

Section 2. Authority: The Board directs a continuous program of inspection and maintenance of all school buildings and equipment. Whenever possible, maintenance shall be preventative.

Section 3. Delegation of Responsibility: The CAO or his/her designee shall develop and implement a maintenance program which shall include:

- A. a regular program of facilities repair and conditioning in conjunction with the Community Center.
- B. An equipment replacement program
- C. A long-range program of building modernization and conditioning in conjunction with the Community Center.
- D. Inventories and property lists

The CAO or his/her designee shall develop such guideline as may be necessary for the maintenance and repair of the physical plant.

The CAO shall report annually to the Board regarding the current maintenance and improvement.



BOARD OF TRUSTEES POLICY
No. 705
Section: Property
Title: Safety
Date Adopted: February 5, 2001

Section 1. Purpose: The Board directs that the facilities of the School shall be maintained and operated in a safe condition.

Section 2. Authority: The Board directs that there shall be developed. Published and posted rules for safety and the prevention of accidents. These rules shall provide for instruction of students and staff in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

Section 3. Delegation of Responsibility: The CAO or his/her designee shall prepare rules governing school safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable regulations of various departments of State government.

Such rules shall provide regulations and precautions for the safety of:

- A. students in school
- B. employees in performance of their duties
- C. users of school vehicles
- D. students in transit to and from school
- E. injured students and employees
- F. visitors to the school
- G. students and school personnel during emergency evacuation of school buildings and school buses.



BOARD OF TRUSTEES POLICY
No. 708
Title: Lending of School Owned
Equipment and Materials
Date Adopted: February 5, 2001

Section 1. Purpose: If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with Board policy on the use of school facilities. Limited non-school use of School owned property off of school property may be approved according to School policy.

Section 2. Authority: Use of specific items of equipment may be granted on the written request of the intended user and approval by the CAO or his/her designee.

The user of School 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 and timely return. School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the CAO or his/her designee is required for such removal.



BOARD OF TRUSTEES POLICY
No. 709
Section: Property
Title: Building Security
Date Adopted: February 5, 2001

Section 1. Purpose: The Board recognizes the need to maintain security of school facilities. Toward this end, a program of building security shall be administered by the CAO in cooperation with the Community Center. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

Section 2. Authority: The CAO or his/her designee 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 the School.

Section 3. Delegation of Responsibility: Access to school buildings and grounds may be established by the CAO or his/her designee in cooperation with the Community Center.