

Commonwealth Education Connections, Inc.

Section: Property

Title: Objective

Policy

The Board recognizes that individuals and organizations in the community may wish to contribute money, supplies or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts.

Gifts

The Board has the authority to accept such gifts and donations as may be made to the school by resolution duly passed at a public meeting. The Board may authorize, through general resolution, that the CEO or his/her designee be authorized to accept gifts of cash or property valued up to \$25,000.00. Gifts exceeding \$25,000.00 shall be authorized by separate resolutions.

The Board reserved the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this school.

Any gift accepted by the Board or its designee, shall become the property of the school, 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.

In the case of gifts or donations by or through a bona fide Home and School Association, the CEO or her/his designee is authorized to approve receipt upon certification by the school principal that the property is appropriate to the school's purposes and needs. At the close of each school term the CEO shall submit to the Board a detailed statement of these gifts and donations.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of 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 or business enterprise or institution of learning.

Scholarships

Scholarships shall be divided into two (2) groups:

1. Endowed scholarships, comprising those awarded under agreement, gift or bequest, without cost to the Board.
2. Board scholarships, those established and paid for (either in whole or part) by the Board.

The number of Board scholarships shall be determined by resolution of the Board.

The grant of scholarships shall be limited to the period required to complete the regular course of study; provided that no scholarship shall be granted for a period longer than four (4) years. The continuance of any scholarship from year to year shall depend upon the satisfactory character of the work done by the recipient, as determined by the CEO reports him/her from the institution in which the scholarships held.

Upon approval of the recommendations by the Board, the CEO shall enter into the necessary financial agreements with the institutions concerned.

Each recipient of a scholarship shall report his/her progress semi-annually, in writing, to the CEO of her/his designee. If the scholarship or conduct report shall be unsatisfactory, the Board upon the recommendation of the CEO may cancel the scholarship. Each recipient of a scholarship must notify the CEO in advance, of his/her approaching graduation or completion of course or the cessation of his/her attendance.

Procedures

No later than October 1 of each school year, the Chief Financial Officer shall issue to the Office of the CEO a statement of account regarding the financial condition of each Grant or Scholarship Fund.

Delegation of Responsibility

The CEO shall counsel potential donors on the appropriateness of gifts; encourage individuals and organizations considering a contribution to the charter to consult with the CEO before designating funds to that end; report to the Board all gifts which she/he has accepted on behalf of the Board; acknowledge the receipt and value of any gift accepted by the school. All such gifts shall be recorded in the appropriate inventory listing and property records.

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Section: Property

Title: Sanitary Management

Policy

The Board recognizes that the health and physical well being of the students of this school depends in large measure upon the cleanliness and sanitary conditions of the school premises.

The Board directs that a program of sanitary management be instituted in the schools and explained 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 Labor and Industry, and any local agency that has jurisdiction.

All the facilities of the school shall be regularly inspected for cleanliness and sanitation.

Procedures

The CEO 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 Board and regulations of the local and State Boards of Health and the Department of Labor and Industry.

The cleanliness of each school building shall be the responsibility of the Site Director. Teachers shall be responsible for the condition of their classrooms. Site Directors shall inspect the facilities at least once per month, in the company of the custodian and report any conditions that may threaten the comfort, health or safety of occupants to the CEO.

Commonwealth Education Connections, Inc.

Section: Property

Title: Maintenance

Policy

Adequate maintenance of buildings, grounds and property is essential to efficient management of the charter.

The Board directs a continuous program of inspection and maintenance of all school buildings and equipment. Wherever possible, maintenance shall be preventive.

Procedures

The CEO shall develop and implement a maintenance program that shall include a regular program of facilities repair and conditioning, critical spare parts inventory and an equipment replacement program.

The CEO shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The CEO shall develop a checklist that will be applicable to all buildings in the charter. Each building Site Director, in conjunction with the head maintenance person in that building, shall conduct a physical inspection of the building on a monthly basis and return a written report to the CEO as to the findings of that inspection.

The CEO shall report to the Board regarding the current maintenance and improvement program.

Commonwealth Education Connections, Inc.

Section: Property

Title: Safety

Purpose

The Board directs that the facilities of this charter shall be maintained and operated in a safe condition.

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.

Procedures

The CEO 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 the city and State government.

Such rules shall provide regulations and precautions for the safety of students in school, employees in performance of their duties, users of school vehicles, students in transit to and from school, injured students and employees and visitors to the schools.

Combustible Items

Nothing is to be stored under stairways, in rooms housing electrical equipment, in fresh air intakes, in ducts of the ventilating systems, on fire escapes or other stairways, in corridors, in passageways leading into fire escapes or in classroom exit doorways.

All combustible items such as paper, cartons, wood and textiles shall be kept in closets or on shelves in a mannerly condition; these supplies shall be kept to a minimum.

Cloths, rags, books and/or paper decorations shall not be placed in contact with radiators, steam pipes or other heated surfaces.

Raffia, cotton waste and/or similar materials are to be stored in covered metal containers.

Stage Scenery, costumes and other stage properties shall be handled and stored with all precautions necessary to prevent fire.

Excess and non-usable materials of a combustible nature shall be promptly removed to reduce fire hazards.

The hanging of flammable decorations is prohibited at all times. Open flames shall not be used during performances.

The City Fire Code places limitations on the amount of flammable and combustible liquid that may be stored in a building. The limitation established is usually six (6) gallons. The amount of duplication fluid permitted in each site may not exceed twenty-five (25) gallons.

All paints, oils, turpentine, shellac, varnish, lacquers, duplicating fluids and other flammable liquids or solvents shall be kept in specially provided metal cabinets when not in use. This applies to unopened as well as opened containers.

Electrical Equipment and Appliances

No electrical installations are to be made in any site by persons not authorized by the CEO or Board.

All permanent electrical equipment or wiring must be installed under authorization of the CEO.

Only official approved equipment and appliances must be used, in accordance with accepted safety practices.

Teachers must secure approval for the use of electrical appliances and devices from the CEO or Site Director.

The use of multiple or “octopus” wall outlet fittings is not permitted and must be eliminated.

Curtains and Drapes

All curtains and/or drapes in an auditorium or in areas equipped with a stage platform, must be flameproof, unless the material is non-flammable.

No material of any kind shall be used on the glass panels of classroom doors. Only non-flammable curtain materials may be used on windows.

The CEO shall appoint a Safety Officer for the school who may form an advisory committee consisting of local police officer(s), local fire officer(s), supervisor of buildings and grounds, and administrative representatives.

The CEO shall annually review with the Board all guidelines and regulations dealing with the safety of students and employees and the safe operation of school facilities.

Commonwealth Education Connections, Inc.

Section: Property

Title: Property Records

Policy

The Board directs that adequate property records and inventory records be maintained on all physical property under the control of the charter.

The Board directs that a complete inventory be maintained by physical count of all charter-owned equipment. Such records shall be updated annually.

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.

Procedures

It shall be the duty of the CEO to ensure that inventories of equipment are systematically 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 on-going basis.

Property records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or non-school use, except by the approval of the CEO. The CEO shall maintain a system of property records, which shall show, as appropriate to the item recorded:

1. Description and identification
2. Manufacturer
3. Year or purchase
4. Initial cost
5. Location
6. Condition and depreciation and current valuation in conformity with insurance requirements
7. Name individual borrowing property

8. Address where property will be located
9. Intended use of property
10. Date property was borrowed
11. Date property will be returned
12. Signature of CEO
13. Insurer of property, name of company and policy number

Commonwealth Education Connections, Inc.

Section: Property

Title: Building Security

Policy

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 CEO with the cooperation of the individual building site directors. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

Procedures

The CEO shall determine, in accordance with these guidelines, who will be entitled to building keys and who may have after-hours access to the facilities.

Access to school buildings and grounds may be established by the CEO in accordance with the following:

Unlimited Access: The CEO, Site Director and the head custodian of the building.

Limited Access: Assistant administrators, secretaries and assistant custodians of their assigned building and extra-curricular sponsors or supervisors for their area or activity.

Possession of keys shall be in accordance with the following principles:

1. The central office shall maintain a log of key assignments.
2. Duplicate keys unassigned shall be maintained in a safe or secured box. Individuals assigned keys may not duplicate or loan them.
3. All keys must be surrendered when there is no longer a need or upon request of the Site Director or CEO. 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.
4. All persons entering a school building after hours (except for organized activities) shall sign a log indicating name, time of entry, reason for entry and time of departure.
5. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

6. A person not employed by the school or a pupil not enrolled in the school may not enter any facility of the charter without the express consent of the person in charge of the facility.
7. Failure to obtain consent within fifteen (15) minutes after entering the facility will be considered as presumptive evidence of violation of the ordinance.
8. All school facilities shall be checked and properly secured by the custodial staff at the close of the school day. All interior doors including closet doors, cloakrooms and classroom doors and smoke stop doors shall be closed at the close of the school day to prevent the potential spread of fire. All exterior doors shall be securely locked at the close of the school day including the time the custodian personnel are on duty.
9. It is the responsibility of all school personnel to notify the school office promptly of all trespassers in the school particularly those who are known or suspected vandals.

Food Services: All keys to lunch areas shall remain in the building's main office each day after lunchroom work has been completed. No food service employee shall retain his or her keys at the conclusion of the workday.

Commonwealth Education Connections, Inc.

Section: Property

Title: Use of Facilities by Staff

Policy

School equipment and facilities may not be used by school staff for personal reasons, either on or off school property, without explicit authorization or administrative permission in accordance with these guidelines.

Commonwealth Education Connections, Inc.

Section: Property

Title: Use of School Facilities

Policy

The school shall make full use of its facilities for the education of its students, for the development of staff and where legally and economically possible, for community advancement.

Within the guidelines of this policy, this CEO shall have the authority to grant permission for use of school facilities and to develop regulations and assign responsibilities for such use.

In the event of a situation considered by the CEO to be a serious involvement of school and/or community welfare, the CEO shall have the authority to provide use of school facilities without cost to the participants.

Guidelines

A. Persons, Groups or Organizations Who May Use School Facilities

- 1) Any non-profit group or organization may use available school facilities, provided that the group or organization does not illegally restrict its membership, attendance or leadership by reason of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or national origin.
 - a. Non-profit organization shall mean any community, civic, cultural, charitable, athletic, educational, parent, youth, service or school organization or any governing authority, corporate or politic, or any government body or any alumni association, which desires to use school facilities for social, recreational or other purposes.
 - b. Non-profit shall be defined as 1) the sponsor is not charging for participation in the activity or 2) any profit is donated to the school.
 - c. Persons and non-profit groups or organizations are permitted to use school facilities for fund raising activities. Fund raising activities shall mean sales of goods or services, campaigns, events or performances conducted to request money, property or other thing of any kind or value which will benefit in whole or in part a particular group of persons, group or organization. Persons and non-profit groups or organizations may retain any profits resulting from the use of school facilities for fund raising activities.

- d. No use of school facilities for fund raising activities shall be permitted which would adversely affect the exclusion from gross income for federal income tax purposes of the interest on any school obligations under Section 103 of the Internal Revenue Code of 1986, as amended and regulations promulgated there under.
 - e. Persons, grounds or organizations which donate some or all of their profits resulting from fund raising activities to the school or an individual school will be given first preference for approval for use of a particular school facility.
 - f. Engaging in activities for profit-making purposes shall not include fund raising activities approved by the school.
- 2) Non-school related applicants shall be required to make payment in advance of all charges.
 - 3) Charges (set forth in section 3.61) shall be waived for the following:

Home and School Councilor and its affiliated associations – two evenings per month per school during a school year. If additional meeting are desired, space will be made available in those nearby schools scheduled to be in use at the time of the requested meeting. This provision shall not include Open House or Report Card Conferences.

In the event the Home and School Association does not use the second evening, the unused time may be given without charge to any community group subject to the conditions of this policy.

- 4) A meeting by the officially recognized alumni or alumnae organization.
- 5) Fund raising activities approved by the school is the profits are assigned to the school.
- 6) School sponsored activities charging admission if the profits are returned to the school.
- 7) Scouting organization provided that an evening meeting is held when the school is open for the school parent organization or an evening donated by that organization to the Scouts in lieu of the parent organization regular meeting. If any other arrangement is made with the CEO, the scouts will be charged for personnel costs plus utilities.
- 8) In the event of an extreme emergency in the community as declared by the Mayor or Governor, schools shall be made available as emergency shelters.
- 9) Non-public school sponsored activities charging admission and/or operating concessions may use facilities only if all the profits are returned to the school. Profits shall mean any monies from the admission or concessions proceeds after expenses are paid. Verification of the profits earned shall be submitted to the school on forms, and in content, satisfactory to the school.

B. Persons, Groups or Organizations Who May Not Use School Facilities

- 1) No person, group or organization shall be permitted to use a school facility (including school buildings, officer, athletic fields, schoolyard, etc.) if

participation or attendance at the program or event, or membership or leadership in the group or organization is restricted on the basis of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or natural origin. (Note, distinctions in participation based upon sex, age and physical handicap are permissible, if lawful and based upon legitimate health, safety or welfare concerns so long as separate but equivalent programs or event are available for all who wish to participate).

Each group or organization shall submit with its application shall submit with its application, a copy of its charter or by-laws, if any, or any other document evidencing the non-discriminatory nature of the group organization in regard to membership or leadership in the group or organization and/or participation or attendance at the program or event.

- 2) No person, group or organization not officially recognized by the CEO as having a direct connection with a school(s) be permitted to use school facilities for profit-making purposes.

Profit-making purposes shall mean engaging in activities for the purpose of raising funds for the benefit of a specific group or organization, rather than for the benefit of the public schools or a particular public school, regardless of whether public school children are otherwise part of the general membership of the specific group or organization.

- 3) Use of school facilities for any illegal activity, including but not limited to gambling and for any activity at which alcoholic beverages will be served is prohibited, as is the use of tobacco or illicit drugs.
- 4) Activities involving the use of equipment or materials, which may be unsafe or may pose a danger to the user or the premises, shall not be permitted in school buildings or school grounds.
- 5) Use of school facilities or activities for any purpose and at any time not specifically permitted by this policy.
- 6) Commission of, or failure to control or prevent, acts of vandalism, disorderly conduct, violations of local ordinances or violations of fire, liquor or criminal laws of the United States or the Commonwealth of Pennsylvania shall disqualify a person, group or organization from future use of a school facility.
- 7) Activities without appropriate supervision or security as determined by the school shall not be permitted in school buildings or on school grounds.
- 8) Applicants who do not adhere to the pre-approved time schedules.

Permission and Notice

No school facility (including school buildings, offices, athletic fields, schoolyard, etc.) shall be used for any activity that is not part of the regular public school program without prior approval of the CEO. Prior approval, in writing, must be obtained whether the

activity is to take place either during the school hours or before or after school hours or non-school days.

Parking will be permitted on school property only in conjunction with a program for which approval has been granted.

Procedures

- A. Any organization applying for the use of a school facility shall submit a school form (Request to Use School Facilities) to the Site Director explaining the purpose for which the use of the facility is being requested.
- B. The Site Director will:
 - 1. Review each request with the applicant before submittal of the request for final approval for the use of the building.
 - 2. Not sign request if not approving, but forward it to the CEO with the reasons for not approving.
- C. The CEO will:
 - 1. Approve or disapprove request.
 - 2. Not sign request if not approving.