

Section: Property
Title: Facilities Planning
Adopted: January 24, 2007

701. FACILITIES PLANNING

The Western Area Career & Technology Center Joint Operating Committee shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. The involvement of the Joint Operating Committee, staff, community, businesses and parents is an important part of this process. Facilities planning is a primary component of strategic planning.

The Director periodically shall conduct surveys and utilize committees to determine the career and technical needs of the participating school districts in order to facilitate facilities planning and reports to the Joint Operating Committee.

The Director shall make periodic reports to the Joint Operating Committee, the Professional Advisory Committee and to members of the administrative advisory committee concerning the enrollment of students in the Western Area Career & Technology Center. The enrollment date shall include the number of students enrolled by grade with residence in the participating school districts and tuition students.

Enrollment date shall include special needs statistics as well as information related to enrollment by clusters. Modifications of school programs shall be made periodically to participating school districts and the Joint Operating Committee.

When planning to enlarge or modify its facilities, the Joint Operating Committee shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the academic and technical programs best suited to meet those needs.

The 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.

Section: Property
Title: Gifts, Grants, Donations
Adopted: January 24, 2007

702. GIFTS, GRANTS, DONATIONS

The Western Area Career & Technology Center Joint Operating Committee recognizes that individuals and organizations in the community may wish to contribute supplies or equipment to enhance or extend the instructional and/or extracurricular activity programs.

The Joint Operating Committee has the authority to accept such gifts and donations as may be made to the school. Only equipment and supplies to which no restrictions are attached will be accepted.

The Joint Operating Committee reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of the school or the ownership of which would tend to adversely affect the school.

Any gift, grant or donation accepted by the Joint Operating Committee or its designee shall become the property of the school, may not be returned without the approval of the Joint Operating Committee, and is subject to the same controls and regulations as are other properties of the school.

The Joint Operating Committee 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 and/or extra-curricular activity program of the school.

In no case shall acceptance of a gift, grant or donation be considered to be an endorsement by the Joint Operating Committee of a commercial product or business enterprise or institution of learning.

The Director shall:

- Screen gifts, grants and donations reported by the instructional staff prior to acceptance.
- Counsel potential donors on the appropriateness of gifts, grants or donations.
- Require individuals and organizations considering a contribution to the school to consult with the Director or designee for authorization before appropriating funds to that end.
- Report to the Joint Operating Committee all gifts which s/he has accepted on behalf of the Joint Operating Committee.
- Ensure that all state, federal and local regulations have been followed in acceptance of the gift, grant or donation.

- Acknowledge the receipt and value of any gift, grant or donation accepted by the school.
- Prepare correspondence to recognize or memorialize gifts to the school as appropriate.

All gifts, grants and donations shall be recorded in the appropriate inventory listing and property records.

Section: Property
Title: Sanitary Maintenance
Adopted: January 24, 2007

703. SANITARY MAINTENANCE

The Western Area Career & Technology Center Joint Operating Committee recognizes that safeguarding the health and physical well being of students depends in large measure upon the cleanliness and proper sanitary conditions of the school buildings and grounds.

The Joint Operating Committee directs that a program of sanitary management shall be maintained in the school buildings and explained periodically to all staff members.

The Joint Operating Committee directs that standards be maintained to meet requirements set forth by the PA Department of Health, the PA Department of Labor & Industry, and any local agency that has jurisdiction.

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

The Director shall develop and supervise a program for cleanliness and sanitary management of the school buildings, grounds and equipment pursuant to statute, State Board regulations and requirements of the local and State Board of Health and Department of Labor & Industry.

The Director or designee shall ensure that the Maintenance Department properly maintains a safe and clean educational facility.

Instructors shall be responsible for the condition of their instructional areas.

Section: Property
Title: Maintenance
Adopted: January 24, 2007

704. MAINTENANCE

The Western Area Career & Technology Center Joint Operating Committee believes that timely and systematic maintenance of the school buildings, property and equipment is essential to the efficient management of the school.

The Joint Operating Committee directs that a continuous program of inspection and maintenance of the school buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.

The Director or designee shall develop and supervise a planned maintenance program, which shall include:

- Regular program of facilities repair and conditioning
- Critical spare parts inventory
- Equipment replacement program
- Long-range plans for building(s) modernization and conditioning

The Director or designee shall develop guidelines necessary for maintenance, repair and renovation of physical facilities.

The Director shall report annually to the Joint Operating Committee regarding the status of current maintenance, repair, and renovation efforts within the school.

Section: Property
Title: Safety
Adopted: January 24, 2007
Revised: June 18, 2014

705. SAFETY

The Western Area Career & Technology Center Joint Operating Committee recognizes its responsibility to provide safe and secure school facilities for students, staff and visitors.

The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe environment for all students, staff and visitors, as well as to protect the buildings, equipment and property. The safety program shall provide instruction for students and staff in safety and accident protection, security devices where they are required for safety, and suitable and safe equipment necessary for the conduct of the educational programs and operation of the school.

Employees are required to wear appropriate PPE (industry standard personal protection equipment). Failure to wear such PPE items will result in disciplinary action.

The Director or designee shall prepare rules governing school safety and security, as well as the prevention of accidents and fire, and shall include the requirements of law and applicable regulations of various departments of state government.

The Director or designee shall:

- Ensure curriculum to instruct students in safety and accident fire prevention
- Implement required drills to instruct students in safety procedures
- Review and evaluate annually school safety and security plans and implementation procedures
- Provide appropriate in-service opportunities for staff members

The Director shall periodically review with the Joint Operating Committee all procedures and rules dealing with the safety and security of students and staff.

A School Safety Committee shall be established to promote school health and safety, as well as the school's goal relating to Safe Schools. It shall be the responsibility of the committee to:

- Evaluate current school safety programs
- Conduct periodic inspections to identify safety and health hazards
- Review incident/accident reports and investigation forms
- Evaluate the effectiveness of newly implemented safety equipment, health and safety procedures, and security initiatives
- Make appropriate recommendations to the Director.

The School Safety Committee shall meet at a minimum monthly. Minutes shall be prepared and maintained. All decisions of the committee shall be made by a majority vote.

The Director or designee shall ensure that all committee members are adequately trained.

WACTC

Western Area Career & Technology Center

Section: Property
Title: Workers' Compensation
Adopted: January 24, 2007

705.1. WORKERS' COMPENSATION

It is the intent of the Western Area Career & Technology Center Joint Operating Committee to develop, implement and administer a Workers' Compensation Insurance Loss Control Program. Western Area Career & Technology Center maintains that its employees are its most important asset. In all work assignments, the health and safety of the staff shall be the first consideration. Administrative and supervisory personnel at all levels shall be directed to make safety the highest priority.

The Workers' Compensation Policy shall be consistent with local, state and federal laws and regulations.

Section:	Property
Title:	Automatic External Defibrillator (AED) / Cardiopulmonary Resuscitation (CPR)
Adopted:	October 23, 2002
Reviewed:	January 24, 2007

705.2. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) / CARDIOPULMONARY RESUSCITATION (CPR)

The Automatic External Defibrillator (AED) will enable trained responders in the school setting to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders' use of AED will not replace the care provided by Emergency Medical Services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for ambulance personnel to arrive. Upon arrival of the EMS providers, patient care will be transferred.

The AED system is a program that includes a Medical Emergency Response Team (MERT). The MERT shall consist of staff and community members who volunteer to be part of the team. Each member must be currently certified in CPR and AED by participating successfully in a nationally recognized training program, to use the AED on a victim. Written guidelines for emergencies related to the use of AEDs and CPR are provided to all MERT members, and periodic training and retraining for new and current members.

1. The AED system will be facilitated in accordance with approved school procedures. The AED units are owned by Western Area Career & Technology Center and will be housed in secure and accessible locations.
2. An initial core team shall be trained in CPR and AED certification programs. This team should consist of at least one administrator, nurse, secretary, and health care related teacher. Other interested staff may be trained if desired.

In accordance with Act 91 of 2000, Western Area Career & Technology Center will provide a CPR training class on an as-needed basis, but at least once every three (3) years, for any interested employee. Such training will be conducted by a certifying agency approved by the Department of Health.

The AED will enable trained responders in the school setting to deliver early The AED may be used by members of Western Area Career & Technology Center's MERT who have successfully completed training or any trained volunteer responder who has recently and successfully completed an approved CPR and AED training program. The Director is charged with the development of appropriate guidelines that will be reviewed with the MERT on a yearly basis.

Section: Property
Title: Property Records
Adopted: January 24, 2007

706. PROPERTY RECORDS

The Western Area Career & Technology Center Joint Operating Committee directs that adequate property records and inventory records be maintained on all land, buildings, and physical property.

The Joint Operating Committee directs that a complete inventory be maintained by physical count of all school-owned equipment. It further directs that property records be maintained of all buildings and grounds. Such records shall be updated at intervals that coincide with property insurance renewal.

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 non-expendable, and does not lose its identify when incorporated into a more complex unit.

It shall be the duty of the Director or designee 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 ongoing basis.

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 Joint Operating Committee.

Sophisticated equipment requiring installation or calibration shall not be removed for personal or non-school use.

The Director or designee shall maintain a system of property records which shall show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition, and depreciation, and current valuation in conformity with insurance requirements.

Section: Property
Title: Use of School Facilities
Adopted: January 24, 2007

707. USE OF SCHOOL FACILITIES

The Western Area Career & Technology Center Joint Operating Committee shall endeavor to make school facilities available for community purposes, provided that such use does not interfere with the educational program of the school.

The Joint Operating Committee will provide for the use of school facilities when permission has been requested in writing and has been approved by the Director.

The Director or designee shall oversee and coordinate the use of school facilities by outside organizations.

The use of school facilities by individuals from the general public will not be permitted unless written approval is granted by the Director. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by established rules.

Any school equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Joint Operating Committee shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity. Users shall be financially liable for damage to the facilities and for proper chaperoning.

Student groups wishing to use the school facilities after hours must obtain permission well in advance of the activity and follow established procedures. Such groups must be supervised by a faculty member.

Section: Property
Title: Lending of School Owned Equipment
Adopted: January 24, 2007

708. LENDING OF SCHOOL OWNED EQUIPMENT

The Western Area Career & Technology Center Joint Operating Committee directs that school owned equipment will not be removed from the facility or used for personal projects unless permission has been specifically requested and granted by the Director or designee.

Any approved personal use of school equipment must adhere with the following:

1. Employees must submit a written request to borrow school equipment. Such a request shall include the borrower's expertise, planned usage, length of time, date and signature. (Employees may borrow only equipment for which their expertise in operation has been documented.)
2. Equipment may be borrowed for an employee's personal usage only. Under no circumstance shall the use of school equipment be used for activities in which profit or compensation is generated.
3. Only equipment portable in nature can be removed from the building.
4. All equipment used for personal purposes must be returned in working order and in its original condition. Any repairs or replacement of wearable parts will be at the borrower's expense. The equipment must be cleaned and/or maintained properly prior to return.
5. All borrowed equipment must be returned with guards and safety devices in place and in proper working order.
6. Equipment requiring specialized installation or calibration shall not be removed from the Western Area Career & Technology Center assigned location.
7. Western Area Career & Technology Center shall not be held responsible for any damage or injury resulting from the personal use of the equipment.

Appropriate legal action will be taken when equipment is returned in an unusable manner or when equipment is not returned.

Section: Property
Title: Building Security
Adopted: January 24, 2007
Revised: March 25, 2015

709. BUILDING SECURITY

The Western Area Career & Technology Center Joint Operating Committee 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 Executive Director. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.

The Executive Director shall determine who will be entitled to building access and keys and who may have after-hours access to the facilities of the school.

Access to school buildings and grounds shall be established by the Executive Director in accordance with the following:

- Unlimited Access
 - Executive Director and other designated administrators
 - Designated maintenance personnel
- Limited Access
 - Staff members, extracurricular sponsors or supervisors for their area or activity

When the school building is closed for any reason, access to, and use of the school buildings for meetings, club activities, etc., must be approved by the Executive Director or Principal .

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

- A log of key assignments shall be maintained by the Executive Director or designee.
- Unassigned duplicate keys shall be maintained in a safe or a secured box.
- Individuals assigned keys may not duplicate or lend them to others.
- All keys shall be surrendered when there is no longer a need or upon request of the administration.
- Doors may be barred for security purposes but only during non-operational hours.
- The loss of a key shall be reported upon discovery to the administration.
- Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.

A set of master keys and/or duplicates shall be kept in the custody of the Executive Director or designee.

Section: Property
Title: Disposal of Unused and Unnecessary School Property
Adopted: October 25, 2006
Reviewed: January 24, 2007

711. DISPOSAL OF UNUSED AND UNNECESSARY SCHOOL PROPERTY

The following process shall be utilized for the disposal of unused and unnecessary equipment, tools, vehicles, materials and similar items owned by the Western Area Career & Technology Center:

1. The Western Area Career & Technology Center technical program instructor or the program or department head shall identify equipment that is no longer of practical use and present an equipment listing of such to the Director and/or his/her designee. The listing shall include all pertinent information including department, equipment name, model number, serial number, description, use, condition, reason for dispersal, funding source, date and signature. Whenever possible, a photo should be attached.
2. The Director shall submit a listing of any equipment to be declared surplus to the Joint Operating Committee for authorization to dispose of such items in accordance with the procedures established by this Policy. The Joint Operating Committee may establish a minimum price for the sale of any unused and unnecessary item subject to disposal.
3. Upon authorization of the Joint Operating Committee for the disposal of unused and unnecessary items, the Director shall dispose of such items in the following order of precedence:
 - A. When appropriate and practical, the listing of the unused and unnecessary items subject to disposal, and, if applicable, any minimum price for such items, shall be forwarded to the Superintendent of each of the member school districts comprising the Western Area Career & Technology Center. Such notice shall give the member school districts not less than thirty (30) calendar days to provide written notice to the Director of their interest in obtaining one or more of the items subject to disposal.
 - (1) In the event only one member school district provides written notice of an interest in obtaining any particular item, that item shall be sold to the member school district at the minimum price, if any, established by the Joint Operating Committee or, if no minimum price has been established, shall be donated to that member school district at no cost.

- (2) In the event In the event two or more member school districts provide written notice of an interest in obtaining any particular item, the Director shall so notify the Superintendent of each member school district and invite the submission by the member school districts of offers for the purchase of that item. The member school districts shall be given not less than thirty (30) calendar days to submit to the Director a written, sealed proposal for the purchase of that item. Such sealed proposals shall be presented to the Joint Operating Committee and shall be publicly opened at the next occurring regular meeting of the Joint Operating Committee. The item shall be sold to the member school district that submitted the highest offer for the purchase of the item that exceeds the minimum price, if any, established by the Joint Operating Committee.
 - (3) The donation or sale of items to member school districts is intended for the benefit of and use in the operations of the member school districts. The Joint Operating Committee reserves the right to reject requests or offers from any member school district if, in the sole judgment of the Joint Operating Committee, the item likely is not to be intended to be used by the member school district for school operations.
 - B. In the event unused and unnecessary items are not donated or sold to member school districts as provided above, the Director shall dispose of such items either through online and/or public auction or the solicitation of sealed bids. Notice of such public auction or the solicitation of bids shall be advertised in one or more newspapers of general circulation within each of the member school districts. When an Internet auction service is used, posting on that online auction site will satisfy notice requirements of this policy. In the event no offers that meet or exceed the minimum price established by the Joint Operating Committee are received, the Administrative Director shall report to the Joint Operating Committee and shall not take any further action relative to the item(s) except as directed by the Joint Operating Committee.
 - C. In the event the disposal of unused and unnecessary items (for which no minimum price has been established) is not achieved as provided above, the Administrative Director shall contact charitable organizations, with first preference to those within the geographical region, for the donation of such items.
 - D. In the event the disposal of unused and unnecessary items (for which no minimum price has been established) is not achieved as provided above, such items shall be thrown away as rubbish.
4. Any deviation from this Policy in the disposal of unused and unnecessary items shall require the prior approval of the Joint Operating Committee.

Declaration of Surplus Equipment Request Form

This form must be completed and submitted to the administration for review and presentation to the Joint Operating Committee.

Program Area _____	WACTC Inventory Number _____
Request Made By _____	Date _____
Equipment Name _____	Manufacturer _____
Model No. _____	Serial No. _____
Year Purchased _____	Funding Source _____
Original Value _____	Estimated Current Value _____
Is equipment currently under a maintenance agreement? Yes _____ No _____	

Digital Photo of Declared Item Must Be Submitted With This Request

Current Location	
Description	
Use	
Condition	
Reason for Request	

_____ Request Approved
 _____ Request Denied

 Director's Signature

 Date

ITEM MUST REMAIN IN PROGRAM AREA UNTIL REQUEST IS APPROVED BY JOINT OPERATING COMMITTEE

Section: Property
Title: Protection of Personal Property
Adopted: January 24, 2007

713. PROTECTION OF PERSONAL PROPERTY

The Western Area Career & Technology Center Joint Operating Committee believes that items deemed necessary to carry on the approved educational program shall generally be furnished by the school to students, employees and other personnel using school facilities. The presence of personal property on school premises shall be discouraged and occur only within the established procedures of the school.

The Joint Operating Committee shall not be responsible for the personal property of students, employees or other personnel using the school facilities.

Articles of clothing, jewelry, money and any other items of a personal nature constituting personal property such as radios, eyeglasses, etc., are the responsibility of the student, employee or person while within the school facility.

The Joint Operating Committee shall provide reasonable safeguards for the protection and safekeeping of personal property, which may be brought on the premises.

Section: Property
Title: Use of Fax Machines
Adopted: January 24, 2007

715. USE OF FAX MACHINES

The Western Area Career & Technology Center Joint Operating Committee recognizes that FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.

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 FAX documents are of utmost concern to the Joint Operating Committee.

The Director or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.

All FAX messages shall be accompanied by a transmittal sheet that includes the school's name and a privileged or confidential statement, if warranted.

Personal use of school FAX machines is not authorized.

Section: Property
Title: Integrated Pest Management
Adopted: October 23, 2002
Reviewed: January 24, 2007

716. INTEGRATED PEST MANAGEMENT

Western Area Career & Technology Center shall utilize Integrated Pest Management (IPM) 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.

Western Area Career & Technology Center may integrate IPM education into the curriculum in accordance with relevant academic and technical standards.

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.

Integrated Pest Maintenance 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.

The Joint Operating Committee establishes that Western Area Career & Technology Center shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness, and costs.

The Joint Operating Committee shall adopt an Integrated Pest Management Plan for Western Area Career & Technology Center buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.

The Director or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between Western Area Career & Technology Center and the approved contractor.

The Joint Operating Committee shall designate an employee to serve as IPM Coordinator.

The Director or designee shall be responsible to annually notify parents and/or guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

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.

An Integrated Pest Management Plan shall include the education of staff, students, and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including

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 and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the school may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.