

# BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION**  
**TUESDAY, MARCH 16, 2021**  
**7:00 PM**

## *MINUTES*

Call to Order	President Theresa Lydon called the meeting to order at 7:01 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
Recognition	Mrs. Nicole Varrenti, Keystone Oaks High School School Counselor recognized the achievements of Ethan VonHedemann and him being named a National Meri Scholarship Finalist.
Recognition	Mrs. Sarah Welch recognized the Food Service Staff for their hard word and dedication that they have put in since the start of the COVID-19 Pandemic to keep the families of our District fed with healthy meals.
Board President's Report	<b>BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon</b>
Board Minutes	<b>BOARD MINUTES</b>  On the motion of Ms. Shaw, seconded by Mr. Cesario, the Board approved the Work Session Minutes of February 9, 2021 and the Business/Legislative Minutes of February 16, 2021.  <i>Motion carried 9-0</i>
SEIU Agreement	<b>SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 32BJ AGREEMENT, JULY 1, 2021 – JUNE 30, 2026</b>  On the motion of Mr. Raso, seconded by Mr. Cesario, the Board ratified the Agreement between the Keystone Oaks School District and the Service Employees' International Union Local 32BJ from July 1, 2021 through June 30, 2026.  <i>Motion carried 9-0</i>

**For Information Only**

**FOR INFORMATION ONLY**

- Parkway West Career and Technology Center Report *Ms. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs

**Executive Session**

**EXECUTIVE SESSION** - There was no Executive Session held prior to this evenings Business/Legislative Session.

**Superintendent's Report**

**SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj**

**Education Plan**

**2020/2021 EDUCATION PLAN – MARCH 8, 2021 – JUNE 15, 2021**

On the motion of Ms. Evans, seconded by Mr. Raso, the Board approved the following Instructional Plan beginning March 8,2021 through June 15, 2021:

**Plan for Instruction: March 8, 2021 through June 15, 2021**

- **Week of March 8, 2021 through March 12, 2021**
  - **Elementary**
    - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
    - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  - **Secondary (Middle School and High School)**
    - All Option 1 (Hybrid) Students:  
Face-to-Face instruction Monday, Tuesday, Thursday and Friday  
Online instruction: Wednesday
- **Week of March 15, 2021 through March 19, 2021**
  - **Elementary**
    - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
    - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
  - **Secondary (Middle School and High School)**
    - All Option 1 (Hybrid) Students:  
Face-to-Face instruction Monday, Tuesday, Thursday and Friday  
Online instruction: Wednesday
- **Week of March 22, 2021 through May 28, 2021**
  - **All Option 1 (Hybrid Students) K - 12**

Face-to-Face instruction Monday, Tuesday, Thursday and Friday  
Online instruction: Wednesday

- **Week of May 31, 2021 through June 4, 2021**
  - **All Option 1 (Hybrid Students) K - 12**  
Face-to-Face instruction Tuesday, Wednesday, Thursday and Friday

**No School on Monday, May 31, 2021 – Memorial Day**

- **Week of June 7, 2021 through June 15, 2021**
  - **All Option 1 (Hybrid Students) K - 12**  
Face-to-Face instruction Monday, Tuesday, Thursday and Friday  
Online instruction: Wednesday
- **Exceptions/Notes:**
  - **Early Dismissal on Friday, April 2, 2021**
  - **Early Dismissal on Friday, May 28, 2021**
  - **Early Dismissal on Tuesday, June 15, 2021**

*Motion carried 9-0*

Policy 113.1

#### **FIRST READING POLICY 113.1: POSITIVE BEHAVIOR SUPPORT**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 113.1: *Positive Behavior Support*.

*Motion carried 9-0*

Policy 113.2

#### **FIRST READING POLICY 113.2: DISCIPLINE OF STUDENTS WITH DISABILITIES**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 113.2: *Discipline of Students with Disabilities*.

*Motion carried 9-0*

Policy 113.4

#### **FIRST READING POLICY 113.4: CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 113.4: *Confidentiality of Special Education Student Information*.

*Motion carried 9-0*

Policy 859

#### **FIRST READING POLICY 859: JOB RELATED EXPENSES**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 859: *Job Related Expenses*.

*Motion carried 9-0*

**Policy 860**

**FIRST READING POLICY 860: WORKING PERIODS**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 860: *Working Periods*.

*Motion carried 9-0*

**Policy 861**

**FIRST READING POLICY 861: RESPONSIBILITY FOR STUDENT WELFARE**

On the motion of Ms. Shaw, seconded by Ms. Evans, the Board approved the FIRST READING of Policy 861: *Responsibility for Student Welfare*.

*Motion carried 9-0*

**Removal of Policies**

**REMOVAL OF POLICIES**

On the motion of Mrs. Donahue, seconded by Ms. Evans, the Board approved the removal of the following policies:

Policy 439: *Release Time*

Policy 442: *Jury Duty*

Policy 528: *Wage and Salary Determination*

Policy 542: *Jury Duty*

Policy 529: *Substitute Compensation*

Policy 549: *Retirement*

*Motion carried 9-0*

**Professional Development**

**PROFESSIONAL DEVELOPMENT**

It is recommended that the Board approval the following Professional Development request:

<b>Kevin Gallagher</b>	Advanced Placement Virtual Institute	\$2,600.00 (total)
<b>(Computer Science Principles)</b>	Allegheny Intermediate Unit	
<b>Shane Hallam</b>	June 28 through July 2	
<b>(Psychology)</b>	Virtual	

For Information Only

The above Professional Development will be paid through Title IV Funds.

**Education Report**

**EDUCATION REPORT – Dr. William P. Stropkaj**

**Change in Graduation Requirements**

**CHANGE IN GRADUATION REQUIREMENTS – COMMUNITY SERVICE**

On the motion of Mrs. Lydon, seconded by Ms. Shaw, the Board approved the following adjustments to Community Service requirements as follows:

- The Class of 2024 must complete a total of 45 hours
- The Class of 2023, Class of 2022 and Class of 2021 must complete a total of 37.5 hours

For Information Only

This motion amends Policy 217: *Graduation Requirements* for the graduating classes listed above only.

As per Policy 214: *Class Rank/Graduation Honors* to be a Distinguished Graduate a student must complete one hundred (100) or more hours of community service, according to District guidelines; a leadership position within the school or community; and less than four unexcused tardies and three unexcused absences.

*Motion carried 9-0*

**CCAC Beaver County**

**COMMUNITY COLLEGE OF BEAVER COUNTY DUAL ENROLLMENT/HIGH SCHOOL ACADEMICS AGREEMENT**

On the motion of Mrs. Lydon, seconded by Mrs. Donahue, the Board approved the renewed Dual Enrollment/High School Academics Agreement between the Community College of Beaver County and the Keystone Oaks School District through June 2024.

For Information Only

Under the terms of this agreement students will have the opportunity to begin taking college-level course work while completing their high school degrees. Students will have the ability to apply for Federal Pell Grants to assist with payment of these courses.

*Motion carried 9-0*

**Personnel Report  
Retirement**

**PERSONNEL REPORT – Mr. Matthew Cesario  
RETIREMENT**

On the motion of Mr. Cesario, seconded by Ms. Evans, the Board accepted the following retirements:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>	<u>Date</u>
<b>Maria Petrakis</b>	Paraprofessional	15	June 18, 2021
<b>Virginia Walker</b>	Paraprofessional	13	June 18, 2021

*Motion carried 9-0*

**Resignation**

**RESIGNATION**

On the motion of Mr. Cesario, seconded by Mr. Raso, the Board accepted the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
<b>Walter Brunson</b>	Custodian	April 1, 2021
<b>Michael Rees</b>	Custodian	March 12, 2021

*Motion carried 9-0*

**Appointments**

**APPOINTMENTS**

**1. Long Term Substitute**

On the motion of Mr. Cesario, seconded by Ms. Shaw, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020***, the Board approved the employment of the following individual:

**Stacy Killian**

Special Education – High School

Effective – March 1, 2021 – June 21, 2021

Salary - \$45,500.00 (M+24, Step 1) (pro-rated)

*Motion carried 9-0*

**2. Club Sponsor and Stipend – 2020/2021 School Year**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020***, the Board approved the following individual for the 2020/2021 school year.

<u>Club</u>	<u>Name</u>	<u>Stipend</u>
Stage Crew	William Eibeck	\$1,200.00 (pro-rated)

*Motion carried 9-0*

**3. Approval of Athletic Positions and Stipends**

On the motion of Mr. Cesario, seconded by Ms. Evans, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020***, the Board approved the following individuals for the 2020/2021 school year.

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Baseball</b>	Head Coach	<b>Nick Kamberis</b>	\$4,750.00
	Assistant	<b>Ken Hustava</b>	\$3,500.00
	JV	<b>John McCarthy</b>	\$2,650.00
	JV	<b>Jacob Rady</b>	\$2,250.00
	JV	<b>Ron Muszynski</b>	\$1,500.00
	Volunteer	<b>Joe Turano</b>	
<b>Softball</b>	Head Coach	<b>Mark Kaminski</b>	\$4,750.00
	Assistant	<b>Brianna Fischer</b>	\$3,500.00
	Assistant	<b>Melissa Benincasa</b>	\$3,200.00
	Middle School	<b>Keith Buckley</b>	\$3,200.00
	Assistant	<b>Taylor Brownlee</b>	\$2,700.00
	Volunteer	<b>Jenna Ross</b>	
<b>Tennis (Boys)</b>	Head Coach	<b>Leslie Leopold</b>	\$4,200.00
	Assistant	<b>James Svidron</b>	\$2,800.00
<b>Track</b>	Head Coach	<b>Felix Yerace</b>	\$6,300.00
	Assistant	<b>Adam Mitchell</b>	\$4,080.00
	Assistant	<b>Erica Ragan</b>	\$4,080.00
	Assistant	<b>Christian Friday</b>	\$4,080.00
	Assistant	<b>Jeff Sieg</b>	\$4,080.00
	Middle School	<b>James Feeney</b>	\$3,380.00
	Assistant	<b>Judi Fritz</b>	\$2,700.00
	Assistant	<b>Kobe Phillippi</b>	\$2,700.00
	Assistant	<b>Mike Orosz</b>	\$2,700.00
<b>Volleyball (Boys)</b>	Head Coach	<b>Mike Mull</b>	\$4,250.00
	Assistant	<b>Jordan Zange</b>	\$2,800.00
	Volunteer	<b>Pat Morrow</b>	
<b>Swimming (MS)</b>	Head Coach	<b>Jeff DiGiacomo</b>	\$3,400.00
	Assistant	<b>Madeline Morris</b>	\$1,000.00

#### For Information Only

The Middle School Swimming season was moved to the Spring of 2021 due to COVID-19.

The hiring of **Kristin Kaminski** and **Mark Kaminski** requires the waiver of **Board Policy No. 803: Nepotism** by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to override the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

*Motion carried 9-0*

**4. Approval of Activities – Sponsors and Stipends**

On the motion of Mr. Cesario, seconded by Mr. Raso, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020***, the following individuals were approved as sponsors for the 2020/2021 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Shane P. Hallam	Musical Director (HS)	\$3,000.00
William Eibeck	Musical Assistant (HS)	\$5,200.00
Chelsea Frederickson	Musical Assistant (HS)	\$3,600.00
Aubrey Garvin	Musical Assistant (HS)	\$3,600.00
Craig Wetzel	Musical Assistant (HS)	\$3,100.00
Amanda Hallam	Musical Assistant (HS)	\$3,100.00
Jay Weaver	Musical Assistant (HS)	\$2,000.00
Shane P. Hallam	Musical Assistant (HS)	\$1,820.00

For Information Only

Mr. Hallam receives a stipend as Musical Director as well as a Musical Assistant (Producer) for the High School Musical.

*Motion carried 9-0*

**5. After-School Tutoring Program**

On the motion of Mr. Cesario, seconded by Mr. LaPorte, the Board approved the following individuals to participate in the After-School Tutoring Program for the 2020/2021 school year:

<u>Employee</u>	<u>School</u>
Jeff Kelly	Keystone Oaks High School

For Information Only

Teachers compensation for the After-School Tutoring are paid from the Ready to Learn Block Grant.

*Motion carried 9-0*

**6. Special Education Compensatory Services Teachers**



On the motion of Mr. Cesario, seconded by Ms. Evans, the Board approved the following individuals to participate in the Special Education COVID-19 Compensatory Services for students for the 2020/2021 school year:

**Employee**

**Candance Bush  
Richelle Davis**

**For Information Only**

Teachers compensation for the Special Education Compensatory Services are paid from the Special Education COVID-19 Impact Mitigation Grant.

*Motion carried 9-0*

**Post Season Stipends**

**POST SEASON COACHING STIPENDS**

On the motion of Mr. Cesario, seconded by Mr. Raso, in compliance with the ***Keystone Oaks Education Association 2017-2020***, the Board approved payment of \$50.00 per week to the following individuals for coaching in the post season:

<b><u>Sport</u></b>	<b><u>Coach</u></b>	<b><u>Stipend</u></b>
Wrestling	<b>Andy Bell</b>	\$50.00
	<b>Al Harris</b>	\$50.00
	<b>Jesse Byerly</b>	\$50.00
Swimming & Diving	<b>Jeff DiGiacomo</b>	\$100.00
	<b>Madeline Morris</b>	\$100.00
Basketball (Girls)	<b>Ron Muszynski</b>	\$50.00
	<b>Ian Barrett</b>	\$50.00
	<b>Belma Nurkic</b>	\$50.00

*Motion carried 9-0*

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

**Audited Financial  
Statements**

**AUDITED FINANCIAL STATEMENTS**

On the motion of Ms. Lindsey, seconded by Mr. Raso, the Board accepted the Audited Financial Statements as of June 30, 2020 as presented.

*Motion carried 9-0*

**Accounts Payable**

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH FEBRUARY 28, 2021**

On the motion of Ms. Lindsey, seconded by Mrs. Donahue, the Board approved of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of February 28, 2021 (Check No. 63833-63970)	\$923,885.86
B. Food Service Fund as of February 28, 2021 (Check No. 9538-9546)	\$13,521.92
C. Athletics as of February 28, 2021 (Check No. 3248)	\$570.00
D. Capital Reserve as of February 28, 2021 (None)	\$0.00
<b>TOTAL</b>	<b>\$937,977.78</b>

*Motion carried 9-0*

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020-2021 BUDGET TOTAL</b>	<b>2020-2021 8 MONTH FEBRUARY/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,055,241	\$ 28,682,563	\$ (372,678)
7000	State Revenue Sources	\$ 12,349,006	\$ 4,901,266	\$ (7,447,740)
8000	Federal Revenue Sources	\$ 946,330	\$ 494,629	\$ (451,701)
<b>Total Revenue</b>		<b>\$ 42,350,577</b>	<b>\$ 34,078,458</b>	<b>\$ (8,272,119)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,502,435	\$ 8,923,089	\$ 8,579,346
200	Benefits	\$ 10,794,110	\$ 5,858,320	\$ 4,935,790
300	Professional/Technical Services	\$ 1,863,096	\$ 911,750	\$ 951,346
400	Property Services	\$ 1,124,200	\$ 641,812	\$ 482,388
500	Other Services	\$ 5,242,271	\$ 2,741,703	\$ 2,500,568
600	Supplies/Books	\$ 1,334,927	\$ 1,027,465	\$ 307,462
700	Equipment/Property	\$ 328,850	\$ 914,161	\$ (585,311)
800	Other Objects	\$ 490,420	\$ 345,319	\$ 145,101
900	Other Financial Uses	\$ 4,500,000	\$ 3,736,885	\$ 763,115
<b>Total Expenditures</b>		<b>\$ 43,180,309</b>	<b>\$ 25,100,504</b>	<b>\$ 18,079,805</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (829,732)</b>	<b>\$ 8,977,954</b>	<b>\$ 9,807,686</b>
<b>Other Financing Sources/(Uses)</b>				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2021

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 2/1/2021	\$ 70,574.55	\$ 17,767.14
Deposits	\$ 1,216.36	\$ 1.26
Subtotal	\$ 71,790.91	\$ 17,768.40
Expenditures	\$ 1,062.19	\$ 9,249.75
Cash Balance - 2/28/2021	\$ 70,728.72	\$ 8,518.65

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF FEBRUARY 28, 2021

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,213,248
PAYROLL (pass-thru account)	\$ 50,816
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 8,519
PLGIT	\$ 10,883,156
FNB MONEY MARKET	\$ 2,588,632
PSDLAF	\$ 162,293
INVEST PROGRAM	\$ 181,709
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,985,801
COMPENSATED ABSENCES	\$ 430,384
	<b>\$ 17,504,558</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 170,474
PLGIT	\$ 528,510
	<b>\$ 698,984</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 111,606
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<b>\$ 112,407</b>
<b>GRAND TOTAL</b>	<b>\$ 18,315,949</b>

**Buildings & Grounds  
Report**

**BUILDINGS & GROUNDS REPORT – Mr. Santo Raso**

**Myrtle Rooftop Units**

**MYRTLE ROOFTOP UNITS**

On the motion of Mr. Raso, seconded by Mr. LaPorte, the Board approved the replacement of four (4) rooftop units at Myrtle Elementary by Huckestein Mechanical Services at a cost not to exceed \$1,238,584.00.

For Information Only

The funds being used are from the Elementary and Secondary School Emergency Relief Fund II (ESSER FUND) Grant.

Huckstein Mechanical Services is a COSTARS company.

*Motion carried 8-0-1*

**HS Rooftop Controls**

**HIGH SCHOOL ROOFTOP CONTROLS**

On the motion of Mr. Raso, seconded by Mr. Cesario, the Board approved the replacement of the High School rooftop controls by Combustion Service & Equipment Co. (CS&E) at a cost not to exceed \$75,000.00.

For Information Only

The funds being used are from the Elementary and Secondary School Emergency Relief Fund II (ESSER FUND) Grant.

Combustion Service & Equipment Co. is a COSTARS company.

*Motion carried 9-0*

**Faucets, Flushers &  
Drinking Fountains**

**TOUCHLESS FAUCETS, AUTOMATIC FLUSHERS, AND DRINKING  
FOUNTAIN RETROFITS**

On the motion of Mr. Raso, seconded by Mr. LaPorte, the Board approved the purchase of touchless faucets, automatic flushers, and drinking fountain retrofits at a cost not to exceed \$150,000.00.

For Information Only

The funds being used are from the Elementary and Secondary School Emergency Relief Fund II (ESSER FUND) Grant.

*Motion carried 9-0*

**Activities & Athletics  
Report**

**ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte**

**Advertise – Bids**

**ADVERTISE FOR ATHLETIC BIDS**

On the motion of Mr. LaPorte, seconded by Ms. Lindsey, the Board approved the advertisement of athletic bids for the Winter and Spring of the 2021/2022 school year.

*Motion carried 9-0*

**Pool Sound System**

**POOL SOUND SYSTEM**

On the motion of Mr. Raso, seconded by Mr. LaPorte, the Board approved the replacement of the Sound System in the Pool by Kinetics AV at a cost not to exceed \$1,615.00.

*Motion carried 9-0*

**Plaque Replacement**

**PLAQUE REPLACEMENT**

On the motion of Mr. Raso, seconded by Mrs. Donahue, the Board approved the replacement of the WPIAL Sectional Plaques by Pittsburgh Trophy Company, Inc. at a cost not to exceed \$711.00.

*Motion carried 9-0*

**Adjournment**

On the motion of Mrs. Shaw, seconded by Mr. Cesario, the meeting was adjourned at 7:53 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 113.1

Section PROGRAMS

Title POSITIVE BEHAVIOR  
SUPPORT

Adopted NOVEMBER 16, 1998

Last Revised ~~DECEMBER 13, 2016;~~  
FEBRUARY 17, 2011

POLICY NO. 113.1 POSITIVE BEHAVIOR SUPPORT		
Section 1	<p><b><u>Purpose</u></b></p> <p>Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a <b>P</b>ositive <b>B</b>ehavior <b>S</b>upport <b>P</b>lan <del>or shall include behavioral goals, interventions, and strategies in the IEP for each</del> if the student requires specific intervention to address <del>whose</del> behavior that interferes with <del>his/her</del> learning or the learning of others. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.</p>	22 PA Code <del>See</del> 14.133, 14.145 20 U.S.C. 1414 34 CFR 300.114, 300.324
Section 2	<p><b><u>Authority</u></b></p> <p>The Board directs that the <b>District's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support</b></p>	22 PA Code <del>See</del> 14.133 20 U.S.C. 1414, 1415 34 CFR 300.324, 300.34, 300.530

	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p>programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.</p> <p><del>following principles shall govern the use of behavior supports and interventions for students with disabilities:</del></p> <ol style="list-style-type: none"> <li><del>1. Positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of adverse techniques, punitive "time out" and the unreasonable use of restraints.</del></li> <li><del>2. Behavior support programs and plans must be based on a functional assessment of behavior and use positive behavior techniques.</del></li> <li><del>3. Behavior support programs must include research based practices and techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.</del></li> <li><del>4. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary.</del></li> <li><del>5. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.</del></li> <li><del>6. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports, consistent with the requirements of this policy, can be incorporated into body of the IEP.</del></li> <li><del>7.</del></li> </ol>	<p>Pol. 113, 113.2, 113.3</p>
Section 3	<p><b><u>Definitions</u></b></p> <p><del>As used in this policy,</del> The following words and terms shall have these meanings, unless the context clearly indicates otherwise:</p>	<p>22 PA Code Sec. 14.133</p>



**POLICY NO. 113.1  
POSITIVE BEHAVIOR SUPPORT**

**Aversive Techniques** – Deliberate activities designed to establish a negative association with a specific behavior.

**Behavior Support** – The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

**Functional Behavior Assessment (FBA)** – A student-centered team process used in instances when behavior negatively impacts a student’s learning or that of the student’s peers. FBA is an evidence-based process for gathering information to understand the function (purpose) of behavior in order to write an effective positive behavior support plan.

A FBA must be conducted and behavioral interventions implemented when: The IEP team (1) determines that a student’s behavior is interfering with the student’s learning or the learning of others, and (2) requires additional information to provide appropriate educational programming.

**Positive Behavior Support Plans or Behavior Intervention Plan** – A plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavior assessment, and become part of the individual student’s IEP ~~whether as a separate document attached thereto or as goals and intervention~~. These plans must include methods that use positive reinforcements, ~~and other positive techniques to shape a student’s behavior,~~ and related services required to assist a student with a disability to benefit from special education.

**Positive techniques** – Methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

**Restraints** – Application of physical force, with or without the use of any device, ~~designed for the purpose of to restraining the~~ free movement of a student’s body, excluding the following:

	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <ol style="list-style-type: none"> <li>1. Briefly holding a student, without force, to calm or comfort the student him/her.</li> <li>2. Guiding a student to an appropriate activity.</li> <li>3. Holding a student's hand to escort the student him/her safely from one area to another.</li> <li>4. Hand-over-hand assistance with feeding or task completion.</li> <li>5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's person(s) in parental relation arents/guardians and specified in the IEP.</li> <li>6. Mechanical restraints, governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.</li> </ol> <p><b>Seclusion</b> – Confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.</p> <p><b>Students with disabilities</b> – School-aged children within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p>	
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.</p> <p>The Superintendent or designee shall develop administrative regulations guidelines or procedures as needed to implement this policy.</p>	Pol. 113

	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p>The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.</p> <p>The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the District by entities educating students with disabilities who attend programs or classes outside the District, including private schools, agencies, intermediate units and career and technical schools.</p>	<p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.</p> <p>When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.</p> <p><b><u>Physical Restraints</u></b></p> <p>Restraints to control acute or episodic aggressive <del>or self-injurious</del> behavior may be used only when the student is acting in a manner <del>that presents as to be</del> a clear and present danger to <del>the student</del> <del>him/herself</del>, other students or <del>to</del> employees, and only when less restrictive measures and techniques have proven to be or are less effective.</p> <p>The Superintendent or designee shall notify the <del>person in parental relation</del> <del>arent/guardian</del> as soon as practicable of the use of restraints to control the aggressive behavior of <del>the</del> student and shall convene a meeting of the IEP team within ten (10) school days of the <del>inappropriate behavior causing the</del> use of restraints, unless the <del>person in parental relation</del> <del>arent/guardian</del>, after written notice, agrees in writing to waive the meeting. At this meeting,</p>	<p>22 PA Code 14.133 34 CFR 300.324</p> <p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p>

	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p>the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised <del>P</del>positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.</p> <p>The use of restraints <del>shall not</del><del>may only</del> be included in <del>a student's</del> the IEP for the convenience of staff, as a substitute for an educational program, or to be employed as punishment. Restraints may be included in an IEP with person in parental relation consent-only if <del>under the following conditions:</del></p> <ol style="list-style-type: none"> <li>1. The restraint is used <del>on conjunction</del> with specific components <del>s elements</del> of a <del>P</del>positive <del>B</del>behavior <del>S</del>support Plan.</li> <li>2. The restraint is used in conjunction with <del>the teaching of</del> socially <del>appropriate</del><del>ceptable</del> alternative skills <del>to replace problem-</del> or behaviors.</li> <li>3. Staff are authorized <del>to use the restraint,</del> and have received <del>appropriate</del><del>all</del> training <del>required, to use the specific procedure.</del></li> <li>4. <del>The p</del>Positive Behavior Support Plan <del>of the student</del> includes <del>efforts to a plan for-</del> eliminating the use of restraints <del>through the application of positive behavior support.</del></li> </ol> <p><del>The use of restraints is not included in the IEP for the convenience of staff, as a substitute for an educational program, or to be employed as punishment.</del></p> <p><u>Mechanical Restraints</u></p> <p>Mechanical restraints, which are used to control involuntary movement or lack of muscular control of <del>a students</del> when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's <del>person(s) in parental relation</del><del>arents/guardians.</del></p>	<p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p>Mechanical restraints shall prevent a student from injuring the student him/herself or others, or promote normative body positioning and physical functioning.</p> <p><u>Seclusion</u></p> <p>The District permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room.</p> <p>The District prohibits the seclusion of student in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.</p> <p><u>Aversive Techniques</u></p> <p>The following aversive techniques for addressing behavior are considered inappropriate and shall not be used in educational programs:</p> <ol style="list-style-type: none"> <li>1. Corporal punishment.</li> <li>2. Punishment for behaviors caused by or directly and substantially related a manifestation of to a student's disability.</li> <li>3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.</li> <li>4. Noxious substances.</li> <li>5. Deprivation of basic human rights, such as withholding meals, water or fresh air.</li> <li>6. Suspensions constituting a pattern as defined in state regulations.</li> <li>7. Treatment of a demeaning nature.</li> </ol>	<p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p> <p><del>22 PA Code 14.133</del></p> <p>22 PA Code 14.143</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p>8. Electric shock.</p> <p>9. Methods implemented by untrained personnel.</p> <p>10. Prone restraints, which are restraints by which a student is held face down on the floor.</p> <p><u>Reporting and Monitoring</u></p> <p>The Superintendent or designee shall maintain and report data on the use of restraints in a manner prescribed by the Secretary of Education of the Commonwealth of Pennsylvania. Such report shall be readily available for review during cyclical compliance monitoring conducted by the Pennsylvania Department of Education. Procedures shall be established requiring reports be made to the District by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.</p> <p><u>Referral to Law Enforcement</u></p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the District's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.</p> <p>For a student with a disability who has a Positive Behavior Support Plan at the time of referral, sSubsequent to notification to law enforcement, the District shall convene the student's IEP team and an updated functional behavior assessment and Positive Behavior Support Plan shall be required <del>for students</del></p>	<p>22 PA Code 14.133</p> <p>SC 1302.1-A 22 PA Code 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133 34 CFR 330.535 20 U.S.C. 1415 Pol. 103.1, 113, 113.2, 218, 227, 250, 251, 805.125, 823</p> <p>22 PA Code 10.23, 14.133, Pol. 113.3</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p><del>with disabilities who have Behavior Support Plan of such referral.</del></p> <p>If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the District, the Superintendent or designee shall ensure notify that the school district or intermediate unit is informed in which the residential setting is located of the need to update review the student's functional behavioral assessment and Positive Behavior Support Plan.</p> <p>For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the District shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.</p> <p><u>Relations With Law Enforcement</u></p> <p>The District shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the District.</p> <p>The District shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the District's Special Education Plan and positive behavior support program.</p> <p><u>Regular Program of Training</u></p> <p><del>The Superintendent or designee shall provide for the regular training and re-training, as needed, of personnel in the use of specific procedures, methods, and techniques, including restraints and seclusions, that those personnel will be expected to employ in the implementation of positive behavior supports or</del></p>	<p>22 PA Code 14.133</p> <p>22 PA Code 10.23, 14.133</p> <p>22 PA Code 10.23, 14.104 Pol. 113, 805.1</p> <p>22 PA Code 10.23, 14.104, 14.133 Pol. 113, 805.1</p> <p><del>22 PA Code 14.133</del></p>
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	<p style="text-align: center;"><b>POLICY NO. 113.1</b> <b>POSITIVE BEHAVIOR SUPPORT</b></p> <p><del>interventions in accordance with the IEP of the child and this policy.</del></p> <p>Previously Revised: December 13, 2016; February 17, 2011</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133, 14.143, 14.145</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1414, 1415</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.114, 300.324, 300.34, 300.530, 300.535</p> <p>Board Policy – 103.1, 113, 113.2, 113.3, 218, 227, 250, 251, 805.125, 823</p>	
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# Policy Guide

Policy No. 113.2Section PROGRAMSTitle DISCIPLINE OF STUDENTS  
WITH DISABILITIESAdopted DECEMBER 13, 2016

Last Revised \_\_\_\_\_

POLICY NO. 113.2 DISCIPLINE OF STUDENTS WITH DISABILITIES		
Section 1	<p><b><u>Purpose</u></b></p> <p>The District shall develop and implement <b>P</b>ositive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.</p> <p>Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and <b>P</b>ositive Behavior Support Plan.</p>	<p><del>Title</del> 22 PA <del>Code</del> See. 14.133 Pol. 113, 113.1</p> <p><del>Title</del> 22 PA Code <del>See.</del> 14.133, 14.143 34 CFR Sec. 300.530 Pol. 218, 233</p>
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Students with disabilities</b> – school-aged children -within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p><b>Suspensions from school</b> – disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.</p>	<p>Pol. 113</p> <p><del>Title</del> 22 PA <del>Code</del> See. 12.6 Pol. 233</p>

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p><b>Expulsions from school</b> – disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.</p> <p><b>Interim alternative educational settings</b> – removal of a student with a disability from the student’s his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.</p> <p><b>Manifestation of Disability</b> – the behavior is caused by, or directly and substantially related to, the student’s disability.</p> <p><b><u>Authority</u></b></p> <p>The Board directs that the District shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA), and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student’s particular misconduct is a manifestation of the student’s his/her disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student’s educational placement to one which is more restrictive than the placement where the misconduct occurred.</p> <p><b><u>Provision Of Education During Disciplinary Exclusions</u></b></p> <p>During any period of expulsion, or suspension from school for more than ten (10) consecutive days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and public appropriate education (FAPE), in accordance with law.</p>	<p><del>Title 22 PA Code</del> <del>See. 12.6</del> Pol. 233</p> <p>20 U.S.C. <del>See. 1415(k)</del> 34 CFR <del>See. 300.530(g)</del></p> <p><del>Title 22 PA Code</del> <del>See. 14.143</del> 20 U.S.C. <del>See. 1415(k)</del> 34 CFR <del>See. 300.530</del></p> <p><del>Title 22 PA Code</del> <del>See. 12.6(e)</del> 20 U.S.C. <del>See. 1412(a)</del> 34 CFR <del>See. 300.530(b),(d)</del></p>
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<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p><b><u>Guidelines</u></b></p> <p><u>Suspension From School</u></p> <p>A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.</p> <p><u>Changes In Educational Placement/Manifestation Determinations</u></p> <p>For disciplinary exclusions which constitute a change in educational placement, the District shall first determine whether the student's behavior is a manifestation of <del>the student's</del> <del>his/her</del> disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.</p> <p>A student with a disability whose behavior is not a manifestation of <del>the student's</del> <del>his/her</del> disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities.</p> <p><u><del>Parent/Guardian</del> Appeals From Disciplinary Actions/Request For Hearing By District For Students Who Are A Danger To Themselves Or Others</u></p> <p>A due process hearing may be requested by a <del>person in parental relation</del> <del>arent/guardian</del> of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the District if the District believes that the current placement is substantially likely to result in injury to the student or others. On <del>person in parental relation</del> <del>arent/guardian</del> appeal, or when the District requests a due process hearing, the hearing officer may return the student to the placement from which the student was removed or order <del>the student's</del> <del>his/her</del> removal to an appropriate interim alternative educational setting</p>	<p><del>Title</del> 22 PA <del>Code</del> <del>See.</del> 12.6, 14.143, 14.15 20 U.S.C. <del>See.</del> 1415(<del>k</del>) 34 CFR <del>See.</del> 300.530, 300.536</p> <p><del>Title</del> 22 PA <del>Code</del> <del>See.</del> 14.143 34 CFR <del>See.</del> 300.530</p> <p><del>Title</del> 22 PA <del>Code</del> <del>See.</del> 14.143 34 CFR <del>See.</del> <del>3</del>500.530(<del>e</del>) Pol. 218, 233</p> <p>20 U.S.C. <del>See.</del> 1415(<del>k</del>) 34 CFR <del>See.</del> 300.532</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p>for up to forty-five (45) school days if the hearing officer determines that maintaining the student's <del>child's</del> current placement is substantially likely to result in an injury to the student or others.</p> <p>Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the District and the person in parental <del>relation</del><del>arent/guardian</del> agree otherwise.</p> <p><u>Students Not Identified As Disabled/Pending Evaluation</u></p> <p>Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.</p> <p><u>Administrative Removal To Interim Alternative Educational Setting For Certain Infractions</u></p> <p>School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:</p> <ol style="list-style-type: none"> <li>1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, weapon is defined as a <b>weapon</b>, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.</li> </ol>	<p>20 U.S.C. <del>See:</del> 1415(k) 34 CFR <del>See:</del> 300.533</p> <p>20 U.S.C. <del>See:</del> 1415(k) 34 CFR <del>See:</del> 300.534</p> <p>20 U.S.C. <del>See:</del> 1415(k) 34 CFR <del>See:</del> 300.530(g)</p> <p>18 U.S.C. <del>See:</del> 930 20 U.S.C. <del>See:</del> 1415(k) 34 CFR <del>See:</del> 300.530(i) Pol. 250</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p>2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the District.</p> <p>3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, <b>serious bodily injury</b> means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.</p> <p><u>Referral To Law Enforcement and Reporting Requirements</u></p> <p>For reporting purposes, the term <b>incident</b> shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan.</p>	<p>20 U.S.C. <del>See:</del> 1415(<del>k</del>) 21 U.S.C. Sec. 812(<del>e</del>) 34 CFR <del>See:</del> 300.530(<del>i</del>) Pol. 227</p> <p>18 U.S.C. <del>See:</del> 1365(<del>h</del>)(<del>3</del>) 20 U.S.C. <del>See:</del> 1415(<del>k</del>) 34 CFR <del>See:</del> 300.530(<del>i</del>)</p> <p>SC 1303-A <del>Title</del> 22 PA Code <del>See:</del> 10.2 35 P.S. <del>See:</del> 780-102</p> <p>SC 1302.1-A <del>Title</del> 22 PA Code <del>See:</del> 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133 20 U.S.C. <del>See:</del> 1415(<del>k</del>) 34 CFR <del>See:</del> 300.535 Pol. 103.1, 113, 113.1, 113.3, 218, 227, 250, 251, 823, 805.125</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p>For a student with a disability who does not have a <b>Positive</b> Behavior Support Plan, subsequent to notification to law enforcement, the District shall convene the student's IEP team to consider whether a <b>Positive</b> Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.</p> <p>When reporting an incident committed by a student with a disability to the appropriate authorities, the <b>D</b>istrict shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The <b>D</b>istrict shall <b>ensure compliance with the Family Educational Rights and Privacy Act when transmitting</b> copies of the student's special education and disciplinary records <del>only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.</del></p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.6, 14.104, 14.133, 14.143</p> <p>Crimes Code, Possession of Firearms and Dangerous Weapons – 18 U.S.C. Sec. 930</p> <p>Crimes Code, Definition, Serious Bodily Injury – 18 U.S.C. Sec. 1365<del>(h)(3)</del></p>	<p><del>Title 22 PA Code</del> See: 10.23, 14.133 Pol. 113.1, 113.3</p> <p><del>Title 22 PA Code</del> See: 10.2, 10.21, 10.22, 10.23 20 U.S.C. <del>See: 1232g, 1415(k)(6)</del> 34 CFR <del>See: 300.535</del> 34 CFR Part 99 Pol. 113.4, 216, 805.125</p> <p>SC 1303-A Pol. 805.125</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.2</b> <b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b></p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1412, 141500-et seq.,</p> <p>Controlled Substances Act – 21 U.S.C. Sec. 812</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.530, 300.532, 300.533, 300.534, 300.535, 300.536</p> <p>Family Educational Rights and Privacy – 34 CFR Part 99, 20 U.S.C. Sec. 1232g</p> <p>Board Policy – 103.1, 113, 113.1, 113.3, 113.4, 216, 218, 227, 233, 250, 251, 805.1, 823, 825</p>	
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# Policy

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Policy No. 113.4Section PROGRAMSTitle CONFIDENTIALITY OF  
SPECIAL EDUCATION  
STUDENT INFORMATIONAdopted DECEMBER 13, 2016

Last Revised \_\_\_\_\_

POLICY NO. 113.4 CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION		
Section 1	<b><u>Authority</u></b>	
	The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.	Pol. 113, <a href="#">216</a>
	The District shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.	Pol. 216 <a href="#">34 CFR 300.611-300.627</a>
Section 2	The rights provided by this policy apply to <a href="#">persons in parental relation</a> <del>arents/guardians</del> of students who receive special education programming and services from the District or an outside program provided through the District.	34 CFR 300.520, 300.625
	<b><u>Definitions</u></b>	
	<b>Destruction</b> shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.	34 CFR 300.611
	<b>Disclosure</b> shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means,	34 CFR 99.3



	<p style="text-align: center;"><b>POLICY NO. 113.4</b>  <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b>  <b>STUDENT INFORMATION</b></p> <p>including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.</p> <p><b>Education Records</b>, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.</p> <p><b>Personally identifiable information</b> includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. The name of a student, the student's parents/guardians or other family members.</li> <li>2. The address of the student or student's family.</li> <li>3. A personal identifier, such as the student's social security number, student number, or biometric record.</li> <li>4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.</li> <li>5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.</li> <li>6. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.</li> </ol>	<p>34 CFR 99.3  20 U.S.C. 1232g  Pol. 216</p> <p>34 CFR 99.3,  300.32</p>
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<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 113.4 CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION</b></p> <p><b><u>Guidelines</u></b></p> <p><del>Parental</del> Access Rights</p> <p>The District shall permit <b>persons in parental relation</b><del>arents/guardians</del> to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the District in connection with providing special education services to the student.</p> <p>The District shall comply with a <b>person in parental relation's</b> request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.</p> <p>The District shall presume a <b>person in parental relation</b><del>arent/guardian</del> has authority to inspect and review records relating to <del>their</del><b>his/her</b> child unless it has been provided documentation that the requesting <b>person in parental relation</b><del>parent/guardian</del> does not have this authority under applicable state law.</p> <p>The District shall comply with a <b>person in parental relation's</b> request for review within forty-five (45) days following receipt of the request.</p> <p>A <b>person in parental relation</b><del>arent's/guardian</del>'s right to inspect and review education records includes the right to:</p> <ol style="list-style-type: none"> <li>1. A response from the District to reasonable requests for explanations and interpretations of the records.</li> <li>2. Request that the District provide copies of the records if failure to provide copies would effectively prevent the <b>person in parental relation</b><del>arent/guardian</del> from exercising the right to inspect and review the records.</li> <li>3. Have a representative inspect and review the records.</li> </ol>	<p>34 CFR 99.10, 300.613</p> <p>34 CFR 99.4, 300.613</p> <p>34 CFR 99.10, 300.613</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.4</b>  <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b>  <b>STUDENT INFORMATION</b></p>	
	<p>If an education record includes information on more than one (1) student, the persons in parental relation<del>arents/guardians</del> shall have access only to the information relating to their child or shall be informed of the information in the record.</p>	34 CFR 99.12, 300.615
	<p>The District shall provide persons in parental relation<del>arents/guardians</del>, upon request, a list of the types and locations of education records collected, maintained, or used by the District.</p>	34 CFR 300.616
	<p><u>Fees</u></p> <p>The District may charge a fee for copies of records that are made for persons in parental relation<del>arents/guardians</del> so long as the fee does not effectively prevent persons in parental relation<del>arents/guardians</del> from exercising their right to inspect and review those records.</p>	34 CFR 99.11, 300.617
	<p>The District shall not charge a fee to search for or to retrieve information in response to a person in parental relation's request.</p>	
	<p><u>Record Of Access</u></p> <p>The District shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education and related services to students with disabilities, except access by persons in parental relation<del>arents/guardians</del> and authorized district employees.</p> <p>The District's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.</p>	34 CFR 300.614
	<p><u>Amendment Of Records Upon Parental Request</u></p> <p>If a person in parental relation<del>arent/guardian</del> believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the person in parental relation<del>parent/guardian</del> may request that the District amend the information.</p>	34 CFR 99.20, 300.618

	<p style="text-align: center;"><b>POLICY NO. 113.4</b>  <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b>  <b>STUDENT INFORMATION</b></p> <p>The District shall decide whether to amend the information within a reasonable period of time from receipt of the request.</p> <p>If the District declines to amend the information in accordance with a parental request, the District shall inform the parent/guardian of the refusal and advise the <a href="#">person in parental relation</a><del>parent/guardian</del> of the right to a hearing.</p> <p><u>Records Hearing</u></p> <p>The District shall, on request, provide <a href="#">persons in parental relation</a><del>arents/guardians</del> with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The District recognizes that <a href="#">persons in parental relation</a><del>arents/guardians</del> who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.</p> <p><u>Hearing Procedures</u></p> <p>A hearing to challenge information in education records must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. The District shall hold the hearing within a reasonable time after receiving the request for a hearing.</li> <li>2. The District shall give the <a href="#">person in parental relation</a><del>arent/guardian</del> reasonable advanced written notice of the date, time, and place of the hearing.</li> <li>3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.</li> <li>4. The District shall give the <a href="#">person in parental relation</a><del>arent/guardian</del> a full and fair opportunity to present relevant evidence. The <a href="#">person in parental relation</a><del>parent/guardian</del> may, at <del>their</del><a href="#">his/her</a> own expense, be assisted or represented by one (1) or more individuals</li> </ol>	<p>34 CFR 99.21, 300.510-300.516, 300.619</p> <p>34 CFR 99.22, 300.621</p>
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**POLICY NO. 113.4  
CONFIDENTIALITY OF SPECIAL EDUCATION  
STUDENT INFORMATION**

of ~~their~~~~his/her~~ choice, including an attorney.

5. The District shall inform ~~persons in parental relation~~~~parents/guardians~~ of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the ~~D~~istrict shall amend the information accordingly and inform the ~~person in parental relation~~~~arent/guardian~~ in writing.

If, as a result of the hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the District shall inform the ~~person in parental relation~~~~parent/guardian~~ of the ~~person in parental relation~~~~arent's/guardian~~'s right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the ~~D~~istrict's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the District as part of the student's records as long as the record or contested portion is maintained by the District; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention And Destruction Of Information

The District shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and

34 CFR 99.21,  
300.620

34 CFR 300.623

	<p style="text-align: center;"><b>POLICY NO. 113.4</b>  <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b>  <b>STUDENT INFORMATION</b></p> <p>integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention. Student records include any financial documents related to any services that a student receives.</p> <p>The District shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.</p> <p>In order to comply with state compliance monitoring requirements, the District shall maintain education records for students receiving special education services for at least six (6) years.</p> <p>The District shall inform <b>person in parental relation</b><del>arents/guardians</del> when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon <b>the person in parental relation's</b> request.</p> <p>No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.</p> <p>The District may maintain a permanent record of the student's name, address, <del>and</del> phone number, <del>his/her</del> grades, attendance record, classes attended, grade level completed, and year completed.</p> <p>The District shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and <b>the student's</b><del>his/her</del> family.</p> <p><u>Disclosure To Third Parties</u></p> <p>The District shall obtain <b>person in parental relation's</b> consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special</p>	<p>34 CFR 300.623</p> <p>Pol. 216</p> <p>34 CFR 300.624</p> <p>34 CFR 99.10</p> <p>34 CFR 300.624</p> <p>34 CFR 300.623</p> <p>34 CFR 99.30, 99.31, 300.154, 300.622 Pol. 113.1, 113.2,</p>
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	<p style="text-align: center;"><b>POLICY NO. 113.4</b> <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b> <b>STUDENT INFORMATION</b></p> <p>education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.</p> <p>The person in pParental relation's consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.</p> <p>If a student is enrolled, or is going to enroll in a private school that is not located in the District of the person in parental relations' arent's/guardian's residence, person in parental relations' consent must be obtained before any personally identifiable information about the student is released between officials in the District where the private school is located and officials in the District of the person in parental relation'sarent's/guardian's residence.</p> <p><u>Disclosure to Law Enforcement</u></p> <p>When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the District shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The District shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.</p>	<p>216</p> <p>34 CFR 300.622</p> <p>34 CFR 300.622</p> <p>20 U.S.C. 1232g, 1415 22 PA Code 10.2,10.21, 10.22, 10.23 34 CFR 99, 300.535 Pol. 113.2, 216, 805.1</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Special Education to coordinate the Ddistrict's efforts to comply with this policy and applicable laws and regulations.</p> <p>All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board</p>	<p>34 CFR 300.623</p> <p>34 CFR 300.623</p>

	<p style="text-align: center;"><b>POLICY NO. 113.4</b> <b>CONFIDENTIALITY OF SPECIAL EDUCATION</b> <b>STUDENT INFORMATION</b></p> <p>policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.</p> <p>References:</p> <p>State Board of Education Regulations – 22 U.S.C. Sec. 10.2, 10.21, 10.22, 10.23</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 99, 99.3, 99.4, 99.10, 99.11, 99.12, 99.20, 99.21 <del>et seq.</del>, 99.22, 99.30, 99.31, 300.154, 300.32, 300.510-300.516, 300.520, 300.535, 300.611-300.627 <del>et seq.</del>, 20 U.S.C. Sec. 1415</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Board Policy – 113, 113.1, 113.2, 216, 805.1</p>	
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# Policy Guide

Policy No. 859Section OPERATIONSTitle JOB RELATED EXPENSES

Adopted \_\_\_\_\_

Last Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 859</b> <b>JOB RELATED EXPENSES</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 331, 431, AND 531.</b></p> <p><b>Section 1</b>     <u><b>Authority</b></u></p> <p>The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the District, in accordance with compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.</p> <p><b>Section 2</b>     <u><b>Delegation of Responsibility</b></u></p> <p>The validity of payments for job related expenses for all district employees shall be determined by the Director of Finance and Human Resources in collaboration with the Superintendent.</p> <p>The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.</p> <p><b>Section 3</b>     <u><b>Guidelines</b></u></p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Director of Finance and Human Resources in collaboration with the Superintendent.</p>	<p>SC 517</p>
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	<p style="text-align: center;"><b>POLICY NO. 859</b> <b>JOB RELATED EXPENSES</b></p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile consistent with compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.</p> <p>Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed to an employee if approval has been obtained in advance from the Director of Finance and Human Resources.</p> <p>Attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517</p>	SC 517
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# Policy Guide

Policy No. 860Section OPERATIONSTitle WORKING PERIODS

Adopted \_\_\_\_\_

Last Revised \_\_\_\_\_

POLICY NO. 860 WORKING PERIODS		
Section 1	<b><u>Authority</u></b>	
	Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the District.	
	The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with compensation plans, individual contracts, applicable collective bargaining agreements, and Board resolutions.	SC 510, 1504 Pol. 804
Section 2	The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with compensation plans, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.	SC 520.1 Pol. 804, 805
	<b><u>Delegation of Responsibility</u></b>	
	The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.	

	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 520.1, 1504</p> <p>Board Policy – 804, 805</p>	
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# Policy Guide



**Title**               **RESPONSIBILITY FOR  
STUDENT WELFARE**

**Adopted** \_\_\_\_\_

**Last Revised** \_\_\_\_\_

	<p><b>POLICY NO. 861</b></p> <p><b>RESPONSIBILITY FOR STUDENT WELFARE</b></p> <p><b>THIS POLICY SHALL SUPERSEDE POLICY 440.</b></p>	
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.</p> <p>District employees are responsible for the safety of students in their charge within school buildings and on district property.</p> <p>Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.</p> <p>Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in district activities.</p> <p>Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum.</p> <p>Each employee has the responsibility to report immediately to the building principal or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of district safety rules.</p> <p>Employees may not send students on any personal errands.</p>	<p>SC 510</p> <p>Pol. 705, 805</p> <p>Pol. 705</p>

<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 861</b> <b>RESPONSIBILITY FOR STUDENT WELFARE</b></p> <p>Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.</p> <p>Employees shall not require a student to perform tasks that may be detrimental to the student's health.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.</p> <p>Building principals shall annually develop and implement a plan of supervision for the following:</p> <ol style="list-style-type: none"> <li>1. Student arrivals and departures, including buses.</li> <li>2. Halls, restrooms and playgrounds.</li> <li>3. Cafeteria.</li> <li>4. Before and after school.</li> <li>5. Curricular field trips.</li> <li>6. Extracurricular activities and interscholastic athletics</li> </ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 705, 805</p>	

Date: 03/03/21

Time: 08:40:08

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 1

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00063833	02/03/21	644 ALCOSE CREDIT UNION	\$1,007.88	2	Comp	R
00063834	02/03/21	10213 AMAZON.COM CORPORATE CREDIT AMAZON CAPITAL SERVICES	\$48.22	1	Comp	O
00063835	02/03/21	11197 AMERICAN DREAM FUND	\$52.00	2	Comp	R
00063836	02/03/21	575 KEYSTONE OAKS EDUCATION ASSN	\$11,385.44	2	Comp	R
00063837	02/03/21	587 KEYSTONE OAKS ESPA-LOCAL	\$943.76	2	Comp	R
00063838	02/03/21	922 SEIU LOCAL32BJ	\$1,135.00	1	Comp	R
00063839	02/03/21	13081 AssetGenie, Inc	\$220.15	2321	Comp	R
00063840	02/03/21	115 CAROLINA BIOLOGICAL SUPPLY	\$51.26	2321	Comp	R
00063841	02/03/21	13966 DIGITAL ASSURANCE CERTIFICATION, LLC	\$1,500.00	2321	Comp	R
00063842	02/03/21	250 FOLLETT Follett School Solutions Inc	\$332.30	2321	Comp	R
00063843	02/03/21	14163 JENNIFER L RUMBLE JENNIFER L RUMBLE	\$340.15	2321	Comp	R
00063844	02/03/21	14183 JESSICA OTTO JESSICA OTT	\$282.80	2321	Comp	R
00063845	02/03/21	12909 KELLY SERVICES INC KELLY SERVICES INC	\$3,575.00	2321	Comp	R
00063846	02/03/21	9985 KEVIN PRINCE	\$71.62	2321	Comp	R
00063847	02/03/21	14165 RALPH C SURMAN JR RALPH SURMAN	\$546.52	2321	Comp	R
00063848	02/03/21	14066 VISTA HIGHER LEARNING, INC. VISTA HIGHER LEARNING	\$1,294.82	2321	Comp	R
00063849	02/03/21	13611 WESTINGHOUSE ARTS ACADEMY CHARTER Westinghouse Arts Academy Charter c SCHOOL	\$5,012.24	2321	Comp	R
00063850	02/03/21	12929 Young Scholars of Western PA Charter Sch	\$17,289.48	2321	Comp	R
00063851	02/05/21	13657 Advance Auto Parts	\$76.94	2521	Comp	R
00063852	02/05/21	10738 AMERICAN ROCK SALT CO LLC	\$1,594.96	2521	Comp	R
00063853	02/05/21	1341 AIU Allegheny Intermediate Unit	\$89,668.76	2521	Comp	R
00063854	02/05/21	48 B & R POOLS & SWIM SHOP	\$5,152.00	2521	Comp	R
00063855	02/05/21	14167 BEST BUY Business Advantage Acct BEST BUY BUSINESS ADVANTAGE ACCOUNT	\$5,716.75	2521	Comp	V
00063856	02/05/21	11535 BIG'S SANITATION	\$5,410.00	2521	Comp	R
00063857	02/05/21	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$163.91	2521	Comp	R
00063858	02/05/21	208 DORMONT BOROUGH Borough of Dormont	\$134.87	2521	Comp	R
00063859	02/05/21	118 CASTLE SHANNON BOROUGH CASTLE SHANNON BOROUGH GENERAL FUND	\$4,065.31	2521	Comp	R
00063860	02/05/21	6817 DOBIL LABORATORIES INC	\$708.58	2521	Comp	R
00063861	02/05/21	12140 EASY WAY SAFETY SERVCIES	\$379.00	2521	Comp	R
00063862	02/05/21	292 GRAINGER	\$91.14	2521	Comp	R
00063863	02/05/21	13344 Green Elevator Inspection Comp	\$75.00	2521	Comp	R
00063864	02/05/21	14174 HADFIELD ELEVATOR LLC	\$4,450.00	2521	Comp	R
00063865	02/05/21	8620 HOME DEPOT CREDIT SERVICES	\$79.94	2521	Comp	R
00063866	02/05/21	12628 JESSE JEZNIS	\$168.45	2521	Comp	R
00063867	02/05/21	361 JORDAN TAX SERVICE INC	\$38.01	2521	Comp	R
00063868	02/05/21	14143 KELLINGTON PROTECTION SERVICE, LLC	\$3,803.99	2521	Comp	R
00063869	02/05/21	420 MATTHEWS BUS CO	\$100,724.54	2521	Comp	O
00063870	02/05/21	1926 PAPER PRODUCTS CO INC	\$2,500.20	2521	Comp	R
00063871	02/05/21	503 PARKWAY WEST CTC	\$129,928.52	2521	Comp	R

Date: 03/03/21

Time: 08:40:08

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 2

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00063872	02/05/21	12353 CAROL PERSIN	\$43.21	2521	Comp	R
00063873	02/05/21	7810 PITTSBURGH WATER COOLER	\$177.96	2521	Comp	R
00063874	02/05/21	551 PORT AUTHORITY OF ALLY COUNTY	\$195.00	2521	Comp	R
00063875	02/05/21	1239 PSAT/NMSQT	\$1,836.00	2521	Comp	R
00063876	02/05/21	599 ROLLIER HARDWARE INC	\$37.38	2521	Comp	R
00063877	02/05/21	12321 RONNIE'S TIRE SERVICE INC	\$595.60	2521	Comp	R
00063878	02/05/21	1248 J. N. SHEFFEY ASSOCIATES	\$707.00	2521	Comp	R
00063879	02/05/21	636 SCOTT ELECTRIC Scott Electric	\$151.44	2521	Comp	R
00063880	02/05/21	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$66.02	2521	Comp	R
00063881	02/05/21	12005 TrustPoint International, LLC TrustPoint Translations, LLC	\$100.00	2521	Comp	R
00063882	02/05/21	14167 BEST BUY Business Advantage Acct BEST BUY BUSINESS ADVANTAGE ACCOUNT	\$5,716.75	2521	Comp	V
00063883	02/05/21	14167 BEST BUY Business Advantage Acct BEST BUY BUSINESS ADVANTAGE ACCOUNT	\$5,716.75	2521	Comp	R
00063884	02/18/21	4675 PA DEPT OF LABOR & INDUSTRY PA DEPT OF LABOR & INDUSTRY -E	\$74.61	21821	Comp	R
00063885	02/18/21	1224 ABCO FIRE PROTECTION INC	\$2,323.16	21821	Comp	R
00063886	02/18/21	12900 Agora Cyber Charter School	\$13,809.01	21821	Comp	O
00063887	02/18/21	10738 AMERICAN ROCK SALT CO LLC	\$1,612.69	21821	Comp	R
00063888	02/18/21	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,554.86	21821	Comp	O
00063889	02/18/21	9884 AT&T MOBILITY	\$1,078.54	21821	Comp	R
00063890	02/18/21	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$48.00	21821	Comp	R
00063891	02/18/21	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$143.84	21821	Comp	R
00063892	02/18/21	1341 AIU Allegheny Intermediate Unit	\$22,572.60	21821	Comp	R
00063893	02/18/21	7578 BATTERIES PLUS BULBS-#191 BATTERIES PLUS PITTSBURGH	\$109.10	21821	Comp	R
00063894	02/18/21	14167 BEST BUY Business Advantage Acct BEST BUY BUSINESS ADVANTAGE ACCOUNT	\$1,095.00	21821	Comp	O
00063895	02/18/21	299 BOROUGH OF GREEN TREE	\$1,469.17	21821	Comp	R
00063896	02/18/21	8013 BRIDGES TRANSITIONS CO BRIDGES TRANSITIONS CO.	\$444.00	21821	Comp	R
00063897	02/18/21	13395 Busy Beaver Building Centers, Inc.	\$99.56	21821	Comp	R
00063898	02/18/21	109 T.F. CAMPBELL COMPANY	\$580.67	21821	Comp	R
00063899	02/18/21	10188 CDW Government LLC, CDW Government CDW Government	\$634.78	21821	Comp	O
00063900	02/18/21	13163 CIT CIT	\$2,965.84	21821	Comp	R
00063901	02/18/21	11048 AmCom - Amer. Photocopy Equip Co of PGH COMDOC LEASING	\$10,019.95	21821	Comp	R
00063902	02/18/21	13104 Commonwealth Charter Academy	\$5,012.24	21821	Comp	R
00063903	02/18/21	9735 CPI	\$516.78	21821	Comp	R
00063904	02/18/21	572 DUQUESNE LIGHT COMPANY	\$5,586.52	21821	Comp	R
00063905	02/18/21	13972 ESTOCIN TRANSPORTATION SERVICES LLC	\$3,442.00	21821	Comp	R
00063906	02/18/21	4065 FLAG FACTORY	\$712.00	21821	Comp	R
00063907	02/18/21	14187 FRANCIS ROCCO FRANCIS ROCCO	\$54.56	21821	Comp	R



Date: 03/03/21

Time: 08:40:08

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 3

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00063908	02/18/21	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$271.13	21821	Comp	R
00063909	02/18/21	292 GRAINGER	\$186.29	21821	Comp	R
00063910	02/18/21	4710 GEORGE M KEY ARCO INC	\$650.85	21821	Comp	R
00063911	02/18/21	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$506.00	21821	Comp	R
00063912	02/18/21	14143 KELLINGTON PROTECTION SERVICE, LLC	\$6,886.03	21821	Comp	R
00063913	02/18/21	12909 KELLY SERVICES INC KELLY SERVICES INC	\$4,147.00	21821	Comp	R
00063914	02/18/21	12008 LOWES BUSINESS ACCT/GECRB LOWES BUSINESS ACCT/SYNCB	\$178.88	21821	Comp	R
00063915	02/18/21	11774 MAIELLO BRUNGO & MAIELLO LLP	\$87.50	21821	Comp	R
00063916	02/18/21	13685 MARS MECHANICAL SERVICES	\$289.90	21821	Comp	O
00063917	02/18/21	5093 MIDWEST TECHNOLOGY	\$138.00	21821	Comp	O
00063918	02/18/21	4919 MR JOHN	\$127.00	21821	Comp	R
00063919	02/18/21	449 MT LEBANON PA	\$70.00	21821	Comp	R
00063920	02/18/21	8386 Mount Lebanon, PA Mount Lebanon, PA	\$1,312.38	21821	Comp	R
00063921	02/18/21	3322 OFFICE DEPOT INC	\$1,159.60	21821	Comp	R
00063922	02/18/21	574 PA AMERICAN WATER COMPANY	\$3,020.41	21821	Comp	R
00063923	02/18/21	13096 PA Distance Learning Charter	\$5,012.24	21821	Comp	R
00063924	02/18/21	1926 PAPER PRODUCTS CO INC	\$2,426.58	21821	Comp	R
00063925	02/18/21	3630 PITNEY BOWES	\$843.54	21821	Comp	R
00063926	02/18/21	2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE	\$390.00	21821	Comp	R
00063927	02/18/21	13612 POWER TOOL & SUPPLY CO., INC	\$805.50	21821	Comp	R
00063928	02/18/21	12930 Propel Charter School - Montour	\$2,455.45	21821	Comp	R
00063929	02/18/21	565 PSERS	\$739.19	21821	Comp	O
00063930	02/18/21	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$23,529.45	21821	Comp	R
00063931	02/18/21	13177 Provident Charter School Provident Charter School	\$18,922.62	21821	Comp	R
00063932	02/18/21	599 ROLLIER HARDWARE INC	\$42.81	21821	Comp	R
00063933	02/18/21	13232 REACH CYBER CHARTER SCHOOL Reach Cyber Charter School	\$6,341.33	21821	Comp	R
00063934	02/18/21	13956 JENNIFER SHAEFFER	\$790.00	21821	Comp	O
00063935	02/18/21	6618 SHOP 'N SAVE	\$103.96	21821	Comp	R
00063936	02/18/21	14186 SNH MEDICAL OFFICE PROPERTIES/SMR GROUP SNH MEDICAL OFFICE PROPERTIES/SMR	\$95,707.93	21821	Comp	R
00063937	02/18/21	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$110.89	21821	Comp	R
00063938	02/18/21	636 SCOTT ELECTRIC Scott Electric	\$122.04	21821	Comp	R
00063939	02/18/21	14185 CONSORTIUM FOR PUBLIC EDUCATION THE CONSORTIUM FOR PUBLIC EDUCATION	\$750.00	21821	Comp	O
00063940	02/18/21	13014 The Fitness Doctor	\$2,469.00	21821	Comp	R
00063941	02/18/21	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$348.25	21821	Comp	R
00063942	02/18/21	12119 UGI ENERGY SERVICES LLC	\$4,985.01	21821	Comp	R
00063943	02/18/21	7420 UPMC	\$2,475.00	21821	Comp	R
00063944	02/18/21	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$10,074.00	21821	Comp	R

Date: 03/03/21

Time: 08:40:09

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 4

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00063945	02/18/21	14156 WC WEIL PUMPMAN LLC W.C. Weil PM, LLC	\$4,295.00	21821	Comp	R
00063946	02/19/21	14188 MATT WILHELM INC. MATT WILHELM INC.	\$475.00	21921	Comp	O
00063947	02/23/21	13081 AssetGenie, Inc	\$899.00	22321	Comp	O
00063948	02/23/21	11761 BOROUGH OF GREENTREE	\$150.40	22321	Comp	R
00063949	02/23/21	10188 CDW Government LLC, CDW Government CDW Government	\$161,980.56	22321	Comp	O
00063950	02/23/21	123 CENTURY SPORTS INC	\$3,357.70	22321	Comp	O
00063951	02/23/21	571 COLUMBIA GAS OF PA	\$6,199.94	22321	Comp	O
00063952	02/23/21	13509 Direct Energy DIRECT ENERGY BUSINESS	\$10,176.05	22321	Comp	O
00063953	02/23/21	572 DUQUESNE LIGHT COMPANY DUQUESNE LIGHT COMPANY	\$16,301.44	22321	Comp	R
00063954	02/23/21	12944 The Environmental Charter School @Frick Environmental Charter School	\$3,683.17	22321	Comp	O
00063955	02/23/21	250 FOLLETT Follett School Solutions Inc	\$1,274.47	22321	Comp	O
00063956	02/23/21	13774 GOVCONNECTION, INC. GOVCONNECTION, INC.	\$750.00	22321	Comp	R
00063957	02/23/21	14143 KELLINGTON PROTECTION SERVICE, LLC	\$3,091.36	22321	Comp	O
00063958	02/23/21	14190 MICHAEL S MONTGOMERY MICHAEL S MONTGOMERY	\$387.90	22321	Comp	O
00063959	02/23/21	574 PA AMERICAN WATER COMPANY	\$663.07	22321	Comp	O
00063960	02/23/21	12631 PEOPLES NATURAL GAS	\$15,918.14	22321	Comp	V
00063961	02/23/21	1724 PERMA-BOUND	\$94.83	22321	Comp	O
00063962	02/23/21	13247 TMS Equiparts	\$264.12	22321	Comp	R
00063963	02/23/21	11612 DOUGLAS A DELLA TOFFALO, PhD.	\$2,750.00	22321	Comp	O
00063964	02/23/21	9508 THE LIGHT CO The Light Company, LLC	\$464.75	22321	Comp	R
00063965	02/23/21	14193 JAMES AND LISA CANCELLIERE JAMES & LISA CANCELLIERE	\$95.00	22321	Comp	O
00063966	02/23/21	14112 SOPHIE GRANGER LISA & PAUL GRANGER	\$95.00	22321	Comp	O
00063967	02/23/21	12631 PEOPLES NATURAL GAS	\$7,959.07	22321	Comp	O
00063968	02/25/21	14061 DQE SYSTEMS, INC. DQE COMMUNICATIONS LLC	\$83,160.00	2252021	Comp	V
00063969	02/25/21	14061 DQE SYSTEMS, INC. DQE COMMUNICATIONS LLC	\$18,480.00	2252021	Comp	O
00063970	02/25/21	10188 CDW Government LLC, CDW Government CDW Government	\$1,633.67	2252021	Comp	O

**Totals For Bank Account 10-0101-001-001-00-000-000 Cash -FNB - General Fund****Balance Sheet** 1,034,397.50**Expenditure** 0.00**Revenue** 0.00

	Total	Count		Total	Count
<b>Outstanding</b>	343,869.29	29	<b>Computer Check</b>	1,034,397.50	138
<b>Reconciled</b>	580,016.57	105	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	110,511.64	4			
	1,034,397.50	138		1,034,397.50	138

Date: 03/03/21

Time: 08:40:09

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 5

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>29-0101-001-000-00-000-000 CASH - FNB ATHLETICS</b>						
00003248	02/19/21	12895 Institutional Specialties, Inc	\$570.00	21821	Comp	R

**Totals For Bank Account 29-0101-001-000-00-000-000 CASH - FNB ATHLETICS**

**Balance Sheet** 570.00

**Expenditure** 0.00

**Revenue** 0.00

	Total	Count		Total	Count
<b>Outstanding</b>	0.00	0	<b>Computer Check</b>	570.00	1
<b>Reconciled</b>	570.00	1	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	0.00	0			
			<hr/>		
		570.00		570.00	1

Date: 03/03/21

Time: 08:40:09

Check Dates 02/01/21 - 02/28/21

**Keystone Oaks School District**  
**February 2021 Combined Check Register 2020-2021**  
**Employee Master File Listing**

Page: 6

BAR016c

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>50-0101-001-000-00-000-000 CASH - FNB Cafeteria</b>						
00009538	02/05/21	1224 ABCO FIRE PROTECTION INC	\$1,019.50	2521	Comp	R
00009539	02/05/21	11725 US FOODS INC	\$4,505.35	2521	Comp	R
00009540	02/18/21	13919 ALFRED NICKLES BAKERY INC. ALFRED NICKLES BAKERY INC.	\$788.82	21821	Comp	R
00009541	02/18/21	11941 IMLER'S POULTRY	\$221.00	21821	Comp	O
00009542	02/18/21	13811 TYLER HRIVNAK Kathy Hrivnak	\$22.40	21821	Comp	R
00009543	02/18/21	13685 MARS MECHANICAL SERVICES	\$2,768.00	21821	Comp	O
00009544	02/18/21	11896 SCHNEIDER'S DAIRY INC SCHNEIDER'S DAIRY, INC.-11	\$2,471.68	21821	Comp	R
00009545	02/18/21	10615 UNITED REFRIGERATION INC	\$140.63	21821	Comp	R
00009546	02/18/21	11725 US FOODS INC	\$1,584.54	21821	Comp	R

**Totals For Bank Account 50-0101-001-000-00-000-000 CASH - FNB Cafeteria**

Balance Sheet 13,521.92

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	2,989.00	2	Computer Check	13,521.92	9
Reconciled	10,532.92	7	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	13,521.92	9		13,521.92	9