

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION

Tuesday, April 16, 2019

7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw 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. LaPorte, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, 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, Business Manager; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Ms. Crowell entered the meeting at 7:03 p.m.

Mr. Brownlee and Mr. Cesario were absent.

Girl Scout Gold Award

Dr. Stropkaj and Mrs. Welch recognized the winners of the Second Annual Diversity Expression Contest.

Public Comment

PUBLIC COMMENT - None

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

Board Minutes

BOARD MINUTES

On the motion of Mrs. Lydon, seconded by Mr. Raso, the Board approved the Work Session Minutes of March 12, 2019 and the Business/Legislative Minutes of March 19, 2019.

Motion carried 7-0

Creating a Position

CREATING A POSITION

On the motion of Mrs. Lydon, seconded by MS. Crowell, in compliance with **Board Policy 852: Creating a Position**, the Board approved the position of **Computer Support Specialist I**.

Motion carried 7-0

Student Agreement

STUDENT AGREEMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board accepted the agreement between Student R and the Keystone Oaks School District.

Motion carried 7-0

Dormont Stadium Usage

DORMONT STADIUM USAGE

The following motion was made by Mrs. Lydon, seconded by Ms. Lindsey:

It is recommended that the Board approve Dick’s Sporting Goods, Inc. to use Dormont Stadium as a potential site for photographing and recording scenes for advertising purposes.

- A discussion was held by Board Members regarding the Dormont Stadium Usage. The use of Dormont Stadium will be contingent on negotiations and approval by the Superintendent and Business Manager. Final condition of any benefit to the District will be monetary.

Motion to Amend Original Motion

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the motion to amend the original motion was passed, as amended.

Motion carried 7-0

2019/2020 Board Meeting Dates

2019/2020 BOARD MEETING DATES

On the motion of Mrs. Lydon, seconded by Ms. Pauchnik, the Board approved the 2019/2020 Board Meeting dates listed below through the month of June, 2020.

August 13, 2019	Work Session
August 20, 2019	Business/Legislative Meeting
September 10, 2019	Work Session
September 17, 2019	Business/Legislative Meeting
October 8, 2019	Work Session
October 22, 2019	Business/Legislative Meeting
November 12, 2019	Work Session
November 19, 2019	Business/Legislative Meeting
December 3, 2019	Reorganization Meeting/Work Session
December 10, 2019	Business/Legislative Meeting
January 14, 2020	Work Session
January 21, 2020	Business/Legislative Meeting

February 11, 2020	Work Session
February 18, 2020	Business/Legislative Meeting
March 10, 2020	Work Session
March 17, 2020	Business/Legislative Meeting
April 14, 2020	Work Session
April 21, 2020	Business/Legislative Meeting
May 12, 2020	Special Voting Meeting (Budget)/Work Session
May 19, 2020	Business/Legislative Meeting
June 9, 2020	Work Session
June 16, 2020	Business/Legislative Meeting

Motion carried 7-0

For Information Only

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
 - Ms. Shaw reported on different events coming up at Parkway West.
- II. SHASDA Report *Mr. Santo Raso*
 - Mr. Raso reported on an upcoming event for SHASDA.
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION – There was no Executive Session prior to this evenings Business/Legislative Meeting.

Superintendent’s Report

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

Second Reading Po. 210

SECOND READING POLICY 210: MEDICATIONS

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 210: *Medications*.

Motion carried 7-0

Second Reading Po. 234

SECOND READING POLICY 234: PREGNANT STUDENTS

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 234: *Pregnant Students*.

Motion carried 7-0

Second Reading Po. 235

SECOND READING POLICY 235: STUDENT RIGHTS AND RESPONSIBILITIES

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 235: *Student Rights and Responsibilities*.

Motion carried 7-0

Second Reading Po. 235.1

SECOND READING POLICY 235.1: SURVEYS

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 235.1: *Surveys*.

Motion carried 7-0

Second Reading Po. 249

SECOND READING POLICY 249: STUDENT RECRUITMENT

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 249: *Student Recruitment*.

Motion carried 7-0

Second Reading Po. 806

SECOND READING POLICY 806: CHILD ABUSE

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 806: *Child Abuse*.

Motion carried 7-0

Professional Development

PROFESSIONAL DEVELOPMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following conference requests:

Dr. William Stropkaj	PA Educational Leadership Summit	\$4,500.00
Mr. Dave Thomas	Kalahari Resorts Poconos	(total for all)
Mr. Brian Werner	Pocono Manor, PA August 4 – 6, 2019	
Administrative Team	Pittsburgh Zoo & PPG Aquarium Pittsburgh, PA July 3, 2019	\$1,400.00 (total for all)

For Information Only

On the final day of their annual Administrative Professional Development, July 3, 2019, the Administrative Team will be doing a final team building activity that includes a behind the scenes Educational Tour of the Pittsburgh Zoo & PPG Aquarium.

Mr. William Eibeck PMEA Annual Conference \$474.00
David L. Lawrence Convention Center
Pittsburgh, PA 15222
April 3-7, 2019

For Information Only

This cost is to be paid from Title IV funds.

Motion carried 7-0

Education Report

EDUCATION REPORT – Mrs. Theresa Lydon

Textbooks on Display

TEXTBOOKS ON DISPLAY FOR THE 2019/2020 SCHOOL YEAR

On the motion of Mrs. Lydon, seconded by Ms. Pauchnik, the Board approved the following textbooks be place on display for review for thirty (30) days:

<u>Textbook</u>	<u>Publisher</u>
<i>Chemistry: Matter and Change</i>	McGraw Hill, 2017
<i>Physical Science</i>	McGraw Hill, 2017
<i>Forensic Science</i>	Cengage, 2016
<i>Hole’s Essentials of Human Anatomy and Physiology</i>	McGraw Hill, 2018
<i>Parents and Their Child</i>	Goodheart-Wilcox, 2015
<i>Working with Young Children</i>	Goodheart-Wilcox, 2016
<i>Spanish 3</i>	McGraw Hill, 2016

Motion carried 7-0

Summer Academy Programs

SUMMER ACADEMY PROGRAMS

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following Summer Academy Programs: Middle School Math Acceleration, at an approximate cost of \$900.00 and Reading Boot Camp, at an approximate cost of \$12,500.00

- A discussion was had regarding the Summer Academy Programs.

Motion carried 7-0

AIU MOU

ALLEGHENY INTERMEDIATE UNIT MEMORANDUM OF UNDERSTANDING

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the AIU Transition Memorandum of Understanding between the Keystone Oaks School District and Head Start, in accordance with Every Student Succeeds Act (ESSA) and Title I.

Motion carried 7-0

Student Instructional Summer Work Program

STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the Student Instructional Summer Work Program at the Keystone Oaks High School from June 17-21; June 24-28; July 1-5 and July 8-12 (7:00 a.m.–12:00 p.m.) for approximately 15 students and two (2) instructors, Mark Elphinstone and Michael Orsi. The program has both an instructional component and a custodial component.

Motion carried 7-0

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

AIU Head Start Lease Agreement

ALLEGHENY INTERMEDIATE UNIT HEAD START LEASE AGREEMENT

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board approved the Allegheny Intermediate Unit Head Start Program Lease Agreement with the Keystone Oaks School District at an amount of \$4,500.00, payable in twelve (12) installments of \$375.00, effective September 1, 2019 through August 31, 2020. The space rental is a classroom at Dormont Elementary School.

Motion carried 7-0

Personnel Report

PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario

Retirement

RETIREMENT

On the motion of Ms. Shaw, seconded by Ms. Crowell, the Board accepted the letter of retirement from the following individual, effective June 7, 2019:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Donna Flowers	Paraprofessional	15 Years

Motion carried 7-0

Appointments

APPOINTMENTS

Secretary – High School

A. Secretary – High School

On the motion of Ms. Shaw, seconded by Mrs. Lydon, in compliance with the *Keystone Oaks Educational Support Personnel Association Agreement 2014-2018*, the Board approved the employment of:

Bethany Stevens-Obringer
Secretary – High School
Salary - \$33,616.57 (pro-rated)
Effective - April 15, 2019

Motion carried 7-0

B. Paraprofessional

On the motion of Ms. Shaw, seconded by Mrs. Lydon, in compliance with the *Keystone Oaks Educational Support Personnel Association Agreement 2014-2018*, the Board approved the employment of:

Laura Gibson
Paraprofessional – High School
Salary - \$12.22/hour
Effective – March 25, 2019

Motion carried 7-0

C. Short Term Substitute

On the motion of Ms. Shaw, seconded by Mrs. Lydon, the Board approved the following individual as a Short-Term Substitute:

Christine Wagner
Teacher – High School
Salary - \$125.00/per day
Effective – April 15, 2019

Motion carried 7-0

D. Long Term Substitutes

On the motion of Ms. Shaw, seconded by Mrs. Lydon, the Board approved the following individuals as a Long-Term Substitute:

Kristen Kalakos
Second Grade – Dormont Elementary
Salary - \$44,500 (pro-rated) (M, Level 1)
Effective - Retroactive to January 28, 2019

Paige Passatore
ESL – Aiken/Dormont Elementary
Salary - \$44,500 (pro-rated) (M, Level 1)

Paraprofessional

Short Term Substitutes

Long Term Substitutes

Effective - Retroactive to March 19, 2019

Motion carried 7-0

**High School Musical
Payments**

HIGH SCHOOL MUSICAL PAYMENTS

On the motion of Ms. Shaw, seconded by Mr. Raso, the Board approved payments to the following individuals for the Keystone Oaks High School Musical:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Kirk Howe	Piano 1	\$560.00
Ed Poellot	Synthesizer	\$560.00
Samantha Aufman	Reed 1	\$560.00
Kaitlyn Caron	Reed 2	\$560.00
Jeff Knell	Reed 3	\$560.00
Cyndi Mancini	Trumpet	\$560.00
Cathy Senko	Horn	\$560.00
John Ott	Violin	\$560.00
Ana Diaz	Cello	\$470.00
Naomi Sarchet	Bass	\$560.00
Abigail Langhorst	Percussion	\$490.00
Stephen Flory	Percussion	\$ 70.00

Motion carried 7-0

Leave of Absence

LEAVE OF ABSENCE

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board approved the follow individuals for Family and Medical Leave:

J.B. – Effective April 23, 2019 to June 7, 2019

B.M. – Effective March 4, 2019 to May 29, 2019

Motion carried 7-0

Sabbatical Leave

SABBATICAL LEAVE

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board approved **Selena Bixler**, Second Grade Teacher, Dormont Elementary, for a sabbatical leave for the first semester of the 2019/2020 school year.

For Information Only

Ms. Bixler is currently on sabbatical leave for the second semester of the 2018/2019 school year.

Motion carried 7-0

Revised Sabbatical
Leave

REVISED SABBATICAL LEAVE

On the motion of Ms. Shaw, seconded by Ms. Pauchnik, the Board approved **Sally Burgman**, Library, Dormont/Myrtle Elementary School, for a sabbatical leave for the second semester of the 2019/2020 school year.

For Information Only

The above motion was revised from when it was approved at the February 19, 2019 Business/Legislative meeting. Ms. Burgman had originally requested a Sabbatical Leave for the first semester of the 2019/2020 school year.

Motion carried 7-0

Finance Report

FINANCE REPORT – Ms. Raeann Lindsey

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MARCH 31, 2019

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

- A. General Fund as of March 31, 2019 (Check No. 59097-59292) \$706,522.16
- B. Risk Management as of March 31, 2019 (None) \$0.00
- C. Food Service Fund as of March 31, 2019 (Check No. 9150-9151) \$1,567.16
- D. Athletics as of March 31, 2019 (Check No. 2109-2121) \$42,568.76
- E. Capital Reserve as of March 31, 2019 (Check No. 1619-1620) \$79,895.20
- F. Compensated Absences Fund as of March 31, 2019 (None) \$0.00
- G. OPEB Fund as of March 31, 2019 (None) \$0.00

TOTAL \$830,553.28

Motion carried 7-0

Myers, Patsy &
Associates, LLC

MYERS, PATSY & ASSOCIATES, LLC

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board appointed Myers, Patsy & Associates, LLC to complete the annual independent audit reports for the 2018-2019, 2019-2020, and 2020-2021 school years.

Motion carried 7-0

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 29,024,628	\$ (990,236)
7000	State Revenue Sources	\$ 12,065,343	\$ 7,065,573	\$ (4,999,770)
8000	Federal Revenue Sources	\$ 849,422	\$ 556,755	\$ (292,667)
Total Revenue		\$ 42,929,629	\$ 36,646,956	\$ (6,282,673)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,783,162	\$ 10,459,842	\$ 6,323,320
200	Benefits	\$ 10,702,403	\$ 6,659,462	\$ 4,042,941
300	Professional/Technical Services	\$ 1,574,811	\$ 997,961	\$ 576,850
400	Property Services	\$ 1,079,511	\$ 801,917	\$ 277,594
500	Other Services	\$ 5,225,206	\$ 3,750,485	\$ 1,474,721
600	Supplies/Books	\$ 1,417,523	\$ 1,197,441	\$ 220,082
700	Equipment/Property	\$ 530,282	\$ 470,346	\$ 59,936
800	Other Objects	\$ 641,126	\$ 459,123	\$ 182,003
900	Other Financial Uses	\$ 4,975,605	\$ 4,025,108	\$ 950,497
Total Expenditures		\$ 42,929,629	\$ 28,821,685	\$ 14,107,944
Revenues exceeding Expenditures		\$ -	\$ 7,825,271	\$ 7,825,271
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2019

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 3/1/2019	\$ 83,816.33	\$ 83,091.91
Deposits	\$ 7,329.25	\$ 440.20
Subtotal	\$ 91,145.58	\$ 83,532.11
Expenditures	\$ 14,788.32	\$ 35,619.68
Cash Balance - 3/31/2019	\$ 76,357.26	\$ 47,912.43

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MARCH 31, 2019

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 9,183
FNB SWEEP ACCOUNT	\$ 501,513
ATHLETIC ACCOUNT	\$ 47,912
PLGIT	\$ 7,923,517
FNB Money Market	\$ 243,640
PSDLAF	\$ 159,512
INVEST PROGRAM	\$ 177,130
	<u><u>\$ 10,862,407</u></u>
CAFETERIA FUND	
FNB BANK	\$ 361,622
PLGIT	\$ 317,908
	<u><u>\$ 679,530</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 371,522
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 784
	<u><u>\$ 372,306</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 502,549</u></u>
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,938,159</u></u>
COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 420,097</u></u>
GRAND TOTAL	<u><u>\$ 14,775,048</u></u>

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

National Red Cross Agreement

AGREEMENT BETWEEN THE AMERICAN NATIONAL RED CROSS – SOUTHWESTERN PA CHAPTER AND KEYSTONE OAKS SCHOOL DISTRICT

On the motion of Mr. Raso, seconded by Mr. LaPorte, the Board approved the Facility Use Agreement between the American National Red Cross – Southwestern PA Chapter and the Keystone Oaks School District.

For Information Only

This agreement allows The American National Red Cross to have Keystone Oaks Middle and High School as their emergency shelter should a National Disaster occur.

Motion carried 7-0

Bids Rejection

BIDS REJECTION

On the motion of Mr. Raso, seconded by Mr. LaPorte, the Board approved the rejection of bids for the Middle School and High School Roofing Project.

Motion carried 7-0

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Ms. Kristen Pauchnik

Overnight Trips

OVERNIGHT TRIPS

On the motion of Ms. Crowell, seconded by Ms. Lindsey, the Board approved the following overnight trips:

Odyssey of the Mind State Competition

Friday – Sunday – April 5 – 7, 2019

Sponsor – **Jessica Dobson & Ms. Kristen Kalakos**

Approximate number of students participating – 38

District Student Funds Requested - \$9,500.00

Sponsors/Coaches Funds Requested - \$2,229.99 (\$318.57 x 7)

Total District Funds Requested - \$11,799.99

PJAS State Competition

Penn State University

Sunday – Wednesday – May 19 – 21, 2019

Sponsors – **Madeline Morris**

Approximate number of student participating - 2

District Student Funds Requested - \$340.00

Sponsors/Coaches Funds Requested - \$170.00 (\$170.00 x 1)

Total District Funds Requested - \$510.00

Motion carried 7-0

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the meeting was adjourned at 7:32 p.m.

Motion passed 7-0

Respectfully submitted,

Maureen S. Myers
Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 210

Section PUPILS

Policy

OF



Title MEDICATIONS ADMINISTRATION

~~MEDICATION & USE OF
MEDICAL DEVICES ON
SCHOOL PROPERTY DURING
SCHOOL HOURS OR DURING
SCHOOL RELATED ACTIVITIES~~

Guide

Adopted AUGUST 21, 1989

Revised NOVEMBER 16, 2009;
OCTOBER 19, 1998

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 210 MEDICATIONS ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL RELATED ACTIVITIES</p> <p><u>Purpose</u></p> <p>The Keystone Oaks School District requires that, to the extent medically possible, use of medication by its students take place outside the school day and at the student's home or other appropriate location, other than within school buildings, on school property or during school related activities.</p> <p>The School District recognizes, however, that there may be situations where it is necessary, in order to permit a student to attend school and to benefit from the educational experience, for a student to self-administer or to be administered, medication, or use a medical device, on school property, during the school day or during school related activities. Under such circumstances and in accordance with this Policy, School District personnel will administer and/or supervise the self-administration of prescription and non-prescriptions medications to students and the use of medical devices by students.</p> <p>The purpose of this policy shall be to set forth guidelines for the administration of medications to students during school hours.</p>	
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<p>Section 2</p>	<p style="text-align: center;">POLICY NO. 210</p> <p style="text-align: center;">MEDICATIONS ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES</p> <p>The administration of prescribed medication to a student during school hours in accordance with the written direction of the student’s licensed medical healthcare provider and the written request of the parent/guardian will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.</p> <p>The administration of over-the-counter medication will also be permitted with the written consent of the parent/guardian.</p> <p>This policy shall be interpreted consistent with all applicable state and federal regulations.</p> <p>The District shall act in a manner consistent with the ADA, Section 504, the IDEA and all other laws protecting the rights of students with disabilities.</p> <p>Whenever a student has a Section 504 plan and/or IEP, that plan supersedes this policy to the extent it contains different and/or more detailed provisions than those set forth in this policy.</p> <p>Parent/guardians are hereby notified that, in accordance with the terms of this Policy, the supervision of self-administration of such medication/medical devices may not always be performed by the School Nurse, but may be performed by a duly designated school employee.</p> <p><u>Definitions</u></p> <p>Licensed medical healthcare provider – A medical doctor (MD), osteopathic physician (DO), dentist, physician assistant, and certified nurse practitioner, who can legally prescribe medications in the Commonwealth of Pennsylvania.</p> <p>Nurse paraprofessional – An individual who is a registered nurse (RN) or a licensed practical nurse (LPN) in Pennsylvania. Nurse paraprofessionals work under the supervision of a School Nurse.</p>	<p>22 PA Code 12.41</p> <p>Pol. 103.1</p>

POLICY NO. 210

MEDICATIONS ~~ADMINISTRATION OF MEDICATION AND USE OF MEDICAL DEVICES ON SCHOOL PROPERTY DURING SCHOOL HOURS OR DURING SCHOOL-RELATED ACTIVITIES~~

Over-the-counter (“OTC”) medication – Medication which can be purchased or obtained without a licensed medical healthcare provider’s written prescription. As set forth below, the use of OTC medications in the District will require written consent of the parent/guardian.

Prescription medication – Medication which can only be purchased or obtained with a licensed medical healthcare provider’s written prescription. As set forth below, the use of prescription medications in the district will require a written order from the student’s licensed medical health care provider and with the written consent of the parent/guardian.

School nurse – An individual qualified and certified by the Pennsylvania Department of Education as a Public School Nurse (CSN), and serving the District in that capacity.

~~As used herein, the following terms shall have the meaning set forth herein, unless otherwise specifically designated in the context used:~~

~~Prescription Medication~~

~~Any and all medications which a physician licensed to act as such in the Commonwealth of Pennsylvania has prescribed in writing for a School District student during the current school year. As used herein, this term shall include medications which are only lawfully obtained with a valid prescription.~~

~~Nonprescription Medication~~

~~Any medication, the use of which is not prescribed or directed by a physician, and which has been lawfully obtained “over the counter.”~~

~~School Nurse~~

POLICY NO. 210

**MEDICATIONS ~~ADMINISTRATION OF MEDICATION
AND USE OF MEDICAL DEVICES ON SCHOOL
PROPERTY DURING SCHOOL HOURS OR DURING
SCHOOL-RELATED ACTIVITIES~~**

~~A School District employee qualified and certified by the Pennsylvania Department of Education as a Public School Nurse, and serving the School District in that capacity.~~

~~Health Care Assistant~~

~~An individual employed by the School District to perform all or some of the tasks set forth in the established job description.~~

~~Administration of Medication~~

~~Delivery or administration of prescription or nonprescription medication or use of a medical device by injection, inhalation, ingestion, or any other means, to the body of a student.~~

~~Medical Device~~

~~Instruments, apparatus and contrivances, including their components, parts or accessories, intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease whether or not prescribed by a physician.~~

~~Asthma Inhaler~~

~~A prescribed device used for self administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.~~

~~Current Written Physician's Order~~

~~Prior to the administration to, or supervision of self-administration of prescription medication (as differentiated from non-prescription medication) by a student, and/or the use of a prescribed medical device (other than an asthma inhaler) on school property during the school day or during school-related activities, a current written physician's order as attached hereto at "Form A-1" must be provided to the School District, directing and authorizing the administration of such medication. For purposes of this section, "medication" shall mean only "prescription medication" and "medical device" shall mean only~~

POLICY NO. 210

**MEDICATIONS ADMINISTRATION OF MEDICATION
AND USE OF MEDICAL DEVICES ON SCHOOL
PROPERTY DURING SCHOOL HOURS OR DURING
SCHOOL-RELATED ACTIVITIES**

~~a prescribed medical device.~~

~~Prior to the self-administration of an asthma inhaler by a student on school property during the school day or during school-related activities, a current order of a physician, certified registered nurse practitioner or physician's assistant, as attached to Policy No. 210.1 as "Form B-1," must be provided to the School District. Irrespective of the provisions of this Policy regarding use of medical devices, Policy No. 210.1 is controlling with respect to self-administration of asthma inhalers by students on school property during school hours or during school-related activities.~~

~~"Form A-1" must include, at a minimum, the following:~~

- ~~1. Date;~~
- ~~2. Student's name and age;~~
- ~~3. Parent/guardian ('s) name(s);~~
- ~~4. Diagnosis of student's condition;~~
- ~~5. Identification of medication and/or medical device:
Dosage, manner in which it is to be administered and/or used, the reason for which it is to be administered, the specific time schedule for administration or supervision of administration of medication and/or use of a medical device in school, length of time it is to be administered and/or used in school;~~
- ~~6. Whether the student is able to self-administer the medication and/or use the medical device himself/herself;~~
- ~~7. Possible side effects from use of the medication and/or medical devices, and the necessary emergency response(s) thereto.~~
- ~~8. Instructions for use, as applicable. (Example given: Asthma inhaler, epi-pen, anakit);~~
- ~~9. Any curtailment of specific school activity, if appropriate (i.e., lab, athletic or extracurricular events, shop classes, driver's training, etc.);~~

POLICY NO. 210

**MEDICATIONS ADMINISTRATION OF MEDICATION
AND USE OF MEDICAL DEVICES ON SCHOOL
PROPERTY DURING SCHOOL HOURS OR DURING
SCHOOL-RELATED ACTIVITIES**

- ~~10. Listing of any other known medications which have been prescribed for the student, by responding physician or any other physician;~~
- ~~11. Listing of any medications not prescribed by a physician, which physician has reason to believe is (are) being used by the student; and~~
- ~~12. Physician's signature, address and telephone number.~~

~~In addition, the current written physician's order presented to the School District in accordance with this Policy must document the need to administer the medication to the student, or for the student to use the medical device during the school day.~~

~~As such, said order must indicate why the medication may not be appropriately administered and/or the medical device may not be appropriately used outside the confines of the school day. Where the physician fails to provide such information, or indicates an alternative administration schedule, and does not indicate that such alternative schedule for administration of medication will not satisfactorily address the student's medical needs to the School District will be under no obligation to administer the medication to the student, or supervise the self-administration of the medication and/or permit use of the medical device by the student, during the school day.~~

~~Similarly, in the event the written physician's order referenced above requires the administration of medication and/or use of the medical device at such defined or infrequent intervals that it is possible to implement the physician's orders, wholly or partly outside the confines of the school day, the School District will advise the parent/guardians of the same, and administration of the medication and/or use of the medical device shall, to the extent consistent with the written physician's order, take place outside the school day, off school property, and by individuals other than School District personnel.~~

~~The School District reserves the right to request review of the current physician's order both by the School Physician and the School Nurse, related to the question of the timing of the administration of medication and/or the ability of the student to~~

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~~self-administer the medication; and/or use of the medical device. In the event of a dispute or discrepancy between the opinions of the School District's Physician/School Nurse, and the student's physician, an effort will be made to amicably resolve the concern in the manner most advantageous to the student, in view of the School District's clear preference for administration of medication to its students and use of medical devices by its students at times other than during the school day and at locations other than on school premises. In the event the parties are unable to resolve such discrepancies, the student's parent/guardian(s) shall be asked to sign an agreement releasing and indemnifying the School District, its officers, agents and employees, from any liability as a result of the School District's compliance with the written order provided by the physician for the student. Notwithstanding the foregoing, the parent/guardians of a "protected handicapped student" within the meaning of the Regulations issued by the Pennsylvania Department of Education and found at 22 Pa. Code Chapter 15, or of a student whose IEP requires the administration of medication and/or use of a medical device, shall not be asked or required to execute such a Release and Indemnity Agreement.~~

~~Current Written Parent/Guardian Consent~~

~~Written request and authorization to administer and/or supervise the self-administration of prescription medication, and nonprescription medication, and/or use of a medical device, whether prescription or non-prescription (other than an asthma inhaler), on school district property during the school day or during school-related activities, as identified in the current physician's order, shall be set forth in the written parent/guardian consent form attached hereto as "Form A-2", requesting and authorizing the School District to so administer and/or supervise the self-administration of the medications and/or the use of the medical device identified therein. Prior to self-administration by a student of an asthma inhaler, "Form B2" as attached to Policy 210.1 must be completed by the student's parent(s)/guardian(s) and provided to the School District.~~

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~~"Form A-2," providing parent/guardian consent for administration of medication/use of a medical device other than an asthma inhaler, is to be delivered at the same time as the current written physician's order ("Form A-1") is delivered to the School District, in the case of a request for administration of/supervision of administration of prescription medication or use of a prescribed medical device.~~

~~"Form A-2" is also to be delivered to the School District for presentation to the school nurse prior to the administration of/supervision of administration of non-prescription medication or use of a non-prescribed medical device.~~

~~"Form A-2" must include, at a minimum, the following information:~~

- ~~1. Date;~~
- ~~2. Student's name and age;~~
- ~~3. Full name and address of both parents/guardians;~~
- ~~4. Name and telephone number of physician prescribing the medication, if applicable;~~
- ~~5. Name of any other physicians or other health care practitioners providing treatment to the student and a listing of any other medications prescribed or suggested for use by the student;~~
- ~~6. A statement requesting and authorizing the administration of the medication and/or use of the medical device, the name of the medication and/or medical device, dosage and the schedule and time intervals for administration of the medications and/or use of the medical device, as set forth in the accompanying current written physician's order.~~
- ~~7. List of any other medication currently taken by the student, whether prescription medication or nonprescription medication, and regardless of when and where taken.~~
- ~~8. An acknowledgment that the individual responsible for the administration of medication or supervision of self-administration thereof, and/or supervision of use of the medical device, for the parent/guardian's child/student,~~

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~~may not, in accordance with the terms of this Policy, in every instance be the School Nurse.~~

- ~~9. An authorization for agents and employees of the Keystone Oaks School District to administer or supervise the self-administration of the medication and/or use of the medical device, and an acknowledgment that in complying with the request and authorization for administration of medication, self-administration of medication and/or use of medical device or as set forth on the written parent/guardian consent form, and in accordance with the current physician's order, the parent/guardian(s) is (are) releasing and indemnifying the School District, its officers, agents and employees, from any and all responsibility for the benefits/ consequences resulting from administration of the medication, or supervision of the student's self-administration of the medication and/or use of the medical device, PROVIDED, HOWEVER, that the parent/guardian(s) of a "protected handicapped student" as that term is defined within the Pennsylvania Department Regulations found at 22 Pa. Code Chapter 15, or of a student with an IEP shall not be required to acknowledge or execute such a Release or Indemnification Agreement.~~
- ~~10. An authorization for the school nurse to contact the appropriate physician, if applicable, to discuss the medication and/or medical device, in accordance with HIPPA and other federal and state laws and regulations protecting the privacy of health information.~~

Section 3

Guidelines

~~Unless otherwise specified in a Section 504 plan or IEP, any medication, prescription or nonprescription, that a student must take during school must be brought by a parent/guardian or designee, in its original packaging, to the nurses' office immediately upon entering the building so that it may be~~

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~~transferred to a secure location under the supervision of the school nurses and maintained with the proper forms and instructions. Medications presented to an individual other than the school nurse, presented in a container other than the original container or provided without sufficient necessary physician's instructions, where required, shall not be accepted.~~

Delivery of Medication

All medication must be in an original pharmaceutical container bearing the date, the student's name, the physician's name, the instructions for administration, dosage, frequency, the pharmacist's name, and the pharmacy label.

Medication and/or medical devices, whether prescription or non-prescription, shall be delivered to the office of the school nurse in the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices.

Medications will be stored in a locked container in the School Nurse's office unless the physician indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.

Any medication/medical device provided to the District for a chronic condition will be returned only to the parent/guardian at the end of each school year, and the District will record the date, time, amount and signature of the parent/guardian to whom the medication was returned. A new physician's order, parent/guardian consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.

Medication Registration

SC 510
22 PA Code 12.41

Pol. 210.1

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Before any medication, whether prescribed or OTC, may be administered to, or self-administered by, any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability and responsibility for administration of any or all medications.

~~Before any prescribed medication may be administered, the District shall also require the written order of the prescribing licensed medical healthcare provider, which shall include name of the student, name and telephone number of the prescribing licensed medical healthcare provider, the pharmacy that dispensed the medication, the purpose of the medication, the strength of the medication and amount to be given, the route of administration, when the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, and if the student is qualified and able to self-administer the medication.~~

~~Before any OTC medication may be administered, the Board shall require written parent/guardian consent and a standing order of the district physician for a maximum of first three (3) doses. Thereafter, the Board shall require a written order from the student's licensed medical healthcare provider along with the parent/guardian's written consent.~~

~~Medication orders do not carry over from school year to school year. Therefore, new physician's orders and/or parent/guardian permission must be submitted each school year.~~

Student Self-Administration of Medication

Before a student may possess/self-administer medication in the school setting, the District shall require the following:

1. All requirements for "Medication Registration" are completed, including parent/guardian permission for student to possess/self-administer such medication.

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~~1.2.~~ A written acknowledgement from the ~~S~~school ~~N~~nurse that the student has demonstrated that s/he is capable of self-administration of the medication in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

~~1.~~

~~2.3.~~ A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, may be self-administered. However, self-administration must be in the presence of the School Nurse or Nurse Paraprofessional.

Students shall be prohibited from sharing, giving, selling, and using a medication in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard medication may result in loss of privilege to self-carry medication and disciplinary action in accordance with Board policy and applicable procedural safeguards.

~~Delivery of Medication~~

~~All medication must be in an original pharmaceutical container bearing the date, the student's name, the physician's name, the instructions for administration, dosage, frequency, the pharmacist's name, and the pharmacy label.~~

Pol. 103.1, 113.1, 218, 227

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~~Medication and/or medical devices, whether prescription or non-prescription, shall be delivered to the office of the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices. Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, will be administered by the School Nurse/School Physician.~~

~~Medications will be stored in a locked container in the School Nurse's office unless the physician indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.~~

~~Any medication/medical device provided to the School District for a chronic condition will be returned only to the parent/guardian at the end of each school year, and the School District will record the date, time, amount and signature of the parent/guardian to whom the medication was returned. A new physician's order, parent/guardian consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.~~

Personnel Involved in Administration/ Supervision or Self-Administration of Medication

1. The School Nurse is designated as the primary person responsible for the administration of medication, supervision of self-administration of medication, and supervision of the use of medical devices, whether prescription or nonprescription; however, students are permitted to possess and self-administer asthma inhalers and epinephrine auto-injectors in accordance with Policy No. 210.1. The School Nurse shall be responsible for:

Pol. 210.1

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- a. Conferring with parent/guardians;
 - b. Administration of medication and/or the use of medical devices in certain circumstances as required by law;
 - c. Maintenance of the records of administration or self-administration of prescribed and/or non-prescribed medications and/or the use of medical devices pursuant to the policy.
 - d. Alerting appropriate school staff to possible side effects of the medication. Notifying and alerting appropriate staff if the student is to refrain from any specific school activity.
 - ~~a.e.~~ Conferring with physicians and pharmacists as necessary. ~~;~~ ~~and~~
 - ~~b.f.~~ Supervising the self-administration of medication and/or use of medical devices by students, PROVIDED, HOWEVER, that when the School Nurse is unavailable, and it is not medically required that the School Nurse supervise the student's self-administration of medication, ~~other~~ approved personnel will supervise the self-administration of medication.
2. In appropriate circumstances, after consultation between the building principal and the School Nurse, the building principal may designate in writing appropriate ~~School District~~ personnel to supervise the self-administration of medication/medical devices, whether prescription or non-prescription. ~~Appropriate personnel may consist of the principal, the assistant principal or the health care assistant.~~ They shall be responsible for:

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- a. Adhering to the directives provided by the School Nurse in the supervision of self-administration of medication and/or use of medical devices by students. ~~;~~ ~~and~~
- ~~a.~~
- b. Reporting to the School Nurse any apparent observable side effects and any other difficulty in the student's self-administration of medication and/or use of medical devices.

- 3. ~~Under no circumstances shall a principal, assistant principal or health care assistant be responsible for, or be permitted to, measure or pour medication to be provided to a student, prepare syringes for injections of medication to a student, or actually inject medication into a student. Rather,~~ Responsibility for measuring or pouring medications and/or injecting medications ~~any or all of the foregoing~~ shall rest with the School Nurse and/or Nurse Paraprofessional, ~~the School Physician, if available,~~ the student themselves, where appropriate, or the student's parent/guardian, or other adult individual designated by the parent/guardian and the student's physician as an appropriate individual to administer the medication.

Section 4

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the administration and self-administration of students' medications that shall be consistent with guidelines contained in this policy.

All prescribed and OTC medications shall be administered (or supervised in the event of the student's self-administration) by the school district nurse, or other appropriately trained and designated district staff.

All district employees involved in the administration or supervision of self-administration of medication shall receive

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documented and appropriate training provided by the school district before performing this responsibility.

The Superintendent or designee shall regularly review the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.41

Board Policy – Pol. 103.1, 113.1, 210.1, 218, 227

Revision History: November 16, 2009; October 19, 1998

Policy Guide



Policy No. 234
 Section PUPILS
 Title PREGNANT/PARENTING/
 MARRIED STUDENTS
 Adopted OCTOBER 19, 1998
 Revised _____

POLICY NO. 234		
PREGNANT/PARENTING/MARRIED STUDENTS		
Section 1	<p><u>Purpose</u></p> <p>No A student, whether married or unmarried; who is otherwise eligible to attend the school of this District district schools and is married and/or pregnant/parenting shall not be denied an educational program solely because of marriage, pregnancy, childbirth, pregnancy-related disabilities or actual or potential parenthood; nor shall a pregnant student under the age of seventeen (17) be excused from the requirements of the Compulsory Attendance Statute solely for reasons of her pregnancy or maternity/paternity.</p>	<p>Title 22 PA Code Sec. 12.1 SC 1326</p>
Section 2	<p><u>Authority</u></p> <p>The Board reserves the right to require as a prerequisite for attendance in the regular classes and the co-curricular program participation in the extra-curricular and/or athletic program of the schools that each pregnant student present to the Superintendent or designee her a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.</p>	
Section 3	<p><u>Guidelines</u></p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program or homebound instruction.</p>	<p>Pol. 117</p>

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 234 PREGNANT/PARENTING/MARRIED STUDENTS</p> <p>Following the birth of the infant, a female student may request up to six (6) weeks to recuperate from childbirth and arrange for child care. The student must submit a statement from the attending physician stating the birth date of the infant, and a request for homebound instruction.</p> <p>A student who has received an alternate educational program, for reasons associated with her pregnancy, shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.</p> <p>If a student does not elect the general policy as stated above, then she may withdraw from school and re-enroll the following year. This withdrawal would be treated as a regular withdrawal and grades as such be recorded.</p> <p>The respective school guidance counselors will be responsible for informing married/pregnant students of the alternative available to them for their continuing participation in school programs.</p> <p>A pregnant student may also be eligible for additional accommodations through a 504 plan before and after birth.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations for implementing this policy which include:</p> <ol style="list-style-type: none"> 1. Offering counseling and educational services to help students plan their future. 2. Cooperation with community resources to assist students. 3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request. 4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of the pregnant student. 	<p>Pol. 117, 204</p> <p>Pol. 208</p>
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POLICY NO. 234
PREGNANT/PARENTING/MARRIED STUDENTS

References:

School Code – 24 P.S. Sec. 1326

State Board of Education Regulations – 22 PA Code Sec. 12.1

Board Policy – Pol. 117, 204, 208

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Policy No. 235

Section PUPILS

Title STUDENT RIGHTS AND RESPONSIBILITIES

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 235 STUDENT RIGHTS AND RESPONSIBILITIES		
Section 1	<p><u>Purpose</u></p> <p>This policy sets forth guidelines by which student rights and responsibilities are to be determined, consistent with law and regulations.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students of the District. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board Policy and school rules these guidelines.</p>	<p>SC 510 Title 22 Se. 12.1 22 PA Code 4.4, 12.1, 12.3, 12.4, 12.9</p>
Section 3	<p><u>Guidelines</u></p> <p>Attendant upon the rights established for each student are certain responsibilities which. Student responsibilities include regular school attendance; conscientious effort in classroom work and homework; and conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner. Student share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of fellow students.</p>	<p>22 PA Code 12.2, 12.3 Pol. 204, 218, 220</p>

**POLICY NO. 235
STUDENT RIGHTS AND RESPONSIBILITIES**

~~Students shall express their ideas and opinions in a respectful manner so as not to offend or slander others.~~

It shall be the responsibility of the students to:

~~a. respect the rights of administrators, teachers, students and all others who are involved in the educational process;~~

~~b.1. Be~~ aware of all policies, rules and regulations for student behavior and conduct ~~him/herself~~ **themselves** in accordance with them; accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.

~~e.2. be willing to~~ **V**olunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.;

~~d.3. Dress~~ and groom ~~themselves~~ to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.;

~~e. assume that until a rule is waived, altered or repealed, it is in full effect;~~

~~f.4. Assist~~ the school staff in operating a safe school ~~for all students enrolled therein;~~

~~g.5. be aware of and~~ **e**Comply with federal, ~~s~~State and local laws.;

~~h.6. Exercise~~ proper care when using ~~district~~ **public** facilities, school supplies and equipment.;

~~i.7. Attend~~ school daily, except when excused, and be on time for all classes and other school functions.

~~j.8. make all necessary arrangements for~~ **M**akeing up work when absent from school.;

~~k.9. Pursue~~ and attempt to **satisfactorily** complete

22 PA Code 12.2

~~Policy 218~~
Pol. 218

Pol. 221

Pol. 224

Pol. 204
~~Policy 224~~

~~Policy 204~~

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 235 STUDENT RIGHTS AND RESPONSIBILITIES</p> <p>satisfactorily the courses of study prescribed by State and local school authorities.;</p> <p>10. Report accurately in student media express ideas and opinions in a respectful manner so as not to offend or slander others; and.</p> <p>m.11. Not use obscene language avoid inaccuracies in student media newspapers or publications and use of indecent or obscene language or on school property.</p> <p>Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.</p> <p>A listing of students’ rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and promulgate administrative regulations procedures consistent with law and Board policy to ensure that student rights under specific varying conditions are properly recognized and maintained described.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9</p> <p>Board Policy – Pol. 204, 218, 220, 221, 224, 233</p> <p>Revision History: October 19, 1998 SC 510 PA Code Title 22 Sec. 12.1, 12.2</p>	<p>Pol. 220</p> <p>Pol. 220 Policy 212, 217</p> <p>Pol. 218, 233</p> <p>22 PA Code 12.3 Pol. 218</p>
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Policy Guide



Policy No. 2365.1

Section PUPILS

Title STUDENT RIGHTS/SURVEYS

Adopted JUNE 28, 2007

Revised _____

POLICY NO. 235.165 STUDENT RIGHTS/SURVEYS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the importance of all students' rights to privacy of certain personal information as well as the right of parental access and review of materials which will be distributed to children in connection with third party surveys which may be distributed to students on occasion.</p> <p>This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.</p>
Section 2	<p><u>Definitions</u></p> <p>Personal information – Any individually identifiable information including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.</p> <p>For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:</p> <ol style="list-style-type: none"> 1. Political affiliations or beliefs of the student or student's parent/guardian. 2. Mental or psychological problems of the student or student's family. 3. Sex behavior or attitudes. 4. Illegal, anti-social, self-incriminating or demeaning

20 U.S.C. 1232h

20 U.S.C. 1232h

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behavior.

5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Section 3

Authority

~~The Board has the authority and responsibility to establish rules and regulations for the conduct and behavior of District students. At the same time, no student shall be deprived of his/her right to privacy of personal information, equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. To this end, S~~urveys conducted by outside agencies, organizations and individuals shall ~~must~~ be approved by the Board, based on the Superintendent's recommendation, prior to administration to students, ~~to ensure the privacy of personal information of students will not be compromised.~~

Section 4

Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under

22 PA Code 12.41

20 U.S.C. 1232h

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STUDENT RIGHTS/SURVEYS

eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.

20 U.S.C. 1232h
Pol 105.1

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.

22 PA Code 12.41
20 U.S.C. 1232h

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.

22 PA Code 4.4,
12.41
20 U.S.C. 1232h

Student Surveys

~~Prior to the administration of all surveys and other instruments used to collect information from students, the District shall notify the parents or guardians of the nature and scope of the surveys and their relationship to the educational program of the student.~~

~~Students over the age of eighteen (18) and parents, if the student involved is a minor, shall also be notified of their right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student and the right to opt the student out of participation. All requests for inspections and elections to opt out shall be in writing and submitted to the Superintendent.~~

~~All surveys or evaluations will be conducted on a voluntary basis and the district will implement procedures to protect student identity and privacy as it pertains to all surveys and other~~

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~~instruments used to collect information.~~

~~In addition to the above notification requirements, no student shall be required, without the written prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:~~

- ~~1. political affiliations or beliefs of the student or of the student's parent;~~
- ~~2. sex behavior or attitudes;~~
- ~~3. illegal, anti-social, self-incriminating, or demeaning behavior;~~
- ~~4. critical appraisals of other individuals with whom respondents have close family relationships;~~
- ~~5. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~6. religious practices, affiliations, or beliefs of the student or of the student's parent; or~~
- ~~7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

Collection of Information for Marketing, Sales or Other Distribution Purposes

The District shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.

20 U.S.C. 1232h

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of

20 U.S.C. 1232h

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 235.165 STUDENT RIGHTS/SURVEYS</p> <p>participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.</p> <p>This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.</p> <p><u>Student and Parent/Guardian Rights</u></p> <p>Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.</p> <p>A student over the age of eighteen (18) and his parents, if the student is a minor, shall also have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.</p> <p>This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.</p> <p><u>Notification</u></p> <p>The Superintendent or designee shall annually notify parents/guardians and students of concerning:</p> <p>1. Contents of this policy and its availability.;</p>	<p>20 U.S.C. 1232h</p> <p>22 PA Code 4.4, 12.41 20 U.S.C. 1232h</p>
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POLICY NO. 235.165
STUDENT RIGHTS/SURVEYS

2. The specific or ~~A~~ approximate dates during the school year when activities described above are ~~that any surveys requesting personal information may be~~ scheduled, or expected to be scheduled.;
3. How to ~~Procedures to~~ request access to survey or other material ~~instruments prior to administration; and~~ described in this policy.
4. How to opt their child ~~Procedures for opting students~~ out of participation in activities ~~surveys~~ as provided in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.41

Protection of Pupil Rights – 20 U.S.C. Sec. 1232h

Board Policy – Pol. 105.1

~~20 U.S. C.A. § 1232h, amended by Pub.L. 107-110 § 1061 effective Jan. 8, 2002, set out as a note under 20 U.S.C.A. § 6301~~

~~Pa. Code, Title 22, Chapter 12~~

Policy Guide



Policy No. 249

Section PUPILS

Title STUDENT RECRUITMENT-OF STUDENTS BY THE MILITARY

Adopted MAY 18, 1992

Revised OCTOBER 18, 2007;
OCTOBER 19, 1998

	POLICY NO. 249 STUDENT RECRUITMENT-OF STUDENTS BY THE MILITARY		
Section 1	<u>Purpose</u> In accordance with federal and state law, the Board shall provide, upon request, disclosure of required information about secondary students to post secondary educational institutions and to representatives of the armed forces of the United States.		
Section 12	<u>Authority</u> The District shall provide post secondary institutions, military recruiters and prospective employers equal access to secondary students' names, addresses and telephone numbers, unless the student or parent timely requests that such information not be released without prior written consent. In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States. Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.		51 P.S. Sec. 20221 et seq 10 U.S.C. Sec. 7908 20 U.S.C. Sec. 7908
Section 23	<u>Guidelines</u> 1. On or before August 1 of each year, the Superintendent		

POLICY NO. 249
STUDENT RECRUITMENT ~~OF STUDENTS BY THE~~
~~MILITARY~~

~~or his designee shall notify each junior and senior student (male and female) and their parents, that he is required to, and will be, preparing a list, prior to the first academic day of that school year, identifying each of the students by name, home address and telephone number, as required by law. Said notice shall also advise each student over the age of eighteen (18), or in the case of a minor student, each parent, that he/she they have twenty-one (21) calendar days to request, in writing, to the Superintendent, exclusion of the student's name from the list prior to the release of the list.~~

~~2. The annual notice shall also indicate that the School District routinely discloses names, addresses and telephone numbers of students to recruiters, employers and educational institutions, subject to the request of the student's parent, or the student himself, if he is age 18 or older, not to disclose such information without written consent.~~

~~3. A single notice provided through a mailing, the student handbook, or any other method reasonably calculated to inform parents of the above information shall suffice, provided however, that a posting on the District' website will not be sufficient for this purpose.~~

~~4. The Board continues to authorize the high school principal to reserve the right to deny physical access to students when such will materially and substantially interfere with the proper and orderly operation of the school.~~

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.

10 U.S.C. Sec. 503
20 U.S.C. Sec.
7908

The District shall notify parent/guardians of the right of the secondary student or parent/guardian to request that the student information not be released to representatives of postsecondary

51 P.S. Sec. 20222
10 U.S.C. Sec. 503
20 U.S.C. Sec.

	<p style="text-align: center;">POLICY NO. 249 STUDENT RECRUITMENT OF STUDENTS BY THE MILITARY</p> <p>institutions and/or military recruiters without prior written parental consent.</p> <p>The District shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.</p> <p>Section 34 <u>Delegation of Responsibility</u></p> <p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the school.</p> <p>The Superintendent or designee shall notify parents/guardians prior to the end of the student’s junior year about the provisions of this policy. The notice shall include:</p> <ol style="list-style-type: none"> 1. Notice that the school is required by law to routinely disclose names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent’s/guardian’s or secondary student’s request not to disclose such information without prior written parental consent. 2. Explanation of the parent’s/guardian’s or secondary student’s right to request that information not be disclosed without prior written parental consent. 3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so. 	<p>7908</p> <p>51 P.S. Sec. 20222</p>
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POLICY NO. 249
STUDENT RECRUITMENT-OF STUDENTS BY THE
MILITARY

References:

Military Affairs – 51 P.S. Sec. 20221 et seq.

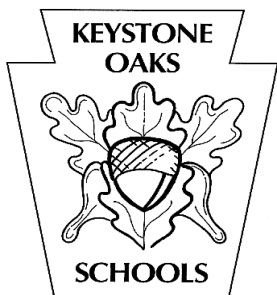
National Defense Authorization Act – 10 U.S.C. Sec. 503

Armed Forces Recruiter Access to Students and Student Information – 20 U.S.C. Sec. 7908

Revision History: October 18, 2007; October 19, 1998

~~Statutory References: 51 P.S. § 20221 et seq.;~~
~~10 U.S.C.A. § 503;~~
~~20 U.S.C.A. § § 1232g,~~
~~7908~~

Policy Guide



Policy No. 806

Section OPERATIONS

Title CHILD/STUDENT ABUSE

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2013;
JANUARY 27, 2011;
OCTOBER 15, 2009;
MARCH 19, 2001

	<p style="text-align: center;">POLICY NO. 806 CHILD/STUDENT ABUSE</p> <p>This Policy supersedes Board Policies 356, 456, and 556.</p> <p>Section 1 <u>Authority</u></p> <p>The Board adopts this policy to affirm District employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law. The Board requires district employees, Independent Contractors and Volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.</p> <p>Section 2 <u>Definitions</u></p> <p>The following definitions are for purposes of this policy words and phrases, when used in this policy, shall have the meaning given to them in this section:-</p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Serious Bodily Injury – Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of physical condition or substantial pain function of any bodily member or organ. Serious Bodily Injury – Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of physical condition or substantial pain function of any bodily member or organ.</p>	<p>SC 1205.6 23 Pa. C.S.A. 6301 et seq. Pol. 333, 818</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p>
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**POLICY NO. 806
CHILD/STUDENT ABUSE**

Certifications – refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.

SC 111
23 Pa. C.S.A. 6344

Child Student – ~~a~~An individual ~~enrolled in a district school~~ under eighteen (18) years of age.

23 Pa. C.S.A. 6303

Child Abuse – intentionally, knowingly or recklessly doing ~~Means~~ any of the following:

23 Pa. C.S.A. 6303

1. Causing bodily injury to a child through any recent act or failure to act. ~~Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.~~
- ~~1.~~2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- ~~2.~~3. Causing or substantially contributing to mental injury to a child through any act or failure to act or a series of such acts or failures to act. ~~An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.~~
- ~~3.~~4. Causing sexual abuse or exploitation of a child through any act or failure to act. ~~Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.~~
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. ~~Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.~~

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CHILD/STUDENT ABUSE

6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing physical neglect of a child.
8. Engaging in any of the following ~~R~~recent ~~A~~acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a form of trafficking in persons or sex trafficking, as those terms are defined in the law.

18 Pa. C.S.A.
7508.2

42 Pa. C.S.A.
9799.12, 9799.24,
9799.55, 9799.58

22 U.S.C. 7102

4.

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The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control.
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons.
3. Is necessary for self-defense or defense of another.
4. Is necessary to prevent the child from self-inflicted physical harm.
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.

SC 1205.6

Independent Contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

23 Pa. C.S.A. 6303, 6311

Perpetrator – a person who has committed child abuse and is a parent/guardian of a child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care

23 Pa. C.S.A. 6303
22 U.S.C. 7102

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services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child., ~~a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian.~~

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

23 Pa. C.S.A. 6303

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:

23 Pa. C.S.A. 6303

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent Act or failure to act Omission – any ~~Act or failure to act~~ ~~omission committed~~ within two (2) years of the date of the report to the ~~relevant state~~ ~~Department of Public Welfare~~ or county agency.

23 Pa. C.S.A. 6303

Routine interaction - regular and repeated contact that is

23 Pa. C.S.A. 6303

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integral to a person's employment or Volunteer responsibilities.

School Employee – ~~a~~An individual who is employed by a school or who provides a program, activity or service sponsored by a school ~~in a district school, intermediate unit or area vocational technical school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.~~

23 Pa. C.S.A. 6303

~~Serious~~ **Mental i**njury – ~~a~~A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

23 Pa. C.S.A. 6303

1. Renders a child chronically and ~~severely~~ anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. ~~Seriously~~ ~~i~~nterferes with a child's ability to accomplish age-appropriate developmental and social tasks.

~~Serious~~ ~~Physical neglect~~ **i**njury – ~~An injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently. any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:~~

23 Pa. C.S.A. 6303

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual aAbuse or **e**Exploitation – ~~Includes~~ any of the following:

23 Pa. C.S.A. 6303

1. -The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct, ~~which includes, but is not limited to, the following:~~

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- a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated~~ation~~ sexual activity~~-of sexually explicit conduct~~ for the purpose of producing visual depiction, including photographing, videotaping, computer depicting ~~and~~ filming. ~~-of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.~~

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

- 2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.

23 Pa. C.S.A. 6303

POLICY NO. 806 CHILD/STUDENT ABUSE		
Section 3	Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.	23 Pa. C.S.A. 6311
	<u>Delegation of Responsibility</u>	
	In accordance with Board policy, The Superintendent shall:	
	1. Require each candidate applicant for employment, including each covered employee being transferred, to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law. issued within the preceding year, except for those exempted by law.	SC 111 23 Pa. C.S.A. 6344 Pol. 302, 850
	2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.	23 Pa. C.S.A. 6344.3, 6344.4 Pol. 854
	School employees and Independent Contractors shall obtain and submit new certifications every sixty (60) months (five (5) years).	23 Pa. C.S.A. 6344.4
	Certification requirements for Volunteers are addressed separately in Board Policy 916.	Pol. 916
	The Superintendent or designee shall annually notify employees, Independent Contractors, and Volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.	
The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.	23 Pa. C.S.A. 6332	
The Superintendent or designee shall annually inform students,		

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parents/guardians, Independent Contractors, Volunteers and employees regarding the contents of this Board policy.

Section 43 **Guidelines**

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this District, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

Pol. 302, 817.1, 847, 850, 854
SC 111.1
20 U.S.C. 7926

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

20 U.S.C. 7926

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The District, and independent contractors of the District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

SC 1205.6
Pol. 333, 817.1, 818

	<p style="text-align: center;">POLICY NO. 806 CHILD/STUDENT ABUSE</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students. <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>The District shall provide each Volunteer with training on child abuse recognition and reporting.</p> <p>CHILD ABUSE BY PERPETRATOR</p> <p><u>Duty to Report</u></p> <p>School employees, Independent Contractors and Volunteers who in the course of employment come into contact with children shall make a report or cause a report to be made when if they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse under any of the following circumstances: including child abuse by an individual who is not a perpetrator.</p> <ol style="list-style-type: none"> 1. The school employee, Independent Contractor or Volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service. 2. The school employee, Independent Contractor or Volunteer is directly responsible for the care, supervision, guidance or training of the child. 	<p>Pol. 817.1 SC 2070.1a</p> <p>Pol 847</p> <p>SC 1205.6</p> <p>23 Pa. C.S.A. 6311</p>
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3. A person makes a specific disclosure to a school employee, Independent Contractor or Volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, Independent Contractor or Volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, Independent Contractor or Volunteer in order for that individual to make a report of suspected child abuse.

23 Pa. C.S.A. 6311

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

23 Pa. C.S.A. 6311

~~Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.~~

~~School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, school nurse, guidance counselor and/or coach.~~

Any person who, in good faith, makes a reports ~~or causes the report~~ of suspected child abuse ~~to be made~~, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

23 Pa. C.S.A. 6318

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

23 Pa. C.S.A. 6319

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

18 Pa. C.S.A. 4906.1

Any person who engages in intimidation, retaliation, or

18 Pa. C.S.A. 4958

	<p style="text-align: center;">POLICY NO. 806 CHILD/STUDENT ABUSE</p> <p>obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.</p> <p>The District shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.</p> <p>A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree. Where there is a course of conduct endangering the welfare of a child, the offense constitutes a felony of the third degree.</p> <p>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.</p> <p><u>Reporting Procedures</u></p> <p>School employees, Independent Contractors and Volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313) notify the building principal. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.</p> <p>A school employee, Independent Contractor, or Volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The Upon notification, the building principal or administrator or Coordinator of Pupil Personnel/Special Education K-12 shall then immediately notify the Superintendent or designee that a child abuse report has been</p>	<p>18 Pa. C.S.A. 6320</p> <p>23 Pa. C.S.A. 6305, 6311, 6313</p> <p>23 Pa. C.S.A. 6305, 6311, 6313</p>
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POLICY NO. 806
CHILD/STUDENT ABUSE

made and if the initial report was made electronically, and also provide a copy of the report confirmation. ~~report the suspected child abuse. If the building principal is not available, the employee is to contact the Coordinator of Pupil Personnel/Special Education K-12.~~

~~In the absence of the building principal and the Coordinator of Pupil Personnel/Special Education K-12, the Superintendent or his/her designee shall make the report.~~

~~Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty eight (48) hours after the oral report. Local law enforcement agencies will also be notified.~~

When a report of suspected child abuse is made by a school employee, Independent Contractor or V~~o~~lunteer as required by law, the District is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, Independent Contractor or V~~o~~lunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be

23 Pa. C.S.A. 6305,
6311, 6313

23 Pa. C.S.A. 6314

SC 1302.1-A,
1303-A

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reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

22 PA Code 10.2,
10.21, 10.22
Pol. 825

Investigation

The building principal or administrator ~~School officials~~ shall facilitate ~~cooperate~~ with the relevant state ~~Department of Public Welfare~~ or the county agency investigating a report of suspected child abuse, ~~which may include~~ permitting authorized personnel to interview the child while in attendance at school.

23 Pa. C.S.A. 6311,
6346

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval. In addition, communication will be made with local law enforcement. In the case where a professional employee is being investigated for suspected child abuse, the Superintendent will make a report to the State Ethics Commission.

23 Pa. C.S.A. 6368

~~The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child. Medical summaries or reports of the photographs, x-rays and relevant medical tests taken shall be sent to the county agency at the time the written report is sent or as soon thereafter as possible.~~

Duty To Report

~~A school employee shall immediately contact an administrator when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.~~

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~~If the accused school employee is an administrator, the school employee shall immediately report to law enforcement officials and the district attorney.~~

~~The administrator who receives a report from a school employee or who has independent cause to suspect injury or abuse by a school employee shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.~~

~~A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.~~

~~A school employee who willfully fails to report suspected student abuse by a school employee or who willfully violated the confidentiality of such a report commits a summary offense. An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.~~

Reporting Procedures

~~An administrator's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the administrator; name, work, and home address of the school employee, nature of the alleged offense, and any specific comments or observations directly related to the alleged incident and the individuals involved.~~

~~The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.~~

Investigation

~~Upon receipt of a report of suspected student abuse, an~~

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~~investigation shall be conducted by law enforcement officials, in cooperation with the district attorney, and a determination made as to what criminal charges, if any, will be filed against the school employee.~~

~~If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.~~

~~School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, which may include permitting authorized personnel to interview a student while in attendance at school.~~

~~Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.~~

~~The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.~~

~~References:~~

~~18 Pa. C.S.A. Sec. 4304~~

~~23 Pa. C.S.A. Sec. 6301, et. seq.~~

~~42 Pa. C.S.A. Sec. 5945~~

~~42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1~~

POLICY NO. 806
CHILD/STUDENT ABUSE

References:

School Code – 24 P.S. Sec. 111, 111.1, 1301-A, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22

Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6

Child Exploitation Awareness Education – 24 P.S. Sec.

Educator Discipline Act – 24 P.S. Sec. 2070.1a

Every Student Succeeds Act – 20 U.S.C. Sec. 7926

Title 22 Foreign Relation and Intercourse – 22 U.S.C. Sec. 7102

False Reports of Child Abuse – 18 Pa. C.S.A. Sec. 4906.1

Intimidation, Retaliation or Obstruction in Child Abuse Cases – 18 Pa. C.S.A. Sec. 4958

Operation of Methamphetamine Laboratory – 18 Pa. C.S.A. Sec. 7508.2

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Registration of Sexual Offenders – 42 Pa. C.S.A. Sec. 9799.12, 9799.24, 9799.55, 9799.58

Board Policy – Pol. 302, 333, 817.1, 818, 825, 847, 850, 854, 916

Revision History: April 18, 2013; January 27, 2011; October 15, 2009; March 19, 2001

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00059097	03/01/19	150 COMBUSTION SERVICE & EQUIPMENT	\$136.45	3119	Comp	R
00059098	03/01/19	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$569.26	3119	Comp	R
00059099	03/01/19	1926 PAPER PRODUCTS CO INC	\$3,026.90	3119	Comp	R
00059100	03/04/19	1224 ABCO FIRE PROTECTION INC	\$30.00	3419	Comp	R
00059101	03/04/19	1341 AIU	\$4,218.00	3419	Comp	R
00059102	03/04/19	10738 AMERICAN ROCK SALT CO LLC	\$1,426.80	3419	Comp	R
00059103	03/04/19	13174 ANNA BENVENUTI Anna Benvenuti	\$252.88	3419	Comp	R
00059104	03/04/19	11535 BIG'S SANITATION	\$2,705.00	3419	Comp	R
00059105	03/04/19	299 BOROUGH OF GREEN TREE	\$1,182.00	3419	Comp	R
00059106	03/04/19	7578 BATTERIES PLUS BULBS-#191 Batteries Plus	\$100.80	3419	Comp	R
00059107	03/04/19	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$602.56	3419	Comp	R
00059108	03/04/19	208 DORMONT BOROUGH Borough of Dormont	\$748.81	3419	Comp	R
00059109	03/04/19	13474 CBT NUGGETS LLC	\$599.00	3419	Comp	R
00059110	03/04/19	4766 CCL TECHNOLOGIES	\$6,048.00	3419	Comp	R
00059111	03/04/19	9718 MARK ELPHINSTONE	\$148.02	3419	Comp	R
00059112	03/04/19	8395 FAGAN'S SANITARY SUPPLY INC	\$764.00	3419	Comp	R
00059113	03/04/19	4065 FLAG FACTORY	\$78.00	3419	Comp	R
00059114	03/04/19	4647 GUARDIAN PROTECTION SERVICES	\$457.35	3419	Comp	R
00059115	03/04/19	10941 HOLLIS & GERMANN MUSIC INC	\$115.96	3419	Comp	R
00059116	03/04/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$383.00	3419	Comp	R
00059117	03/04/19	12628 JESSE JEZNIS	\$155.90	3419	Comp	R
00059118	03/04/19	361 JORDAN TAX SERVICE INC	\$304.39	3419	Comp	R
00059119	03/04/19	13429 Kinetics Audio, LLC	\$1,275.00	3419	Comp	R
00059120	03/04/19	13656 LAUREN HARTZ, MS, LPC LAUREN HARTZ, MS, LPC	\$540.00	3419	Comp	R
00059121	03/04/19	10246 CRAIG LAWHEAD	\$31.03	3419	Comp	R
00059122	03/04/19	7097 MICHELLE MCSWIGAN	\$22.50	3419	Comp	R
00059123	03/04/19	12928 Kenneth Monz	\$15.08	3419	Comp	O
00059124	03/04/19	3322 OFFICE DEPOT INC	\$264.40	3419	Comp	R
00059125	03/04/19	12943 PA Leadership Charter School	\$2,418.83	3419	Comp	R
00059126	03/04/19	7810 PITTSBURGH WATER COOLER	\$181.50	3419	Comp	R
00059127	03/04/19	10712 PUSH N PULL INC	\$214.00	3419	Comp	R
00059128	03/04/19	77 PROFORMA MULTI-MEDIA MARKETING Proforma	\$498.66	3419	Comp	R
00059129	03/04/19	10274 ELIZABETH SALIMBENE	\$18.79	3419	Comp	O
00059130	03/04/19	11053 STEWART EQUIPMENT SVC INC	\$200.40	3419	Comp	R
00059131	03/04/19	636 SCOTT ELECTRIC Scott Electric	\$252.21	3419	Comp	R
00059132	03/04/19	13247 TMS Equiparts	\$243.13	3419	Comp	R
00059133	03/04/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$375.27	3419	Comp	R
00059134	03/04/19	12119 UGI ENERGY SERVICES LLC	\$612.38	3419	Comp	R
00059135	03/06/19	13662 AQUA FILTER FRESH, INC.	\$180.98	3619	Comp	R
00059136	03/06/19	13081 AssetGenie, Inc	\$299.75	3619	Comp	R
00059137	03/06/19	11636 SHEILA BELL	\$6.44	3619	Comp	O

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00059138	03/06/19	12627 JOHN BRUNER	\$19.37	3619	Comp	R
00059139	03/06/19	13163 CIT	\$2,965.84	3619	Comp	R
		CIT				
00059140	03/06/19	118 CASTLE SHANNON BOROUGH	\$5,321.65	3619	Comp	R
		Castle Shannon Boro General Fund				
00059141	03/06/19	11048 ComDoc	\$10,019.95	3619	Comp	R
00059142	03/06/19	250 FOLLETT	\$751.55	3619	Comp	R
		Follett School Solutions Inc				
00059143	03/06/19	6882 KEVIN GALLAGHER	\$40.25	3619	Comp	R
00059144	03/06/19	13690 GATEWAY CLIPPER, INC.	\$146.40	3619	Comp	R
00059145	03/06/19	13691 KELLI BURNS	\$100.00	3619	Comp	R
00059146	03/06/19	12894 Lincoln Park Performing Arts Charter Sch	\$8,465.88	3619	Comp	R
00059147	03/06/19	8386 Mount Lebanon, PA	\$2,053.02	3619	Comp	R
		Mount Lebanon, PA				
00059148	03/06/19	13177 Provident Charter School	\$13,474.18	3619	Comp	R
		Provident Charter School				
00059149	03/06/19	10935 STAPLES ADVANTAGE	\$257.48	3619	Comp	R
		STAPLES BUSINESS CREDIT				
00059150	03/06/19	10257 JENNIFER WATENPOOL	\$18.79	3619	Comp	R
00059151	03/06/19	13065 WRIGHT SPECIALTY INSURANCE	\$623.02	3619	Comp	R
		WRIGHT SPECIALTY INSURANCE AGENCY				
00059152	03/07/19	13600 DEBRA DIETRICH	\$136.03	3719	Comp	R
00059153	03/08/19	5238 KERRY KARAPANDI	\$61.48	3819	Comp	R
00059154	03/08/19	13462 SHELBY KEEBLER	\$15.25	3819	Comp	R
00059155	03/08/19	420 MATTHEWS BUS CO	\$4,525.20	3819	Comp	R
00059156	03/08/19	450 MT LEBANON SCHOOL DISTRICT	\$396.00	3819	Comp	R
00059157	03/08/19	6618 SHOP 'N SAVE	\$150.84	3819	Comp	R
00059158	03/08/19	12005 TrustPoint International, LLC	\$142.32	3819	Comp	R
		Trustpoint.One				
00059159	03/08/19	13062 UPMC HLTH Plan Fully Ins Wkrs Comp	\$12,430.00	3819	Comp	R
		UPMC Health Benefits, Inc.				
00059160	03/08/19	13356 iDesign USA Corp	\$51.94	3819	Comp	R
00059161	03/08/19	299 BOROUGH OF GREEN TREE	\$1,297.14	3819	Comp	R
00059162	03/08/19	12909 KELLY SERVICES INC	\$32,016.62	3819	Comp	R
		KELLY SERVICES INC				
00059163	03/08/19	12709 W.B. MASON CO INC	\$1,077.20	3819	Comp	R
00059164	03/08/19	2984 PITTSBURGH POST-GAZETTE	\$988.00	3819	Comp	R
		PITTSBURGH POST-GAZETTE				
00059165	03/08/19	12910 PA Cyber Charter School	\$26,777.69	3819	Comp	R
		Pennsylvania Cyber Charter School				
00059166	03/08/19	803 THE WOODWIND & BRASSWIND	\$2,011.66	3819	Comp	R
00059167	03/08/19	13611 WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL	\$3,662.37	3819	Comp	R
		Westinghouse Arts Academy Charter c				
00059168	03/11/19	10738 AMERICAN ROCK SALT CO LLC	\$1,489.14	31119	Comp	R
00059169	03/11/19	13438 Aramark Uniform & Career Apparel Group, .	\$1,473.06	31119	Comp	R
		ARAMARK UNIFORM SERVICES				
00059170	03/11/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$48.00	31119	Comp	R
00059171	03/11/19	13179 Ace fix-it Hardware of Greentree	\$69.05	31119	Comp	R
		Ace fix-it Hardware				

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00059172	03/11/19	9787 ALLEGHENY COUNTY HEALTH DEPT Air Pollution Control Fund	\$375.00	31119	Comp	R
00059173	03/11/19	48 B & R POOLS & SWIM SHOP	\$147.00	31119	Comp	R
00059174	03/11/19	13395 Busy Beaver Building Centers, Inc.	\$10.77	31119	Comp	R
00059175	03/11/19	109 T.F. CAMPBELL COMPANY	\$250.99	31119	Comp	R
00059176	03/11/19	150 COMBUSTION SERVICE & EQUIPMENT	\$3,975.60	31119	Comp	R
00059177	03/11/19	4847 FIRST STUDENT INC	\$135,247.91	31119	Comp	R
00059178	03/11/19	292 GRAINGER	\$276.20	31119	Comp	R
00059179	03/11/19	8620 HOME DEPOT CREDIT SERVICES	\$103.18	31119	Comp	R
00059180	03/11/19	12794 INTERIOR SUPPLY INC	\$2,352.00	31119	Comp	R
00059181	03/11/19	11774 MAIELLO BRUNGO & MAIELLO LLP	\$600.00	31119	Comp	V
00059182	03/11/19	420 MATTHEWS BUS CO	\$76,108.25	31119	Comp	O
00059183	03/11/19	13673 Montour Group	\$483.89	31119	Comp	R
00059184	03/11/19	4919 MR JOHN	\$125.00	31119	Comp	R
00059185	03/11/19	3322 OFFICE DEPOT INC	\$234.77	31119	Comp	R
00059186	03/11/19	551 PORT AUTHORITY OF ALLY COUNTY	\$97.50	31119	Comp	R
00059187	03/11/19	599 ROLLIER HARDWARE INC	\$20.73	31119	Comp	R
00059188	03/11/19	636 SCOTT ELECTRIC Scott Electric	\$794.10	31119	Comp	R
00059189	03/11/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$120.53	31119	Comp	R
00059190	03/11/19	12094 WEATHERPROOFING TECHNOLOGIES INC Tremco/Westherproffing Technologies	\$1,004.00	31119	Comp	R
00059191	03/11/19	13095 Advent Communications	\$70.00	31119	Comp	R
00059192	03/14/19	574 PA AMERICAN WATER COMPANY	\$640.33	3142019	Comp	R
00059193	03/14/19	574 PA AMERICAN WATER COMPANY	\$246.65	3142019	Comp	R
00059194	03/14/19	574 PA AMERICAN WATER COMPANY	\$904.85	3142019	Comp	R
00059195	03/14/19	574 PA AMERICAN WATER COMPANY	\$1,176.09	3142019	Comp	R
00059196	03/14/19	13095 Advent Communications	\$662.50	31419	Comp	R
00059197	03/14/19	12900 Agora Cyber Charter School	\$4,871.77	31419	Comp	R
00059198	03/14/19	13174 ANNA BENVENUTI Anna Benvenuti	\$17.11	31419	Comp	R
00059199	03/14/19	13163 CIT CIT	\$2,965.84	31419	Comp	R
00059200	03/14/19	3573 COMCAST	\$6,378.80	31419	Comp	R
00059201	03/14/19	13104 Commonwealth Charter Academy	\$3,662.36	31419	Comp	R
00059202	03/14/19	572 DUQUESNE LIGHT COMPANY	\$6,086.54	31419	Comp	R
00059203	03/14/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$16,977.99	31419	Comp	R
00059204	03/14/19	11569 SUZANNE LOCHIE	\$85.80	31419	Comp	R
00059205	03/14/19	13701 NICK MASTANDREA	\$15.66	31419	Comp	R
00059206	03/14/19	3322 OFFICE DEPOT INC	\$112.03	31419	Comp	R
00059207	03/14/19	574 PA AMERICAN WATER COMPANY	\$939.74	31419	Comp	R
00059208	03/14/19	13096 PA Distance Learning Charter	\$2,452.95	31419	Comp	R
00059209	03/14/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$57.02	31419	Comp	R
00059210	03/14/19	9784 VINCENT LIGHTING SYSTEMS Vincent Lighting Systems Co.	\$221.00	31419	Comp	R
00059211	03/15/19	6882 KEVIN GALLAGHER	\$83.28	31519	Comp	R
00059212	03/18/19	1341 AIU	\$250.00	31819	Comp	R
00059213	03/18/19	9884 AT&T MOBILITY	\$343.13	31819	Comp	R

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00059214	03/18/19	6771 CHILDREN'S INSTITUTE	\$5,016.69	31819	Comp	R
00059215	03/18/19	13012 Language Line Translation Solutions	\$592.98	31819	Comp	R
00059216	03/18/19	11645 LITERACY RESOURCES INC	\$86.99	31819	Comp	R
00059217	03/18/19	11492 NODE ZERO LLC	\$360.00	31819	Comp	O
00059218	03/18/19	574 PA AMERICAN WATER COMPANY	\$755.55	31819	Comp	R
00059219	03/18/19	11612 DOUGLAS A DELLA TOFFALO, PhD.	\$900.00	31819	Comp	O
00059220	03/19/19	70 DICK BLICK	\$814.92	31919	Comp	R
00059221	03/19/19	571 COLUMBIA GAS OF PA	\$5,418.12	31919	Comp	R
00059222	03/19/19	11048 ComDoc	\$440.44	31919	Comp	R
00059223	03/19/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$12,742.41	31919	Comp	R
00059224	03/19/19	13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS	\$3,785.77	31919	Comp	R
00059225	03/19/19	572 DUQUESNE LIGHT COMPANY	\$7,972.18	31919	Comp	R
00059226	03/19/19	13703 FOUNDATION FOR FREE ENTERPRISE EDUC FOUNDATION FOR FREE ENTERPRISE EDUC	\$300.00	31919	Comp	R
00059227	03/19/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$15,117.60	31919	Comp	R
00059228	03/19/19	3506 LAKESHORE LEARNING MATERIALS (dba)	\$441.82	31919	Comp	R
00059229	03/19/19	6983 REALLY GOOD STUFF INC.	\$410.67	31919	Comp	R
00059230	03/19/19	13232 REACH CYBER CHARTER SCHOOL Reach Cyber Charter School	\$7,290.59	31919	Comp	O
00059231	03/21/19	1341 AIU	\$82,461.76	32119	Comp	R
00059232	03/21/19	13634 BLIND & VISION REHAB SVC OF PITTSBURGH	\$4,866.75	32119	Comp	R
00059233	03/21/19	9203 THE BRADLEY CENTER	\$8,132.70	32119	Comp	R
00059234	03/21/19	6771 CHILDREN'S INSTITUTE	\$4,061.13	32119	Comp	R
00059235	03/21/19	13629 Kaitlyn Caron	\$25.06	32119	Comp	R
00059236	03/21/19	13444 Kania Equipment & Supply Direct Technology Solutions	\$2,792.50	32119	Comp	O
00059237	03/21/19	13702 MOXIE METHODS	\$445.00	32119	Comp	O
00059238	03/21/19	13627 PLEA	\$3,000.00	32119	Comp	R
00059239	03/21/19	12844 PowerSchool Group LLC PowerSchool Group LLC	\$4,979.34	32119	Comp	R
00059240	03/21/19	13431 SurfScore, Inc. DBA Kodable	\$800.00	32119	Comp	O
00059241	03/21/19	7282 SCHOLASTIC BOOK FAIRS Scholastic Book Fairs - 30	\$1,801.64	32119	Comp	R
00059242	03/21/19	9508 THE LIGHT CO The Light Company, LLC	\$898.67	32119	Comp	R
00059243	03/21/19	4703 WESLEY FAMILY SERVICES	\$7,685.00	32119	Comp	R
00059244	03/21/19	150 COMBUSTION SERVICE & EQUIPMENT	\$401.42	32119	Comp	R
00059245	03/21/19	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$486.94	32119	Comp	R
00059246	03/21/19	13344 Green Elevator Inspection Comp	\$300.00	32119	Comp	R
00059247	03/21/19	4710 GEORGE M KEY ARCO INC	\$700.62	32119	Comp	R
00059248	03/21/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$81.00	32119	Comp	R
00059249	03/21/19	4919 MR JOHN	\$167.00	32119	Comp	R
00059250	03/21/19	3322 OFFICE DEPOT INC	\$2,599.98	32119	Comp	R
00059251	03/21/19	11199 PENN POWER SYSTEMS PENN POWER GROUP	\$440.00	32119	Comp	R

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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00059252	03/21/19	12783 SCHNEIDER ELECTRIC BUILDINGS AMERICAS IC	\$1,543.90	32119	Comp	R
00059253	03/21/19	6381 SIERRA MONITOR CORPORATION	\$1,114.11	32119	Comp	R
00059254	03/21/19	11053 STEWART EQUIPMENT SVC INC	\$53.80	32119	Comp	O
00059255	03/21/19	7117 THYSSENKRUPP ELEVATOR thyssenkrupp Elevator Corporation	\$1,698.00	32119	Comp	R
00059256	03/21/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$6,075.00	32119	Comp	R
00059257	03/21/19	9039 PMEA PMEA/NAFME CONFERENCE REGISTRATIONS	\$185.00	32119	Comp	O
00059258	03/21/19	9039 PMEA PMEA/NAFME CONFERENCE REGISTRATIONS	\$195.00	3212019	Comp	O
00059259	03/25/19	2797 PA DEPT OF LABOR & INDUSTRY PA Dept of Labor & Industry - B	\$73.58	32519	Comp	R
00059260	03/28/19	10780 PJAS-REGION 7	\$510.00	328209	Comp	O
00059261	03/28/19	423 A G MAURO COMPANY	\$280.00	32819	Comp	O
00059262	03/28/19	959 AAA ENGRAVING	\$39.00	32819	Comp	O
00059263	03/28/19	1341 AIU	\$1,195.00	32819	Comp	O
00059264	03/28/19	11761 BOROUGH OF GREENTREE	\$1,317.68	32819	Comp	O
00059265	03/28/19	11173 EMILY BRILL	\$22.27	32819	Comp	O
00059266	03/28/19	7578 BATTERIES PLUS BULBS-#191 Batteries Plus	\$8.09	32819	Comp	O
00059267	03/28/19	123 CENTURY SPORTS INC	\$14,581.28	32819	Comp	O
00059268	03/28/19	9298 CONSOLIDATED COMMUNICATIONS	\$1,166.25	32819	Comp	O
00059269	03/28/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$10,619.06	32819	Comp	O
00059270	03/28/19	13484 JESSICA DOBSON	\$1,051.58	32819	Comp	O
00059271	03/28/19	13707 LAURA DULANEY	\$84.49	32819	Comp	O
00059272	03/28/19	572 DUQUESNE LIGHT COMPANY	\$1,104.24	32819	Comp	O
00059273	03/28/19	13705 BERNARD S. FABIAN	\$600.00	32819	Comp	O
00059274	03/28/19	13675 GROSH SCENIC RENTALS INC.	\$1,635.71	32819	Comp	O
00059275	03/28/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$383.00	32819	Comp	O
00059276	03/28/19	13537 J.W. PEPPER & SON, INC.	\$22.09	32819	Comp	O
00059277	03/28/19	361 JORDAN TAX SERVICE INC	\$67.01	32819	Comp	O
00059278	03/28/19	13691 KELLI BURNS	\$100.00	32819	Comp	O
00059279	03/28/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$15,240.34	32819	Comp	O
00059280	03/28/19	11774 MAIELLO BRUNGO & MAIELLO LLP	\$5,063.50	32819	Comp	O
00059281	03/28/19	13701 NICK MASTANDREA	\$31.32	32819	Comp	O
00059282	03/28/19	3322 OFFICE DEPOT INC	\$1,732.31	32819	Comp	O
00059283	03/28/19	13508 NAESP PA PRINCIPALS ASSOCIATION	\$595.00	32819	Comp	O
00059284	03/28/19	12631 PEOPLES NATURAL GAS	\$6,164.02	32819	Comp	O
00059285	03/28/19	3630 PITNEY BOWES PITNEY BOWES	\$105.00	32819	Comp	O
00059286	03/28/19	12907 PA Virtual Charter School Pennsylvania Virtual Charter School	\$3,662.36	32819	Comp	O
00059287	03/28/19	6983 REALLY GOOD STUFF INC.	\$21.99	32819	Comp	O
00059288	03/28/19	13676 ROB LAKE MAGIC, INC.	\$867.00	32819	Comp	O
00059289	03/28/19	13708 SARA AND ROBERT SEIMON	\$15.00	32819	Comp	O
00059290	03/28/19	11053 STEWART EQUIPMENT SVC INC	\$1,120.25	32819	Comp	O

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March 2019 Combined Check Register

BAR016c

Check Dates 03/01/19 - 03/31/19

2018-2019

Check # 00001604 - 99991633

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00059291	03/28/19	636 SCOTT ELECTRIC Scott Electric	\$729.02	32819	Comp	0
00059292	03/29/19	9718 MARK ELPHINSTONE	\$148.01	32919	Comp	0
Totals For Bank Account 10-0101-001-001-00-000-000 Cash -FNB - General Fund						
Balance Sheet	707,122.16	Expenditure	0.00	Revenue	0.00	
	Total	Count		Total	Count	
Outstanding	159,452.32	46	Computer Check	707,122.16	196	
Reconciled	547,069.84	149	Hand Check	0.00	0	
Stop Payment	0.00	0	Wire Transfer	0.00	0	
Voided	600.00	1				
	707,122.16	196		707,122.16	196	

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March 2019 Combined Check Register

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Check Dates 03/01/19 - 03/31/19

2018-2019

Check # 00001604 - 99991633

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						
00002109	03/04/19	48 B & R POOLS & SWIM SHOP	\$26,450.00	3419	Comp	R
00002110	03/04/19	7313 UPS	\$21.10	3419	Comp	R
00002111	03/04/19	13011 Myers Coach Lines	\$1,210.00	3419	Comp	R
00002112	03/06/19	13700 JEFF DIGACOMO	\$38.50	3619	Comp	R
00002113	03/08/19	13346 PABCA	\$80.00	3819	Comp	R
PABCA						
00002114	03/11/19	9718 MARK ELPHINSTONE	\$600.00	3112019	Comp	R
00002115	03/11/19	11894 NOVA SPORTS	\$2,885.80	31119	Comp	R
00002116	03/14/19	10935 STAPLES ADVANTAGE	\$77.88	31419	Comp	R
STAPLES BUSINESS CREDIT						
00002117	03/21/19	48 B & R POOLS & SWIM SHOP	\$3,195.00	32119	Comp	R
00002118	03/21/19	2562 PIONEER MANUFACTURING CO	\$180.00	32119	Comp	R
00002119	03/21/19	11818 PITTSBURGH TROPHY COMPANY INC	\$136.40	32119	Comp	R
00002120	03/21/19	12466 WEST MIFFLIN WRESTLING BOOSTERS	\$300.00	32119	Comp	O
West Mifflin Wrestling Boosters						
00002121	03/28/19	13688 DEERE & COMPANY	\$7,394.08	32819	Comp	O
DEERE & COMPANY						

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

Balance Sheet	42,568.76	Expenditure	0.00	Revenue	0.00
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	Total	Count		Total	Count
Outstanding	7,694.08	2	Computer Check	42,568.76	13
Reconciled	34,874.68	11	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	42,568.76	13		42,568.76	13

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March 2019 Combined Check Register

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Check Dates 03/01/19 - 03/31/19

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Check # 00001604 - 99991633

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND						
00001619	03/04/19	13598 INTERTECH CI	\$19,057.20	3419	Comp	R
00001620	03/27/19	13595 National Auto Fleet Group	\$60,838.00	32719	Comp	O
Totals For Bank Account 32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND						

Balance Sheet	79,895.20	Expenditure	0.00	Revenue	0.00
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	Total	Count		Total	Count
Outstanding	60,838.00	1	Computer Check	79,895.20	2
Reconciled	19,057.20	1	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
<hr/>			<hr/>		
	79,895.20	2		79,895.20	2

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Keystone Oaks School District

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March 2019 Combined Check Register

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Check Dates 03/01/19 - 03/31/19

2018-2019

Check # 00001604 - 99991633

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
		50-0101-001-000-00-000-000 CASH - FNB Cafeteria				
00009150	03/04/19	2008 HOBART FOOD EQUIPMENT LLC HOBART SERVICE:ITW FOOD EQUIP GRP	\$1,489.28	3419	Comp	R
00009151	03/06/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$77.88	3619	Comp	R

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

Balance Sheet	1,567.16	Expenditure	0.00	Revenue	0.00
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	Total	Count		Total	Count
Outstanding	0.00	0	Computer Check	1,567.16	2
Reconciled	1,567.16	2	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	1,567.16	2		1,567.16	2