

**EAST ALLEGHENY SCHOOL DISTRICT
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING
JUNE 12, 2017**

Committee Meeting 6:00 p.m. – Public Session 7:00 p.m.

COMMITTEE MEETING

Mr. George Bucar spoke to the Board regarding developing the top of park Terrace Field (former school site) and handed out a letter explaining what he needs to do, such as funding, and he wants to buy the property.

EXECUTIVE SESSION

The Board went into Executive Session from 6:40 to 7:10 p.m. for Personnel reasons.

CALL TO ORDER

The regular meeting of the School Board of the East Allegheny School District is called to order by Mrs. McCullough, the president, at 7:10 p.m.

Pledge of Allegiance

ROLL CALL

Mr. Eichler, Mrs. Gates, Ms. Green, Mrs. McCullough, Mr. Pearsol, Ms. Rosenbayger, Mr. Savinda.
ABSENT: Mr. Paradine, Mr. Volpe.

ALSO PRESENT:

Mr. Mac Fann, Ms. Valicenti.
Solicitor: Mr. Beisler.

**STUDENT
REPRESENTATIVES**

ABSENT: Sunni Coyne, Amani Johnson.

**MINUTES OF THE
REGULAR MEETING
OF MAY 8, 2017**

Ms. Rosenbayger moved and Mr. Pearsol seconded the motion approving the minutes of the regular school board meeting of May 8, 2017.

The motion was passed, no dissenting votes.

**SUPERINTENDENT'S
REPORT**

Recognition of the Senior School Board Representative – Sunni Coyne (Certificate)
Presentation of the NAMM Best Communities Music Award – Mr. Ehrlich/Mark Despotakis (Progressive Music)

**HEAR FROM
THE CITIZENS**

There were no requests to speak.

COMMUNICATIONS:

None.

**APPROVE AGENDA
IN TOTO**

Mr. Pearsol moved and Mrs. Gates seconded the motion to approve the agenda as a whole, with exceptions as noted.

Eichler	<u>None.</u>
Gates	<u>None.</u>
Green	<u>None.</u>
McCullough	<u>None.</u>
Paradine	<u>Absent.</u>
Pearsol	<u>Personnel, Letter I - Abstain</u>
Rosenbayger	<u>None.</u>
Savinda	<u>None.</u>
Volpe	<u>Absent.</u>

The motion was passed.

BUDGET & FINANCE

**TREASURER'S MONTHLY
FINANCIAL STATEMENT
FOR APPROVAL (A)**

Mr. Pearsol moved and Mrs. Gates seconded the motion to approve the Treasurer's monthly statement.

The motion was passed, no dissenting votes.

**SECRETARY'S REPORT
FOR APPROVAL (B)**

Mr. Pearsol moved and Mrs. Gates seconded the motion to approve the Secretary's report.

The motion was passed, no dissenting votes.

COMMITTEE REPORTS:

BUDGET & FINANCE

**BILLS FOR PAYMENT
APPROVAL AND
RATIFICATION (C)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the payment of bills as follows:

General Fund	-----	\$ 244,466.07
GF Batch 12	-----	\$ 496,678.95
GF Batch 98*	-----	\$ 71,211.31

* Batch 98 – Charter Schools

The motion was passed, no dissenting votes.

**PURCHASE ORDERS
APPROVAL (D)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve purchase orders as follows:

General Fund	-----	\$ 6,131.45
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The motion was passed, no dissenting votes.

BUDGET & FINANCE

**CAFETERIA BILLS
FOR PAYMENT (E)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify Cafeteria bills for payment in the amount of \$44,842.97.

The motion was passed, no dissenting votes.

**FEDERAL PROGRAM
BILLS FOR
PAYMENT (F)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the Federal Program bills as follows:

Title I 16-17	-----	\$59,574.26
Title II Part A 16-17	-----	\$0.00

The motion was passed, no dissenting votes.

**2017-2018 SCHOOL
DISTRICT PROPOSED
FINAL BUDGET
FOR ADOPTION (G)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve adoption of the proposed final budget for the 2017-2018 fiscal year with revenues and expenditures totaling \$31,627,360 and millage set at 26.9722, along with a continuation of all Act 511 taxes and further approve the continuation of the Real Estate Tax Installment Payment Plan Resolution, dated 6/8/09, as adopted by Board Resolution.

The motion was passed, no dissenting votes.

**DISTRICT GENERAL
SUPPLY BIDS (H)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve awarding the 2017-2018 school year general fund bids (subject to final approval by the Superintendent and the Director of Fiscal Affairs).

The motion was passed, no dissenting votes.

**ALLEGHENY
INTERMEDIATE
UNIT BIDS (I)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve awarding the purchase of materials bid jointly, to the Allegheny Intermediate Unit for copy paper and selected custodial supplies for the 2017-2018 school year. (All bids have final approval by the Superintendent and the Director of Fiscal Affairs.)

The motion was passed, no dissenting votes.

BUDGET & FINANCE

**RENEWAL OF
INSURANCE (J)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the following insurance premiums for the 2017-2018 school year from the Gleason Agency, Inc.:

	2016-2017	2017-2018
Premiums		
Package – General Liability – PSBA	\$51,969	\$50,415
Educators Legal – PSBA	\$13,394	\$12,908
Business Auto - PSBA	\$7,315	\$7,117
Umbrella - PSBA	\$6,042	\$5,389
Workers' Compensation – UPMC	\$83,513	\$70,906
Total	\$162,233	\$146,735
Difference 2016-2017 to 2017-2018		(\$15,498)
Student & Sports Insurance	\$7,559	\$8,684
Difference 2016-2017 to 2017-2018		\$1,125

The motion was passed, no dissenting votes.

**APPROVE AGREEMENT
FOR SERVICES
ADELPHOI
EDUCATION, INC. (K)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the agreement for continuation of services between the East Allegheny School District and Adelphoi Education Inc., 1119 Village Way, Latrobe, PA 15650, for the purpose of furnishing behavior support services, grades 9-12, for the 2017-2018 school year at \$83.52 per day for regular education and \$86.03 per day for special education. Intensive behavior support for students in grades 1-12 is \$148.50 for 0-10 students, \$141.07 for 11-20 students and \$133.65 for 21 or more students.

The motion was passed, no dissenting votes.

**FOOD SERVICE
MANAGEMENT
COMPANY (L)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board renew the Food Service Management Contract with The Nutrition Group, Inc., 580 Wendel Road, Suite 100, Irwin, PA 15642, for the 2017 2018 school year.

The motion was passed, no dissenting votes.

**REVENUE ANTICIPATION
NOTE, SERIES 2017/2018
FORBES ROAD CAREER
& TECHNOLOGY CENTER (M)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the Revenue Anticipation Note, Series 2017-2018, in the amount of \$4,400,000 for the Forbes Road Career & Technology Center at a 1.89% Interest rate.

The motion was passed, no dissenting votes.

BUDGET & FINANCE

APPROVE ACT 93 PLAN (N)

The Administration the Board approve the Act 93 Plan as presented by the administration, commencing July 1, 2017 through June 30, 2020.

Mr. Pearsol moved and Mrs. Gates seconded the motion to table Budget & Finance, Letter N until the June 19, 2017 special meeting.

The motion was passed, no dissenting votes.

**APPROVE
REPLACEMENT
GRADEBOOK MODULE (O)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve ProStar, a Harris School Solution (ProSoft) gradebook module as a replacement for Edline/Gradequick (which is being discontinued in December 2018) at a cost of \$4,104.07 for the period of July 1, 2017 through July 30, 2018, a savings of \$1,280.55 for the same time period for Edline. Also approve the one time set up fee of \$6,500 for a total cost of \$10,604.07.

The motion was passed, no dissenting votes.

BUILDING & GROUNDS

**USE OF PROPERTY
REQUEST**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the following requests for the use of the district facilities **at a cost to the organization according to board policy:**

<u>Group</u>	<u>Building/Grounds</u>	<u>Date Requested</u>	<u>Time</u>	<u>Activity</u>	<u>Cost</u>
<u>EAAA Competition Cheer (A)</u>	GV Gym *	T,Th-5/30/17-11/24/17	5:30 – 9:00 p.m.	Practice	\$0

* Also, store the large mats

The motion was passed, no dissenting votes.

CURRICULUM

**2017-2018 REVISED
CALENDAR (A)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board adopt the 2017-2018 revised calendar, as per attached.

The motion was passed, no dissenting votes.

**TEXTBOOK ADOPTION
READING CURRICULUM
SERIES – HOUGHTON
MIFFLIN HARCOURT
JOURNEYS K-6 (B)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board adopt the new reading curriculum textbooks, Journeys K-6 Premium Package, published by Houghton Mifflin Harcourt.

The motion was passed, no dissenting votes.

POLICY

**ADOPTION OF
NEW POLICY (A)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the adoption of Policy #209.2, Diabetes Management, as per PSBA and changes in the law, as per attached.

The motion was passed, no dissenting votes.

**FIRST READING
OF REVISIONS
TO POLICIES (B)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the first reading of the revisions to the following policies:

- Policy #200, Attendance
- Policy #218, Student Discipline
- Policy #249, Anti-Bullying

The motion was passed, no dissenting votes.

STUDENT LIFE

**2017-2018
HANDBOOKS (A)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the 2017-2018 handbooks for Logan Elementary School, East Allegheny Junior/Senior High School, 7th/8th Grade Handbook and 9-12 Handbook.

The motion was passed, no dissenting votes.

**VOLUNTEER FOR
APPROVAL (B)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve Larry Nabors, North Versailles, as a volunteer for the middle school football program, pending receipt of updated clearances and TB test results.

The motion was passed, no dissenting votes.

PERSONNEL

**RENEW SCHOOL
DISTRICT DENTIST (A)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board renew the contract with Dr. Michael Fontana, North Huntingdon, as the School District Dentist at a cost of \$2,800 for the 2017-2018 school year. This is the same rate as last year.

The motion was passed, no dissenting votes.

**SCHOOL DISTRICT
DOCTOR (B)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve a contract with UPMC McKeesport Family Medicine and Osteopathic Family Medicine Residency Program, Dr. Tracey Conti, Program Director, to serve as the East Allegheny School District School Doctor to handle medical examinations, sports physicals, and all other services as indicated on the Proposal for School Doctor Services, with rates as per contract.

The motion was passed, no dissenting votes.

PERSONNEL

**HIRING OF
LONG TERM
SUBSTITUTES (C)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board hire the following individuals in the respective long term substitute positions:

<u>Name</u>	<u>City</u>	<u>Position</u>	<u>For</u>	<u>Dates</u>
Rachel DelleFemine	North Huntingdon	2 nd Grade	Susan Hensley	August 30, 2017 – December 4, 2017
Zachary Reed	McKeesport	1st Grade	Jennifer Alfieri	August 30, 2017 – January 24, 2018

The motion was passed, no dissenting votes.

**RESIGNATION OF
ASSISTANT PRINCIPAL (D)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board accept the resignation of Angela McEwen from her position of Assistant Principal at Logan Elementary School, effective with her last day of work of Friday, June 9, 2017.

The motion was passed, no dissenting votes.

**LEAVE REQUEST
SPECIAL EDUCATION
TEACHER (E)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Brittany Hultberg, Logan Special Education Teacher, to exhaust her remaining sick days (26.5 days as of 5/12/2017), four (4) personal days and the five emergency days, as per contract, for the birth of her child commencing Wednesday, August 30, 2017 and concluding, tentatively, Thursday, October 18, 2017 AM. Mrs. Hultberg further requests a Family Medical Leave commencing, tentatively, Thursday, October 18, 2017 PM and concluding Thursday, November 9, 2017. Mrs. Hultberg plans to return to her position on Monday, November 13, 2017. Further approve the posting for a long term substitute for the duration of Mrs. Hultberg's leave.

The motion was passed, no dissenting votes.

**LEAVE REQUEST
GROUP I
CUSTODIAN (F)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the request from William Will, Logan Group I Custodian, for a Family Medical Leave to recover from surgery, retroactive to Wednesday, May 3, 2017 and concluding, tentatively, Tuesday, June 13, 2017. Mr. Will plans to return to his position, tentatively, on Wednesday, June 14, 2017.

The motion was passed, no dissenting votes.

**LEAVE REQUEST
GROUP I
CUSTODIAN (G)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the request from Thomas Rossey, Logan Daylight Group I Custodian, for a Family Medical Leave on an intermittent, flexible basis, to be used as needed, for his own chronic illness, upon medical certification, retroactive to May 26, 2017.

The motion was passed, no dissenting votes.

PERSONNEL

**LEAVE REQUEST
LOGAN TEACHER'S
AIDE (H)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify the request from Lisa Dandar, Logan Elementary Teacher's Aide, for a Family Medical Leave for her own chronic illness, upon medical certification, commencing Tuesday, May 30, 2017 and concluding June 9, 2017, which is the end of the 2017-2018 school year.

The motion was passed, no dissenting votes.

**HIRING OF
COACHES (I)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board hire the following coaches in the respective positions, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association:

Dennis Edwards	North Versailles	Assistant Varsity Football Coach
Frank Pearsol	North Versailles	Head Boys 7 th /8 th Grade Soccer Coach

ROLL CALL

On a roll call vote, the following members voted Yes: Eichler, Gates, Green, McCullough, Rosenbayger, Savinda. No: None. Abstain: Pearsol.

Yes 6
No 0
Abstain 1

The motion was passed.

**CREATE POSITION
ELEMENTARY
DEAN OF STUDENTS (J)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board create the position of Elementary Dean of Students at the Logan Elementary School and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association. Further authorize the posting of this position.

The motion was passed, no dissenting votes.

**SUBSTITUTE FOR
APPROVAL (K)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify Erica Cole, Pittsburgh, as a substitute custodian.

The motion was passed, no dissenting votes.

PERSONNEL

**RETIREMENT OF
ELEMENTARY
TEACHER (L)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the retirement of **Lynne Botti**, Elementary Teacher, effective June 30, 2017, and in accordance with the agreement between the East Allegheny Board of School Directors and the East Allegheny Education Association.

The Administration further requests the Board adopt the following resolution: *The Board of School Directors for the East Allegheny School District hereby acknowledges the sincere and dedicated service that **Lynne Botti**, Elementary Teacher, gave to the school district and that such recognition and appreciation on behalf of the Board be made known to Mrs. Botti and filed as a matter of public record.*

Further authorize posting this position.

The motion was passed, no dissenting votes.

**HIRING OF
COACHES (M)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board hire the following coaches (current staff members) in the respective positions:

Jennifer Smith	Head Cheer Coach
Christopher Morrone	Assistant Cheer Coach

The motion was passed, no dissenting votes.

**RESIGNATION OF
CAFETERIA
WORKER (N)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board accept the resignation of Patricia Howell from her position as a 3-Hour Cafeteria Worker, effective May 30, 2017.

The motion was passed, no dissenting votes.

**MEMORANDUM OF
UNDERSTANDING
SUPERINTENDENT'S
SECRETARY (O)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the continuation of the Memorandum of Understanding between the East Allegheny Board of School Directors and Lila Sedlak, Confidential Secretary to the Superintendent, as per attached, for a period of three (3) years.

The motion was passed, no dissenting votes.

**RESIGNATION OF
SPONSOR (P)**

Mr. Pearsol moved and Mrs. Gates seconded the motion as recommended by the Administration the Board accept the resignation of Carolyn Forsythe from her position of Junior Class Co-Sponsor and further authorize the posting of this position.

The motion was passed, no dissenting votes.

**FEDERAL PROGRAMS
REPORT:**

FEDERAL PROGRAMS REPORT

Submitted by
Betsy D'Emidio
for May 2017

Mrs. McCoy and I met on several occasions to discuss the continuation of working on a school-wide comprehensive plan to be implemented for the 17- 18 school year if approved by the Pennsylvania Department of Education.

Mrs. McCoy and I met to discuss the emails we received from the Pennsylvania Department of Education regarding The Pennsylvania Department of Education's U.S. Office of Management and Budget (OMB) extending the implementation of the new Procurement requirements under the federal Uniform Grant Guidance (UGG) for purchases made with federal funds for at least one year. More meetings between Mrs. McCoy and I need to take place on all the new mandates in regards to the new Procurement and the Uniform Grant Guidance (UGG) which is a set of regulations that lays out specific requirements for all school entities who receive federal funding. We still need to discuss the policies and procedures developed by PSBA; PDE requirements for monitoring school entities under UGG and what school entities need to have in place.

Title I non-public school student performance data for the 2016 - 2017 school year was received from AIU3 and was reviewed. The performance data is organized by subject and by non-public school. The data sheets show individual student performance.

Semi-annual Certifications of 100% of federally funded personnel were worked on to be able to distribute to the Title I staff that is paid 100% from Federal Funds. Before completion of certifications, I am following up with the payroll department and Mr. Gildea to make sure the Title I staff has not done district work above the allowable number of hours they can do district work without being paid with district funds.

Title I staff's Monthly Summary Reports were reviewed and signed and filed for documentation for the district's monitoring process. I completed my Split Funding report for April, which will be forwarded to Mr. Mac Fann to sign and return so that it can be, kept on file in the Title I office.

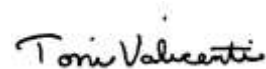
Purchase orders were reviewed with Mrs. McCoy along with reviewing payrolls and benefits for May and June that would be included on the June bill list that will be forwarded to Mrs. Sedlak to include on the agenda for the School Board.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT Mrs. Gates moved and Mr. Savinda seconded the motion to adjourn at 7:19 p.m.

Toni Valicenti



Board Secretary

HEAR FROM THE CITIZENS

There were no requests to speak.

East Allegheny School District
Treasurer's Monthly Financial Statement

5/26/2017

Bank Balance			\$217,596.98
Outstanding Checks			(\$1,116,996.00)
Book Balance - April 2017			(\$899,399.02)
April 2017			
Current Real Estate Taxes		\$35,976.39	
Public Utility Tax		\$0.00	
Payments in Lieu of Current		\$0.00	
Local Tax		\$245.06	
Earned Income Tax		\$70,867.02	
Deed Transfer Tax		\$9,785.09	
Business Privilege		\$9,543.69	
Amusement		\$0.00	
Mercantile Tax		\$4,098.30	
Delinquent Real Estate Tax		\$54,762.18	
Delinquent Business Privilege		\$601.23	
Delinquent Mercantile Tax		\$228.50	
Interest, Temporary Investments		\$16,901.73	
Bookstore Sales		\$0.00	
State Revenue Received		\$0.00	
Rentals		\$7,859.62	
Contrib & Donations from Prvt.		\$0.00	
Gains/Losses on Sale of Fixed		\$223,804.25	
Tuition From Patrons		\$0.00	
Miscellaneous Revenue		\$688.44	
Tuition for Court Place & Inst		\$0.00	
Energy Efficient Rebates		\$0.00	
Refunds		\$0.00	
Basic Instructional Subsidy		\$916,415.00	
Vocational Education-capital		\$500.00	
Tuition for Court Place & Inst		\$0.00	
Special Education Funding		\$0.00	
Other Program Subsidies		\$0.00	
Transportation		\$0.00	
Transportation - Duquesne		\$0.00	
Rentals and Sinking Fund		\$10,639.99	
Medical and Dental Services		\$0.00	
Nurse Services		\$0.00	
Safe Schools		\$0.00	
Extra Grants		\$0.00	
Accountability		\$0.00	
State Share of Social Security		\$0.00	
Retirement payments		\$0.00	
E-Rate Payment		\$0.00	
Medical Assistance Reimb		\$0.00	
Ed of Disadvan		\$49,465.93	
Ed of Hand. Child. - Preschl		\$13,191.27	
Medical Assistance Reimb		\$0.00	
ARRA - Education Jobs Fund		\$0.00	
Refunds of Prior Years		\$1,808.31	
Total Budgetary Revenues		\$1,427,382.00	

East Allegheny School District
Treasurer's Monthly Financial Statement

5/26/2017

Disbursements for April 2017			
1100 Regular Programs	\$1,210,537.36		
1200 Special Programs	\$313,467.66		
1300 Vocational Education	\$26,097.36		
1400 Other Instructional Programs	\$33,325.47		
1500 Non-Public School Programs	\$0.00		
1600 Adult Education	\$0.00		
1800 Other Purchased Services	\$0.00		
2100 Pupil Personnel	\$79,322.53		
2200 Instructional Staff	\$25,787.87		
2300 Administration	\$122,324.03		
2400 Pupil Health	\$25,237.27		
2500 Fiscal Services	\$29,362.53		
2600 Operations & Maintenance of Plant	\$214,684.99		
2700 Student Transportation	\$332,556.19		
2800 Central Support Services	\$7,812.60		
2900 Other Support Services	\$0.00		
3200 Student Activities	\$34,763.75		
3300 Community Services	\$1,063.64		
4000 Facil Acq Const & Improv	\$0.00		
5000 Other Financing Uses	\$0.00		
5100 Debt Service	\$84,643.69		
5200 Fund Transfer: Cafeteria	\$44,794.15		
5800 Transmittal Accounts	\$0.00		
Total Budgetary Expenditures	\$2,585,781.09		
Athletic Account			
Fund 11			
Bank Balance - April 2017			\$13,412.13
Outstanding Checks			(\$1,000.00)
Balance as of 4/30/17			\$12,412.13
Swap Interest			
Bank Balance - April 2017			\$129,939.40

East Allegheny School District
Secretary's Report

5/26/2017

Summary Statement of 2016-2017 General Fund Operations as of April 2017		
Cash Balance - April 2017		
Huntington Bank	\$ (899,399.02)	
PSDLAF	\$970,793.55	
PLGIT	\$1,771.46	
Energy Sinking Fund	\$6,200.62	
Capital Improvement	\$294,648.37	
Swap	\$129,939.40	
TOTAL	\$503,954.38	
Receipts: April 2017		
6000 Local Sources	\$15,061,844.90	
7000 State Sources	\$10,141,101.47	
8000 Federal Sources	\$1,090,089.44	
9500 Refunds-Prior Year	\$19,038.62	
Total	\$26,312,074.43	
Tax Anticipation Loan	\$12,961.59	
Disbursements: April 2017		
1100 Regular Programs	\$9,963,442.61	
1200 Special Programs	\$3,323,091.72	
1300 Vocational Education	\$207,813.50	
1400 Other Instructional Programs	\$278,688.05	
1500 Non-Public School Programs	\$0.00	
2100 Pupil Personnel	\$789,666.67	
2200 Instructional Staff	\$287,086.65	
2300 Administration	\$1,252,666.95	
2400 Pupil Health	\$234,058.89	
2500 Fiscal Services	\$313,741.97	
2600 Operations & Maintenance of Plant	\$2,019,330.97	
2700 Student Transportation	\$2,094,120.45	
2800 Central Support Services	\$49,391.86	
2900 Other Support Svcs	\$15,848.07	
3200 Student Activities	\$315,431.53	
3300 Community Services	\$4,844.20	
4000 Facil Acq Const & Improv	\$0.00	
5000 Other Financing Uses	\$3,626.83	
5100 Debt Service	\$2,694,964.66	
5200 Fund Transfer: Cafeteria	\$85,873.52	
Total Disbursements: April 2017	\$23,933,689.10	
Athletic Account		
Balance	\$13,412.13	
Outstanding Checks	(\$1,000.00)	
Balance as of 4/30/17	\$12,412.13	

Bills for Approval and Ratification June 2017

Vendor	Description	Code
Fund 10	Ratification	
Bill Csaszar	Official/Baseball	3250-490-000-30
Ryan Kieffer	Official/Baseball	3250-490-000-30
Gary Brown	Official/Track	3250-490-000-30
Ted Tragard	Official/Softball	3250-490-000-30
Janeen Badali	Wellness Grant	2440-610-390-00
Andrea Connors	Wellness Grant	2440-610-390-00
Mary Cook	Wellness Grant	2440-610-390-00
Heather Hallick	Wellness Grant	2440-610-390-00
Kristie Lindblom	Wellness Grant	2440-610-390-00
Dave Bozick	Official/Softball	3250-490-000-30
Gary Brown	Official/Track	3250-490-000-30
Bruce Fisher	Official/Softball	3250-490-000-30
Neil Haines	Official/Softball	3250-490-000-30
Ray Milliren	Official/Softball	3250-490-000-30
Ron Sakolsky	Official/Softball	3250-490-000-30
Sandy Spokane	Official/Softball	3250-490-000-30
Daniel Beisler	Retainer/Tax Account	2330-300-000-00
Comcast	District Run Charter School	1110-390-000-00
Dex Media	Advertising Services	2620-530-000-00
M.A.W.C.	Water/GV, Logan, HS	2620-424-000-00
U.S. Postal Service	Postage	2540-530-000-00
Verizon	Long Distance	2620-530-000-00
Verizon Wireless	Cell Phones	2620-530-000-00
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00
Kelly Services	Substitute Teacher Services	2832-330-000-00
Highlander Track Club	Men's/Ladies Invitational	3250-810-000-30
PSERS	Employee's Share of Retirement	0462-230-000-00
PSERS	Buyback	0462-011-000-00
East Allegheny Education	Union Dues	0462-009-000-00
East Allegheny Personnel	Union Dues	0462-010-000-00
Pennsylvania SCDU	Child Support	0462-014-000-00
Bill Bendel	Official/Baseball	3250-490-000-30
Ray Milliren	Official/Softball	3250-490-000-30
Mark Simon	Official/Softball	3250-490-000-30
AT&T	Business Services	2620-530-000-00
AT&T Mobility	Cell Phones	2620-530-000-00
Duquesne Light Co.	Electric/HS	2620-622-000-30
William Fries	Reimburse/Cell Phones	2620-530-000-00
Bobby Knox	Reimburse/Transportation	2720-519-000-00
N.V.T.S.A.	Sewage/GV, Logan, HS	2620-424-000-00
Norwin Track Boosters	Track	3250-810-000-30
Cindy L. Pastor	Reimburse/Transportation	2720-519-000-00
Peoples	Gas/Stadium, GV, Logan, HS	2620-621-000-00
Dawn Price	Reimburse/Appliance Cord	1211-610-271-30
Kevin Rolly	Shaun Rolly/Choreographer Musical	3210-340-000-30
UPMC Health Benefits	Worker's Comp	1440-260-000-00
Verizon	Phones	2620-530-000-00
West Mifflin Area School	Dues & Fees	3250-810-000-30

Bills for Approval and Ratification June 2017

Ron Sakolsky	Official/Softball	3250-490-000-30
Duquesne Light Co.	Electric/HS	2620-622-000-30
Kelly Services	Substitute Teacher Services	2832-330-000-00
N.V.T.S.A.	Sewage/HS	2620-424-000-00
UGI Energy Srvs	Gas/HS, Logan	2620-621-000-30
Paul Dern	Official/Softball	3250-490-000-30
AT&T	Phones	2620-530-000-30
Direct Energy	Gas/GV	2620-621-000-10
Duquesne Light Co.	Electric/We, Logan	2620-622-000-00
Duquesne Light Co.	Electric/Unmetered	2620-622-000-00
First National Bank	Supplies	2240-610-000-00
James Martinelli	Events Personnel	3250-340-000-30
Verizon Wireless	Cell Phones	2620-530-000-00
William Viola	Reimburse/Medicare	1110-211-000-30
Wex Bank	Gas for District Vehicles	2650-620-000-00
Brian See	Track Championship	3250-810-000-30
AFLAC	Employee Deduction	0462-006-000-00
Alcose Credit Union	Employee Deduction	0462-008-000-00
Cal-Ed Credit Union	Employee Deduction	0462-016-000-00
Consortium for Public Ed	Employee Deduction	0462-019-000-00
Pennsylvania SCDU	Child Support	0462-014-000-00
PHEAA	Wage Attachment	0462-015-000-00
TSA Consulting	Employee Deduction	0462-003-000-00
Washington National	Employee Deduction	0462-004-000-00
Capital One	Monthly Loan Payment	5100-832-000-00
Toni Farris	Refund/Healthcare & Income Ins Deductions	0493-211-000-00
AP Exams	Testing Materials	2120-611-060-30
Blaster Bouncer Pittsburgh	Bounce House for Read-A-Thon	3210-619-000-22
Linda Croushore	Monthly Design Team Meeting	2360-320-000-00
Dex Media	Advertising Services	2620-530-000-00
Duquesne Light Co.	Electric/GV	2620-622-000-00
Duquesne Light Co.	Electric/Unmetered	2620-622-000-00
Kelly Services	Substitute Teacher Services	2832-330-000-00
PSERS	Buyback/J. Alfieri	1110-230-000-10
U.S. Postal Service	Postage	2540-530-000-00
Verizon	Phones	2620-530-000-00
Pinnacle Group	Bond Renewal/Ferrainolo	2330-525-000-00
RTEnvironmental Services	Water Sampling for Lead and Copper	2620-430-000-00
American United Life	Income Insurance	1110-214-000-00
Dwayne Bender	Field Events	3250-340-000-30
Kent Brown	Timer/Judges	3250-340-000-30
Jeremy Daugherty	Timer/Judges	3250-340-000-30
Ed Farrell	Timer/Judges	3250-340-000-30
William Fries	Reimburse/Cell Phones	2620-530-000-00
Guttman Energy	Gas for District Vehicles	2650-620-000-00
Shane Humberston	Timer/Judges	3250-340-000-30
Madison National Life	Income Insurance	0493-214-000-00
Michael Russo	Field Events	3250-340-000-30
School Claims	Life Insurance/June 2017	0421-100-000-00
Verizon	Long Distance	2620-530-000-00
Dex Media	Advertising Services	2620-530-000-00
East Allegheny Education	Union Dues	0462-009-000-00

Bills for Approval and Ratification June 2017

East Allegheny Personnel	Union Dues	0462-010-000-00
M.A.W.C.	Water/GV, Logan, HS	2620-424-000-00
Pennsylvania SCU	Child Support	0462-014-000-00

Bills for Ratification

Batch 12

Batch 98 Charter Schools

Total Bills for Approval & Ratification

Bills for Approval and Ratification June 2017

Amount

\$ 70.00
\$ 70.00
\$ 70.00
\$ 40.00
\$ 75.00
\$ 30.00
\$ 150.00
\$ 150.00
\$ 150.00
\$ 40.00
\$ 60.00
\$ 55.00
\$ 40.00
\$ 55.00
\$ 40.00
\$ 40.00
\$ 6,280.12
\$ 142.71
\$ 126.40
\$ 2,710.54
\$ 1,500.00
\$ 55.76
\$ 841.38
\$ 127.09
\$ 10,328.40
\$ 170.00
\$ 65,000.58
\$ 43.24
\$ 8,330.97
\$ 1,372.50
\$ 471.78
\$ 70.00
\$ 40.00
\$ 70.00
\$ 4,111.54
\$ 51.77
\$ 71.81
\$ 50.00
\$ 120.00
\$ 1,863.75
\$ 50.00
\$ 480.00
\$ 3,998.78
\$ 12.49
\$ 800.00
\$ 6,946.00
\$ 373.13
\$ 40.00

Bills for Approval and Ratification June 2017

\$ 40.00
\$ 10,681.88
\$ 7,729.20
\$ 706.25
\$ 2,960.99
\$ 40.00
\$ 212.84
\$ 438.06
\$ 11,022.86
\$ 22.66
\$ 1,125.05
\$ 120.00
\$ 74.17
\$ 440.70
\$ 342.49
\$ 70.00
\$ 908.60
\$ 11,179.32
\$ 190.00
\$ 59.00
\$ 417.78
\$ 226.46
\$ 8,615.00
\$ 2,158.81
\$ 19,643.69
\$ 55.82
\$ 3,239.00
\$ 229.00
\$ 350.00
\$ 480.00
\$ 548.36
\$ 274.81
\$ 8,481.60
\$ 840.45
\$ 1,000.00
\$ 950.27
\$ 1,402.00
\$ 1,300.00
\$ 242.76
\$ 160.00
\$ 240.00
\$ 360.00
\$ 320.00
\$ 50.00
\$ 9,664.00
\$ 160.00
\$ 1,352.69
\$ 240.00
\$ 2,577.75
\$ 55.76
\$ 87.25
\$ 8,261.97

Bills for Approval and Ratification June 2017

\$ 1,310.94
\$ 2,548.31
\$ 471.78

\$ 244,466.07

\$ 496,678.95

\$ 71,211.31

\$ 812,356.33

FEDERAL PROGRAMS BILL LIST FOR JUNE 2017

Title I		Title I	
<u>Purchase Order</u>	<u>Company</u>	<u>Description</u>	
TI 17-59	REIMB. E.A.S.D.	PAYROLL FOR 5/19	18,544.53
		SS FOR 5/19	1,140.55
		MC FOR 5/19	266.74
		RET. FOR 5/19	5,568.94
TI 17-60	REIM. E.A.S.D.	PAYROLL FOR 6/2	18,544.53
		SS FOR 6/2	1,140.55
		MC FOR 6/2	266.74
		RET. FOR 6/2	5,568.94
TI 17-61	QUILL CORP	CYAN TONER, YELLOW TONER AND BLACK TONER FOR LASER PRINTER IN TI OFFICE, AAA & AA	355.63
TI 17-62	OFFICE DEPOT	BATTERIES, REPLACEMENT ADAPTER	
		POWER STRIPS/CORDS, MAGENTA TONER, CUPS	169.84
TI 17-63	AIU 3	2ND PAYMENT FOR TITLE 1 SERVICES TO NON-PUBLIC STUDENTS IN THE E.A.S.D.	7,832.27
TI 17-64	PAFPC	MEMBERSHIP FOR THE 17 - 18 SCHOOL YEAR FOR THE TITLE I STAFF	175.00
TOTAL TITLE I PROJECT YR. 16 - 17			\$ 59,574.26
Title II Pt. A		Title II Pt. A	
<u>Purchase Order</u>	<u>Company</u>	<u>Description</u>	
TOTAL TITLE II PT. A 16 - 17			\$ -

2017-2018

NOTES

August '17						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
				19/19		

March '18						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- HOLIDAY
- LOCAL SCHOOL DISTRICT HOLIDAYS
- FLEX IN-SERVICE DAY TO BE TAKEN BETWEEN 8/17/16 & 8/30/16
- IN-SERVICE DAY (No school for students)
- FIRST DAY OF SCHOOL
- ACT 80 DAYS (No school for students)
- PSSA TESTING WINDOW
- LAST DAY OF SCHOOL/GRADUATION
- KENNYWOOD SCHOOL PICNIC

INTERIM MARKING PERIODS

1ST PERIOD	10/5/2017
2ND PERIOD	12/14/2017
3RD PERIOD	2/27/2018
4TH PERIOD	5/8/2018

ACT 80 DAYS

- 11/22/2017
- 2/16/2018
- 5/18/2018

MARKING PERIODS

END OF 1ST PD	11/7/2017
GRADE SHEETS DUE	11/14/2017
REPORT CARDS ISSUED	11/21/2017
END OF 2ND PD	1/24/2018
GRADE SHEETS DUE	1/31/2018
REPORT CARDS ISSUED	2/7/2018
END OF 3RD PD	4/4/2018
GRADE SHEETS DUE	4/11/2018
REPORT CARDS ISSUED	4/18/2018
END OF 4TH PD	6/8/2018
GRADUATION	6/8/2018

KEYSTONE EXAMS TESTING WINDOWS

- WINTER** - Wave 1 - December 4-15, 2017
- Wave 2 - January 8-22, 2018
- SPRING** - May 14-25, 2017
- SUMMER** - July 30-August 3, 2018

LOCAL SCHOOL DISTRICT HOLIDAYS

- 11/10/2017
- 11/24/2017
- 12/26/2017
- 1/15/2018
- 3/30/2018

- 8/17/2017 - 8/30/2017 - Flex Clerical Days
- 8/31/2017 - In-Service Day - No School for Students
- 9/1/2017 - In-Service Day - No School for Students
- 9/4/2017 - Labor Day Holiday
- 9/5/2017 - **FIRST DAY OF SCHOOL**
- 10/20/2017 - In-Service Day - No School For Students
- 11/10/2017 - Veterans' Day Holiday
- 11/21/2017 - Evening Parent Conferences PK-8
- 11/22/2017 - Act 80 Day/PK-12 Parent Conf. (No School for Students)
- 11/23/2017 - 11/27/2017 - Thanksgiving Break
- 12/25/2017 - 12/29/2017 - Christmas Break
- 1/1/2018 - Christmas Break
- 1/2/2018 - SCHOOL RESUMES**
- 1/15/2018 - Martin Luther King Holiday
- 2/15/2018 - Evening Parent Conferences PK-12
- 2/16/2018 - Act 80 Day/PK-12 Parent Conf. (No School for Students)
- 2/19/2018 - Presidents' Day Holiday
- 3/16/2018 - In-Service Day - No School for Students
- 3/29/2018-3/30/2018 - Spring Break - No School
- 4/2/2018 - Spring Break - No School
- 4/20/2018 - In-Service Day - No School for Students
- 5/18/2018 - Act 80 Day - No School for Students
- 5/26/2018 - Kennywood Picnic Day
- 5/28/2018 - Memorial Day Holiday
- 6/8/2018 - GRADUATION**
- 6/11/2018 - 6/12/2018 - In-Service Days

SNOW MAKE-UP DAYS

11/27/17; 2/19/18; 3/29/2018; 4/2/2018 (PLEASE NOTE: if additional snow days are needed, they will be added to the end of the school year and **GRADUATION MAY BE CHANGED.**)

PSSA TEST ADMINISTRATION DATES

- English/LA - April 9-13, 2018
- Math - April 16-19, 2018
- Science - 5 (Grades 4 & 8 Only) - April 23-27, 2018
- Make-up - April 30-May 4, 2018



Book	Policy Manual
Section	200 Pupils
Title	Diabetes Management
Number	209.2 Vol I 2017
Status	From PSBA
Legal	1. Pol. 103.1 <u>2. 24 P.S. 1401</u> <u>3. 24 P.S. 1414.5</u> <u>4. 24 P.S. 1414.3</u> <u>5. 24 P.S. 1414.4</u> <u>6. 24 P.S. 1414.7</u> 7. Pol. 113 8. Pol. 209 9. Pol. 209.1 10. Pol. 113.1 11. Pol. 810 <u>12. 24 P.S. 1409</u> 13. Pol. 216 14. Pol. 113.4 <u>15. 22 PA Code 12.41</u> 16. Pol. 218 17. Pol. 227 18. Pol. 100 19. Pol. 333 <u>20. 22 PA Code 12.3</u> <u>24 P.S. 510</u> Pol. 210

Purpose

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.[1][2][3][4][5][6][7][8][9]

Definitions

Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

Individualized Education Program (IEP) means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[7]

Section 504 Service Agreement (Service Agreement) means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit

to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[1]

Trained Diabetes Personnel means nonlicensed school employees who have successfully completed the required training.

Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[5]

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][3][4][5][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[1][5][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

Trained Diabetes Personnel

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[4]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[4]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[4]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[4]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[4]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[3][15]

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times when medication is to be taken.
 - d. Times when monitoring equipment is to be used.

- e. Length of time medication and monitoring equipment is prescribed.
 - f. Diagnosis or reason medication and monitoring equipment is needed.
 - g. Potential serious reactions to medication that may occur.
 - h. Emergency response.
 - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
 4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment 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 the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][3][10][16][17]

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[3]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[4][18][19]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][20]

PSBA New 2/17 © 2017 PSBA

Last Modified by Lila Sedlak on March 1, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of Attendance
Number	204
Status	First Reading

Legal

1. [24 P.S. 1301](#)
2. [24 P.S. 1326](#)
3. [24 P.S. 1327](#)
4. [22 PA Code 11.12](#)
5. [22 PA Code 11.13](#)
6. [22 PA Code 11.41](#)
7. [22 PA Code 12.1](#)
8. Pol. 200
9. [24 P.S. 1329](#)
10. [24 P.S. 1330](#)
11. [22 PA Code 11.23](#)
12. [22 PA Code 11.25](#)
13. [22 PA Code 11.8](#)
14. [22 PA Code 11.22](#)
15. [22 PA Code 11.28](#)
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. [22 PA Code 11.21](#)
21. [22 PA Code 11.34](#)
22. [22 PA Code 11.5](#)
23. [22 PA Code 11.32](#)
24. [22 PA Code 11.26](#)
26. [24 P.S. 1546](#)
27. [24 P.S. 1333](#)
28. [24 P.S. 1338](#)
29. [24 P.S. 1354](#)
30. [22 PA Code 11.24](#)
31. [24 P.S. 1318](#)
32. Pol. 218
33. Pol. 233
- [22 PA Code 4.4](#)
- [24 P.S. 510](#)
- [24 P.S. 1302](#)
- [24 P.S. 1332](#)
- [24 P.S. 1339](#)
- [24 P.S. 1501](#)
- [24 P.S. 1504](#)
- [22 PA Code 11.1](#)
- [22 PA Code 11.2](#)
- [22 PA Code 11.3](#)

Adopted October 9, 2000

Last Revised October 12, 2015

Purpose

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board also believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in future education or employment.

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent reasons which may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance. [\[3\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Guidelines

Attendance

A student will be considered to be in attendance if present at any place where school is in session by authority of the Board; at the place where the student is receiving approved tutorial instruction, or health or therapeutic services; at the place where the student is engaged in an approved and properly supervised work-study or career education, cooperative or community exploration program; or at home when the student is receiving approved homebound instruction. [\[3\]](#)[\[11\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday. [\[20\]](#)

Excusal From Attendance on a Permanent Basis

The Board shall excuse students in the following situations from the requirements of regular attendance of the schools of the district, on a permanent basis, with the provision that if conditions change, such that the identified situation no longer exists, students may once again be subject to the compulsory attendance laws:

1. On certification by a physician, psychiatrist, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental or physical reasons so urgent as to preclude regular attendance. [\[9\]](#)[\[10\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district. [\[3\]](#)[\[22\]](#)[\[23\]](#)
3. Students tutored by a properly qualified tutor, subject to the Superintendent's approval. [\[14\]](#)
4. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved. [\[3\]](#)
5. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits. [\[10\]](#)
6. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certification. The Department of Education's opinion is that regularly employed means thirty-five (35) or more hours per week of employment. [\[10\]](#)[\[15\]](#)

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [\[3\]](#)[\[14\]](#)[\[17\]](#)
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. [\[21\]](#)

Educational Tours and Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [\[24\]](#)

1. The parent/guardian submits a written request for excusal prior to the absence.

2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Excused Absences

Excused absences will include the following:

1. Illness verified by a written excuse from a parent/guardian. A written excuse from a parent/guardian is acceptable to excuse up to five (5) consecutive and/or ten (10) cumulative days of absence for illness in one (1) school year. After five (5) consecutive or ten (10) cumulative days of absence for illness, the school nurse will review the information regarding the absences. At that time, the nurse, in conjunction with the building principal, may request a physician's excuse for prior absences or for future absences. If a physician's excuse is requested and not provided, all additional absences will be deemed unexcused.
2. Obtaining professional healthcare or therapy service if the following requirements are met: [\[111\]\[12\]](#)
 - a. The health or therapeutic services are rendered by Commonwealth licensed practitioners.
 - b. It is not practical or possible for the pupil to receive the services outside of school hours.
 - c. The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies. Such services must be verified in writing by the parent/guardian. The administration may ask for additional verification from the service provider.
3. Death in the family verified by a written excuse from a parent/guardian.
4. Impassable roads verified by a written excuse from a parent/guardian.
5. Religious holidays upon written parental request. [\[20\]](#)
6. Religious instruction for up to a total of thirty-six (36) hours per school year. This shall require submission of a written request from the parents/guardians of the student, prior to release of the student to attend and/or participate in religious instructional programs. An identification of the dates and hours for which the absence is requested and a statement following such instruction from the organizers of the instructional program that the student did in fact attend the instruction and the dates and hours upon which such attendance took place must be provided. The school district will not provide transportation to and/or from religious instruction. A penalty shall not be attached to an absence for religious instruction. [\[20\]\[26\]](#)
7. Administrative Reasons - This includes, but is not limited to, school-sponsored trips or activities or school-approved trips or activities. Teachers must prepare lists of those students attending such trips or activities at least two (2) days in advance.
8. College Visitations - Seniors shall be permitted four (4) college visitation days, while juniors shall be permitted two (2) days plus attendance at the National College Fair. Upon return to school and within two (2) days of the visit, the student must submit to the office a note from their parent(s)/guardian(s) stating they were on a college visitation and a note on letterhead from the college that they spent the day visiting that institution. Upon receipt of the two (2) documents, the student will not be marked absent from school. Their attendance record will indicate they were on a college visitation.
9. Vacation - Parents/Guardians may seek permission to have a student excused from school to travel or vacation away from the district for a period of up to five (5) days. This absence will be considered excused provided:
 - a. The appropriate principal receives a written request from the parents/guardians prior to the student's absence requesting to have the student excused for the purpose of vacation and travel. This request shall be made at least one (1) week before the absence.
 - b. After the approval of the principal, the student shall go to all teachers and obtain work that is to be completed during the absence.
 - c. Upon return to school, the student shall hand in the assigned work and complete whatever other work is required.
 - d. The appropriate teachers shall certify that the work has been satisfactorily completed and the absence is so indicated as excused.

e. Any student who fails to submit completed assignments within five (5) school days upon his/her return to school will receive a zero (0) for each incomplete assignment. This grade will be factored into the student's overall grade for that particular marking period.

f. If the work is not satisfactorily completed as stated, the absence(s) will be considered unexcused.

10. Quarantine.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. [\[6\]\[9\]](#)

Unexcused Absences - Unexcused Tardies

Unexcused absences and unexcused tardies will include absence for any reason not listed under Excused Absences. Absence without the required written excuse will be considered to be unexcused.

Written Excuses for Absences

Written excuses are due at the time of the student's return to school.

A grace period of three (3) days to submit the excuse will be extended to parents/guardians and students with no extension of the grace period. The two (2) days begin from the day the student returns to school regardless if the student is then absent the next day after returning. If an excuse is not received within two (2) days after the student's return to school, the absence will be deemed unexcused/illegal.

Failure to submit written excuses within the above time frame will cause a student's absence to be recorded as unexcused and/or illegal.

Make-Up Work

Students who are absent for one (1) of the excused reasons are responsible for making up missed work. Teachers should give a student who is tardy the ability to turn in classroom work. Students are required to take the initiative and responsibility to seek out teachers and obtain all work missed during their absences.

Absence Referral Process

At the start of each school term, the district's attendance policy will be sent home with each student. When a child is newly registered in the district, the district's attendance policy will be given to the parents/guardians. [\[6\]](#)

The school nurse will review the attendance every two (2) weeks of those students who have been absent ten (10) or more days cumulatively or consecutively in the current school year (excused or unexcused). During this review, s/he will examine the reasons for the absences: suspensions, medical, parental note, etc. The Home and School Visitor or Social Worker may also be involved in this review. The purpose of the review is to determine whether additional information is required to verify the nature of the absences. Should it be the professional opinion of the school nurse that additional information is needed, s/he will submit the names of those students to the building principal.

The building principal, within five (5) working days, will confer with the school nurse and, if in agreement with the nurse's findings, will send notice to the student's parents/guardians requiring a physician's excuse for all future absences for illness after ten (10) legal absences, or a physician's excuse for some of the past absences for illness. Absences for illness after such request which are not accompanied by a physician's excuse or alternative excuse acceptable to the building principal will be considered unexcused absences. The principal shall notify the Home and School Visitor or Social Worker in writing of those students who are required to have a medical excuse and the effective date of such a requirement. The principal shall also notify the appropriate homeroom teacher and/or building secretary. At his/her discretion, the principal may also request additional verification for absences other than absences for illness in those instances where the student has been absent for more than ten (10) days.

If requested verification is not provided, the absences will be considered unexcused.

Truancy Procedures

Following the third day of illegal absence, the building principal shall, in a timely fashion, issue a first offense notice to the parents/guardians of the student in question. The first offense notice is to be sent certified mail, return receipt requested, as well as regular mail. The principal shall also notify the Home and School Visitor or Social Worker in writing of those students who have been issued a first offense notice. The principal shall notify the appropriate homeroom teacher and/or building secretary. [\[27\]\[28\]\[29\]\[30\]](#)

If the student should have an unexcused/illegal absence at any time after the first offense notice is sent to the parents/guardians, the Home and School Visitor or Social Worker will complete the citation as provided for in the Public School Code, 24 P.S. 13-1333, and the principal will sign off on the citation. The principal shall be responsible for notifying the Home and School Visitor or Social Worker, in a timely fashion, in order that a citation is to be issued. [\[27\]](#)

The Home and School Visitor or Social Worker shall then forward the citation to the District Justice. The Home and School Visitor or Social Worker shall represent the school district at the attendance hearing.

School Penalties (Grades K-8)

Students in kindergarten through the eighth grade shall be required to have no more than ten (10) unexcused absences. When a student has accumulated ten (10) unexcused absences, the principal will review the student's records and the effect the absences have had on their academic performance. If the principal determines that the unexcused absences have had or could have a negative impact on performance, retention will be considered.

School Penalties (Grades 9-12)

Eligibility for receiving credit shall require the student to have no more than ten (10) unexcused absences, twenty (20) excused absences or a total of twenty (20) absences, excused and/or unexcused combined, for the year.

Parents/Guardians will be notified of all unexcused absences. When a student has accumulated three (3) unexcused/illegal absences, an attendance letter will be sent. When a student has accumulated a total of four (4) unexcused/illegal absences, the parents/guardians of the student will be cited. When a student has accumulated six (6) unexcused absences for the year, a warning notice will be sent to the parent/guardian, by certified mail, notifying them of the absenteeism and the potential loss of credit. A parent/guardian conference is also recommended. Students who accumulate ten (10) unexcused or illegal absences and/or twenty (20) absences total, excluding medically excused absences will not receive academic credit for the school year. For seniors, this means that the students will not be permitted to graduate, because they have not met the attendance requirements for graduation. Students who accumulate six (6) unexcused/illegal absences during the semester will not be permitted to participate in extracurricular activities during the remainder of that semester. For example, if a student has accumulated six (6) unexcused/illegal absences by November 15th, the student would then not be permitted to attend the Christmas Dance or participate in winter sports until the beginning of the second semester. This also holds true for the ability to go on field trips.

An accumulation of ten (10) school tardies or unexcused absences will result in the student's ineligibility to be pulled out of class to go to competitions, student government activities, art projects, graphic projects, field days, The Future is Mine and other activities that otherwise require the student to miss class.

NOTE: Students, as identified above, may be awarded credit for the semester or the year on the basis of extenuating circumstances decided upon by the administration.

A student who violates the limit on unexcused absences as set forth above will receive his/her grades for all classes, but will not be awarded credit for grade advancement or graduation.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from their regular school program. [\[31\]](#)[\[32\]](#)[\[33\]](#)

Class cuts or truancy are unexcused absences and will be counted as unexcused absences for the purposes of imposing the penalty set forth in this section.

Students who accumulate ten (10) consecutive unexcused absences will be dropped from the roster. Any student who wishes to return to school will have to formally re-enroll in school. Students who have ten (10) illegal/unexcused absences and/or twenty (20) excused absences will not receive academic credit for the school year. Students who accumulate fifteen (15) unexcused school tardies will not receive academic credit for the year.

Forbes Road students must be in attendance in school for three (3) periods to receive full-day attendance credit. They must be in attendance for two (2) periods to receive a half-day credit. This applies to students who are attending a.m. and p.m. tech school. This does not apply to work release students.

Tardiness

Tardies will be considered excused for the same reasons as noted for excused absences.

For purposes of this policy, **tardiness** shall be defined as the arrival after the designated starting time, but before 10:15 a.m. for the junior/senior high school and 10:30 a.m. for Logan Elementary School.

In order to establish a full day of attendance credit at the high school, a student must officially check in before 10:15 a.m.

(155 minutes beyond the start of the student's school day). At Logan Elementary School, full attendance credit will be granted for arrivals before 10:00 a.m. (seventy (70) minutes beyond the start of the student's day).

High school students shall lose their driving privileges for the remainder of the school year when they accumulate three (3) unexcused tardies and/or six (6) excused tardies to school. If driving privileges are lost, students will not be refunded monies put down for driving tags.

If a large group of students come to school late at the same time, without a valid excuse, the person at the security desk should not admit those students. Likewise, if a student arrives at school with the intent to disrupt classes and be rowdy as evidenced by his/her dress, items s/he has with him/her, or loud comments, that student is not permitted to enter the building, unless escorted by a parent/guardian.

Tardiness may be excused for the same reasons as set forth in the definition of excused absences.

Students who receive unexcused tardies to school will not receive the opportunity to make up work in those classes that they missed due to their late arrival.

Excessive Unexcused/Illegal School Tardiness

It is expected that all students arrive to class on time in the morning, where attendance is taken for school during first period. The designation of a tardy as being excused or not comes from the Pennsylvania Department of Education and is outlined above. The penalties for excessive unexcused/illegal school tardiness at the senior high school will be as follows:

1. Three (3) unexcused/illegal tardies will result in one (1) after-school detention. The student will not be able to participate in school activities: sports, dances, band, field trips for one (1) week from the time of the third unexcused tardy occurred. Thus, if a student received his/her third unexcused tardy on a Wednesday, the student would not be allowed to participate in a school event until the following Wednesday. This would include weekend events.
2. Six (6) unexcused/illegal tardies will result in two (2) after-school detentions, and the student is not permitted to participate in school events for two (2) weeks from the time of the sixth unexcused/illegal tardy.
3. Nine (9) unexcused/illegal tardies will result in one (1) day of in-school suspension. The student is not permitted to participate in school activities for the remainder of the semester, including any and all weekend events.
4. Twelve (12) unexcused/illegal tardies will result in three (3) days of out-of-school suspension. The student is not permitted to participate in activities for the remainder of the year. This includes removal from all athletic teams for the remainder of the year.
5. Fifteen (15) unexcused school tardies – the student will not receive academic credit for the year.
 - a. Students will lose all driving privileges for the remainder of the year when they accumulate three (3) unexcused/illegal tardies and/or six (6) excused tardies to school. If driving privileges are lost, students are not refunded monies put down for driving tags.
 - b. A student who violates the limit on unexcused/illegal absences, as set forth above will receive his/her grade for all classes, but will not be awarded credit for grade advancement or graduation.

Tardies will be tallied for the year, with the punishments being assigned accordingly.

Logan Elementary School –

Number of tardies

Action

1-2	Verbal warning, parent notified by teacher, office notified
3-5	Assignment of after school detention per each tardy
6-9	Assignment to ABC room ** Parent conference
10	OSS

~~** Students may be removed from field trips, dances, and special activities for the remainder of the school year~~

Logan Elementary students who are tardy four (4) times will be charged with a half day absence. ~~Parents will be notified in writing if/when this occurs.~~

Half-Day Absences

Students shall be charged with a half-day absence, when they arrive after the first hour and twenty minutes (8:50 a.m. and

before 11:15 a.m.) at the high school, after 10:00 a.m. and before 12:00 a.m. at Logan Elementary School.

Full-Day Absences

Secondary students who arrive after 11:15 a.m., and Logan Elementary School who arrive after 12:00 p.m., will be charged with a full day of absence.

Early Dismissals

No absence shall be charged for secondary students whose early dismissal is after 1:20 p.m.

No absence shall be charged for Logan Elementary School students whose early dismissal is after 1:00 p.m.

One-half (1/2) of a day of absence shall be charged to secondary students who leave school between 11:15 a.m. and 1:20 p.m., or if the dismissal occurs after the first hour and twenty minutes start but before the aforementioned half-day times.

One-half (1/2) of a day of absence shall be charged to Logan Elementary School students who leave school between 11:00 a.m. and 1:00 p.m., or if the dismissal occurs after the seventy (70) minute start but before the aforementioned half-day times.

Early Dismissal Procedures

No student will be excused from school unless a written note or phone call is received by the school office from a parent/guardian. All notes must be brought to the office. Your home phone number must be on the excuse. All notes will be verified before a student will be permitted to leave the building. Students must be picked up in the office by an adult, without exception. The note must include the date, dismissal time, purpose, parent/guardian signature, student's full name, work or home telephone number and the return time, if applicable. This note should be brought to the office before first period begins. Students will then be issued the early dismissal form to be signed by the teacher at the time of dismissal. (Teachers are to keep the yellow copy.) The white "Parent's copy" and the pink "Office copy" are brought to the office at the time of dismissal.

A parent/guardian or parental representative must be present in the office for dismissals to be authorized. This must be done without exception. If it is applicable for the student to return on the same day of the early dismissal, the student must return to the office for a signature of return and a pass to re-enter class. Finally, all early dismissal requests will be subject to scrutiny to determine authenticity. Bogus requests will be subject to appropriate disciplinary measures.

All students who have early releases for doctor, dentist, legal appointments, or other urgent reasons must bring a note from the doctor, etc. stating the date, time of visit and the time of leaving the office. This note must be brought to the office by the second day after the appointment in order for the absence to be excused or to be permitted to make up any work missed.

Appeals

Appeals to the implementation of this policy can be made to the building principal, who will consider cases of this category and review the case with the Superintendent, who will render the final decision.

Delegation of Responsibility

The Superintendent shall develop procedures for the attendance of students.

Last Modified by Lila Sedlak on May 26, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of Student Discipline
Number	218
Status	First Reading
Legal	<p>1. Pol. 218.1</p> <p>2. Pol. 227</p> <p>3. 24 P.S. 510</p> <p>4. 22 PA Code 12.3</p> <p>5. 22 PA Code 12.4</p> <p>6. Pol. 103</p> <p>7. 22 PA Code 12.2</p> <p>8. Pol. 235</p> <p>9. Pol. 122</p> <p>10. Pol. 123</p> <p>11. Pol. 233</p> <p>12. Pol. 220</p> <p>13. 20 U.S.C. 1400 et seq</p> <p>14. Pol. 225</p> <p>15. Pol. 247</p> <p>16. 22 PA Code 12.5</p> <p>17. Pol. 222</p> <p>18. Pol. 218.2</p> <p>19. Pol. 249</p> <p>20. Pol. 815</p> <p>21. Pol. 218.3</p> <p>22. Pol. 810</p> <p>23. Pol. 226</p> <p>24. 22 PA Code 12.14</p> <p>25. 24 P.S. 1317</p> <p>26. 24 P.S. 1327</p> <p>20 U.S.C. 7114</p> <p>22 PA Code 12.1 et seq</p> <p>22 PA Code 403.1</p> <p>24 P.S. 1318</p>
Adopted	July 10, 2000
Last Revised	October 12, 2015

Purpose

The East Allegheny School District believes it is the responsibility of the school, home and community to provide an atmosphere of purpose and concern for education and the individual.

Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors and provides for

appropriate disciplinary responses and options. A discipline code must:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.
4. Promote a positive relationship among students, parents/guardians and the school staff.
5. Distinguish between minor and serious infractions as well as between first and repeated infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.
7. Be enforced by all in a fair, firm, reasonable and consistent manner.
8. Be subjective to review as required, but not less than every two (2) years.

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one (1) basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

The proper functioning of any social system requires some regulation of its members. This is no less true of a school system than it is of a society. For a school system to function properly the conduct of students must conform to conditions that are conducive to learning.

The procedures, including rules, by which order is maintained in a school, are referred to as discipline. In general, the system of discipline in a school will reflect the system found in a broader society.

Discipline strives to seek proper conduct through learning rather than by arbitrary authority. The student is to be guided in the development of self-control and of a sense of responsibility to other students and the school. Discipline entails the organization and operation of the school in such a way that situations leading to disorder will be largely avoided, and at the same time a maximum amount of opportunity for the development of self-control is provided.

Self-Reporting "Safe Haven"

Among the essential goals of the East Allegheny School District's student disciplinary code is the promotion of self-discipline and responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning rather than as an arbitrary exercise of authority.

Students are expected to know and to follow school regulations governing student behavior, including the rule that students are prohibited from the possession of weapons, alcohol, tobacco and drugs on school grounds. As a responsible member of the school community, a student who has unintentionally brought to school or while in school has come into the possession of such items should immediately bring the situation to the attention of a teacher or principal. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student disciplinary code promotes. In such circumstances, the student's self-reporting of the situation will be considered as a mitigating factor in determining the discipline, if any, which should result.[1][2]

Authority

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.
[\[3\]\[4\]\[5\]](#)

The Board shall adopt a Code of Student Conduct to govern student behavior in school.[\[4\]\[5\]\[6\]](#)

Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.[\[7\]\[8\]](#)

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[9][10]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Guidelines

Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the discipline determination to the Superintendent.[11]

When a violation of the Code of Student Conduct involves student expression, Policy 220 shall be followed.[12]

Suspensions and expulsions shall be carried out in accordance with Policy 233.[11]

Discipline Code

The discipline code is applicable on school grounds, in school buildings, on school buses, during school activities, field trips and excursions and from the time of departure for school until arrival at home.

Any of the foregoing policy consequences as applied to exceptional children shall be subject to compliance with IDEA.[13]

The East Allegheny School District works with law enforcement and other professional organizations to provide a safe and secure learning environment for all students, faculty, staff and parents/guardians attending or visiting the schools.[14]

Hazing - The East Allegheny School District does not condone hazing practices by any student against any other student. Students who engage in such practices will be removed from the teams or organizations in which they are participating and will be subject to the school discipline policy and possible legal penalties.[15]

Definitions

ALTERNATIVE BEHAVIOR CLASSROOM (A.B.C.) - The purpose of the student discipline policy is to establish a safe and secure learning environment for all students and faculty, so that time can be focused on instruction and meeting the needs of the student. In order to keep students on task and in school, while at the same time enforcing school discipline policy, the Alternative Behavior Classroom Program has been established.

BEHAVIOR REINFORCEMENT ROOM (B.R.R.) (EA JSHS 7-12) - Special needs students who are having behavioral difficulties and who are not complying with their I.E.P plans or responding to behavioral modification techniques, will be assigned to the Behavior Reinforcement Room by their special needs teacher or by an administrator. While in the Behavior Reinforcement Room, the student will continue to work on school assignments and will also work to improve behavior.

OUT-OF-SCHOOL SUSPENSION - Students may be suspended from school for a period of one to ten days, depending on the severity of the infraction. Students who show up to school on days they are suspended will receive additional days of suspension and may be cited for trespassing.

Corporal Punishment

Corporal punishment may not be imposed upon a student.[16]

The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[16]

Discipline Responsibilities

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized and conducive to teaching, learning and living.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school library and school office.[4]

It is the responsibility of the students, teachers, parents/guardians, administrators, and the Board to provide and maintain such an environment.

Citations

The school district reserves the right to issue a citation to any student age ten (10) or over as defined in the Pennsylvania Crimes Code as defined for the following reasons: riot, disorderly conduct, and related offenses. The school district may issue citations in any of the following situations:

1. Fighting.
2. Student harassment and/or threats.
3. Student disruptive behavior, including the use of obscene and profane language and gestures.
4. Vandalism.
5. Violation of the BOCA Code - smoking and possession of tobacco products and smoking apparatus.[17]

Threats - All threats will be taken seriously by the East Allegheny School District, even those made in jest. Anyone making threats against faculty, staff, or students at East Allegheny will be subject to any and all appropriate criminal or civil penalties as well as discipline penalties, as per the discipline policy, including expulsion.[18]

Major Offenses

Fights/Assault -

Any form of physical aggression or fighting by any students is not tolerated at East Allegheny. In the event that any student engages in the physical attack of any individual, becomes involved in an aggressive physical altercation with any individual, or puts their hands on a student in any way, while on school premises or attending a school function, or on school transportation, regardless of who starts the fight, the student will receive the following punishment:

	Logan PK-6	JSHS 7 & 8	JSHS 9-12
1 st Offense	1 day OSS *	3 days OSS* - Citation	5 days OSS * - Citation; referral to mandatory counseling and conflict resolution training; students will not be permitted to return to school unless accompanied by parents/guardians.
2 nd Offense	2 days OSS *	3 days OSS*-Citation; referral to alternative education for a minimum of one 9 week period	5 days OSS * - Citation; referral to alternative education for no less than one 9-week marking period, prohibited from participating in extracurricular activities; students will not be permitted to return to school unless accompanied by parents/guardians.
3 rd Offense	3 days OSS *	3 days OSS* - referral for expulsion	10 days OSS * - Citation; referral to alternative education for a minimum of two 9-week periods with the possibility of referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent & principal.
4 th Offense	5 days OSS *	5 days OSS*-referral for expulsion	10 days OSS * - Citation; referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent &

			principal.
5 Offense	10 days OSS *	10 days OSS* - referral for expulsion	10 days OSS * - Citation; referral for expulsion proceedings; students and parents/guardians must meet with the Superintendent & principal.

- Any incident resulting in OSS requires a parental conference before the child is readmitted.

JSHS 7-12 –

- Any student proved to initially provoke a physical altercation or found to have thrown the first punch will be issued two (2) additional days of suspension.
 - In the event that a fight is premeditated, gang or student group related, or that a student tries to continue the fight when an adult is attempting to break up that fight, the student will be suspended for ten (10) days and placed in alternative education for the remainder of the school year. That student will no longer be permitted to participate in extracurricular activities. For special needs students, days of suspension will be assigned to comply with all IEP plans and state and federal regulations.
 - Students involved in a second or third fight will not be permitted to participate in extracurricular activities for the remainder of the school year.
 - Any student who is so out of control that s/he continues to persist in fighting or trying to get to another student to fight them while being held back by an adult on the scene will be suspended for ten (10) days and will be automatically enrolled in alternative education. In this case, the most severe charges will be filed against the aggressive student as per law.
 - Students who are in fights will be removed from school immediately into the care of the parents/guardians.
 - All students engaged in a fight must attend conflict resolution/counseling sessions.
 - Students will not be readmitted to school unless brought to school by their parents/guardians for a meeting with an administrator.
 - In the event that a fight is pre-mediated or that a student continues to fight as an adult is trying to break the fight up, the student will be suspended for ten (10) days and placed in alternative education for the remainder of the year.
 - Students who gang up on another student to fight or jump a student may receive additional suspension time and additional charges.
- *And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

**Citation and meeting with parents/guardians, principal and Superintendent.

Re: possible expulsion.

Racial Slurs -

Students who make racial slurs towards another student or group of students because of their race, ethnicity, or religion will receive the following punishments and may receive citations:

	Logan PK-6 & JSJS 7-12
1 st Offense	3 days OSS; Possible Citation
2 nd Offense	3 days OSS; Possible Citation
3 rd Offense	5 days OSS; Possible Citation
4 th Offense	10 days OSS - Harassment citation; referral to Superintendent for expulsion procedures.

Those students found in violation of this policy will be required to attend two (2) counseling sessions with the school counselor.

Racial Intimidation/Terroristic Threats Involving Race or Ethnicity -

- Refer to Policy # 218.2 – Terroristic Threats and Policy #218.3 – Racial and Ethnic Intimidation.[18][21]
- Immediate ten (10) day suspension.
- Continued investigation by the administration and police.
- Recommendation by the Superintendent for expulsion.

Conspiracy -

When two (2) or more students form a plan or work together to hurt, injure, or otherwise cause damage to property, reputation, or body to other students/persons or the school. Students who conspire to cause harm to other students, persons, or the school may be viewed as accomplices to an incident and may receive a citation in addition to the school punishment. Students who carry messages between other students or repeat threats involving other students will also be disciplined.

	JSHS 7-12 and Logan PK-6
1 st Offense	1 day OSS *
2 nd Offense	2 days OSS *
3 rd Offense	3 days OSS *
4 th Offense	4 days OSS *
5 th Offense	5 days OSS *
6 th Offense	10 days OSS * - Referral to the Superintendent for possible expulsion.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Horseplay/Disruptive Behavior-

Any action which interferes with the flow of education in the classroom is disruptive behavior. These include, but are not limited to, actions such as abusive language, throwing objects, physical actions, insubordination and insolence and forgery.

	Logan PK-6	JSHS 7 & 8	HJSHS 7-12
1 st Offense	Conference with the Principal	1 day Detention*	3 days Detention *
2 nd Offense	1 day Detention *	2 days Detention*	1 day ABC -*
3 rd Offense	1 day ABC *	1 day ABC	2 days ABC -*
4 th Offense	2 days ABC *	2 days ABC*	3 days ABC -*
5 th Offense	1 day OSS *	1 day OSS*	1 day OSS - Citation if warranted *
6 th Offense	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.	5 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal	6 days OSS - Hearing with the Superintendent and/or the School Board for possible expulsion and any other disciplinary action deemed necessary and appropriate by the principal.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Destruction of School Property/Vandalism-

If restitution is not made by the student for property vandalized, the situation will be turned over to the local magistrate. Notification of proper authorities is automatic in all vandalism cases.

- Cost of any item destroyed will be equal to the cost of replacement.

	Logan Grades PK-3	Logan Grades 4-6	JSHS 7-12
1 st Offense	1 day Detention *	1 day OSS *	1 day ABC -*

2 nd Offense	3 days Detention *	2 days OSS *	2 days ABC - *
3 rd Offense	3 days OSS *	3 days OSS *	1 day OSS *
4 th Offense	5 days OSS *	5 days OSS *	3 days OSS *
5 th Offense	10 days OSS *	10 days OSS *	5 days OSS *

Any graffiti, vandalism, or other defacement of school property is strictly prohibited.

Students can face suspension, expulsion and/or criminal charges for any graffiti, vandalism, or other defacement of school property.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Leaving the Building Without Permission/Illegally Not Attending School –

	Logan PK-6	JSHS 7-12
1 st Offense	1 day OSS *	1 day ABC - *
2 nd Offense	2 days OSS *	2 days ABC - *
3 rd Offense	3 days OSS *	1 day OSS *
4 th Offense	5 days OSS *	2 days OSS *
5 th Offense	10 days OSS *	3 days OSS *

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Cutting Class/In Unauthorized Area/Leaving Room Without Permission/Forgery/Misuse of a Pass –

	Logan PK-6	JSHS 7-12
1 st Offense	3 days Detention *	3 days Detention *
2 nd Offense	1 day ABC *	1 day ABC - *
3 rd Offense	2 days ABC *	2 days ABC - *
4 th Offense	1 day OSS *	1 day OSS *
5 th Offense	3 days OSS *	3 days OSS *
6 th Offense	5 days OSS *	5 days OSS *

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Please Note:

LOGAN ELEMENTARY SCHOOL -

Students who are either wandering the halls unsupervised or who are failing to report to their after-school activity will be considered as being in an unauthorized area and subject to the penalty for being in an unauthorized area as stated in the Discipline Policy in the Student Handbook.

An **unauthorized area** will be defined as any part of the building or grounds that a student has not been granted permission, by a faculty member, to enter. This will include, but not be limited to: using lavatories that are not on the same floor or area as a student's classroom, being in the gym area without permission, or being in the cafeteria or cafeteria lavatory when it is not that particular student's lunch period. This will apply to those students who roam the halls without a pass before homeroom.

JSHS 7-12 –

Students who are either wandering the halls unsupervised or who are failing to report to their after-school activity by 2:30 p.m. will be considered as being in an unauthorized area and subject to the penalty for being in an unauthorized area as stated in the Discipline Policy in the Student Handbook and may be considered to be criminally trespassing depending upon

their reason for being in the building. All students found in the school building without a valid pass (coach, teacher, administrator, tutor, service agent) following 2:30 p.m. will be disciplined in the following manner:

*It is the responsibility of the student to ask his/her coach, teacher, administrator, tutor, or service agent for a valid pass listing the location and time of departure from the assigned area. Failure to receive a valid pass will not be recognized as a valid excuse and the below criteria will be enforced!

JSHS 7-12

1st Offense	1 day OSS
2nd Offense	2 days OSS
3rd Offense	5 days OSS - Referral to Alternative Education Program for forty-five (45) days and prohibited from participating in all extracurricular activities for one (1) full year of school
4th Offense	10 days OSS - Referral for expulsion

If a student enters the lavatory of the opposite sex, that student will receive three (3) days OSS.

The term **misuse of a pass** will be defined as a student who does not adhere to the exact locations listed on the pass or as directed by a faculty member. Side trips will not be permitted. If a student reports to an area at the direction of a teacher, and the teacher is not there, they are to report directly back to the area they left.

Students may not leave their assigned area to see another teacher unless they have their current teacher's permission and a pass requesting their presence from the requesting teacher.

Class Tardies – Students are expected to be in class on time and to be prepared for class daily. Students who come late to class will receive the following punishments on the stated number of lates to class and/or school:

JSHS 7-12 -

- 3 class unexcused tardies – 1 day Detention
- 6 unexcused tardies – 3 days Detention
- 9 unexcused tardies – 1 day ABC/B.R.R
- 12 unexcused tardies – 1 day OSS

Subsequent class tardies: Additional ABC/B.R.R. or OSS, depending on number of accumulated tardies.

Logan Elementary School –

The student is tardy if arrival to class occurs after the bell has rung. The office will not issue passes for tardiness unless held by the office for some reason. If a student is late to class they must provide an excuse from their previous teacher or the tardy will be considered unexcused. Students are encouraged to refrain from loitering on the way to class. Students are responsible for avoiding tardiness to class.

Number of tardies

Action

1-2 *	Verbal warning, parent notified by teacher, office notified
3-5 *	Assignment of after school detention per each tardy
6-9	Assignment to ABC room ** Parent conference
10	OSS

** Students may be removed from field trips, dances, and special activities for the remainder of the school year

Threats to Students/Harassment/Comments Meant to Cause Alarm –

	Logan PK-6	JSHS 7-12
1 st Offense	1 day OSS *	1 day OSS *
2 nd Offense	2 days OSS *	2 days OSS *
3 rd Offense	3 days OSS *	3 days OSS *
4 th Offense	5 days OSS *	5 days OSS *
5 th Offense	10 days OSS * - Referral to Superintendent for expulsion procedures.	10 days OSS - Referral to Superintendent for expulsion procedures. *

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating

circumstances.

Bullying -

Bullying shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. Alternately, this power could be provided by a group of individuals. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Please refer to Anti-Bullying Policy #249 for further explanation and consequences. Also included in Policy #249 is Bullying Retaliation consequences. [19]

Theft/Extortion- In all theft/extortion incidents, students will have to pay restitution for the item stolen and may receive a citation.

Major theft shall be defined as a theft of goods valued at \$200.00 and up. Students who commit major theft will receive an automatic ten (10) day out-of-school suspension and charges filed with the police.

	Logan PK-6	JSHS 7-12
1 st Offense	Conference with the school counselor 3 days Detention * 3 days	3 days OSS *
2 nd Offense	3 days Detention 1 day OSS * 1 day	5 days OSS *
3 rd Offense	1 day OSS 3 days OSS * 3 days	5 days OSS *
4 th Offense	5 days OSS *	10 days OSS*
5 th Offense	5 days OSS *	10 days OSS - Referral to the Supt. for expulsion procedures.*

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Selling of Items -

Students are not permitted to sell any item on school grounds or school activities without the expressed permission of the Administration. The items would include, but would not be limited to candy, powdered drink mixes, food, school supplies,

CDs, cards, etc. Students who sell items on school grounds or school events who do not have permission from the administration to sell anything will have the items confiscated and will receive the following punishments:

	JSHS 7-12
1st Offense	Verbal Reprimand, parent contact
2nd Offense	1 day Detention
3rd Offense	2 days Detention
4th Offense	3 days Detention
5th Offense and subsequent offenses	1 day OSS

Falsifying Records -

Definition: Any student who attempts to misrepresent data, manipulate or tamper with school records that include but are not limited to attendance, academic, and discipline records.

	Logan PK-6	JSHS 7-12
1 st Offense	1 day OSS *	1 day OSS *
2 nd Offense	2 days OSS *	2 days OSS *
3 rd Offense	3 days OSS *	3 days OSS *
4 th Offense	5 days OSS *	5 days OSS *
5 th Offense	10 days OSS * - Referral to the Superintendent for possible expulsion.	10 days OSS * - Referral to the Superintendent for possible expulsion.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Extreme Violent/Disruptive Behavior-

Extreme violent behavior shall include but not be limited to the following acts:

- Bomb threats.[18]
- Arson.[1]
- **Weapon** (*Weapons shall include, but not be limited to, firearm; knives; metal knuckles; straight razors; any instrument that resembles a weapon; explosives; noxious, irritating or poisonous gases; poisons; drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents/guardians, and patrons. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture*).
- Gang activity.
- Use or possession of incendiary device.
- Setting off fire alarm.
- Threats to faculty (referred to proper authorities).
- Making prank or phony emergency, fire or 911 calls.
- Sexual misconduct, lewd behavior, indecent exposure.
- Vandalism of property of \$200.00 or more.
- Theft of property of \$200.00 or more.
- Computer data violations, hacking into the school database, sending-posting inappropriate/threatening material on or through the school web sites.[20]
- Students who make comments to other students, teachers, administrators, support staff members, security personnel or any other persons concerning the killing, maiming or harming of other students or groups of students, even if that statement is not directly to the students about whom the comments are being made.
- Students who use a camera or cell phone to take inappropriate photos and/or videos of another student, teacher, administrator, support staff member, security personnel or any other persons with or without that person's knowledge and/or distribute those photos to others.
- Unauthorized entry into the building – Breaking and entering.

Logan Elementary Schools –

FOOD FIGHTS/PRANKS: Students who engage in a food fight, or who bring in prank items, such as silly string, beach balls, air horns, balloons, etc., will be suspended for ten (10) days and will have charges filed against them.

JSHS 7-12 –

FOOD FIGHTS/SENIOR PRANKS: Students who engage in a food fight or a senior prank, or who bring in prank items to be part of a senior prank, such as silly string, beach balls, air horns, balloons, etc., will be suspended for ten (10) days and will have charges filed against them. If the senior prank/food fight occurs on the last day of a senior's enrollment, the senior will not be permitted to participate in graduation ceremonies or other year end activities such as Baccalaureate and senior breakfast. Diplomas of seniors who are not permitted to participate in commencement will be available at the JSHS 7-12 office on the day after graduation and may be picked up by the senior and/or members of his/her family.

*Students who deliberately physically assault, push or trip a teacher, security officer, or district staff member will be suspended from school for ten (10) days and charges will be filed against that student. Students who physically interfere with a teacher who is attempting to break up a fight will also be suspended from school for ten (10) days and will have charges filed against him/her.

Logan PK-6	JSHS 7-12
Any of the above offenses will result in 10 days OSS, notification of proper authorities and referral to the Superintendent for expulsion procedures. *	Any of the above mentioned offenses result in 10 days OSS, notification of proper authorities and referral to the Superintendent for expulsion procedures. *

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above

are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances. The district reserves the right to seek restitution for all costs associated with any of the above actions through either civil or criminal proceedings.

PLEASE NOTE: The intentional spraying of perfumes, colognes and other airborne fragrances in hallways, classrooms, all common areas and on school buses is strictly prohibit

Weapons Policy

No weapons, or instrument which resembles a weapon, may be brought onto school property, including, but not limited to, the school building, outdoor facilities or buses; or to any school-related activity sponsored by the East Allegheny School District. A **weapon** shall include, but not be limited to, any knife, cutting instrument, or implement capable of inflicting bodily injury, or instrument, which resembles a weapon, which, if real, would inflict bodily injury, and is possessed under circumstances not manifested appropriate for lawful uses which it may have. This includes firearms, which are not loaded or lack a clip or other component to render it operable. The consequences of a weapon's violation will be rendered as per the Discipline Code policy.[1]

In situations involving weapons, the Superintendent may recommend lesser punishment.

Citations are issued in disorderly conduct, harassment, threats and smoking discipline policy violations.

The East Allegheny School District works with law enforcement and other professional organizations.[14]

Minor Offenses

Minor offenses will be defined as, but not limited to, the following:

- Minor disrespectful behavior, failure to respond to direction, improper/disrespectful language, dress code violations, possession of noninstructional items, removal of food/drink from the cafeteria, eating in class, arguments with peers, attendance sheet violations, students deliberately missing Vo-Tech bus, inappropriate display of affection in the building, insolence, loitering (student standing around, with no apparent legal, logical reason for being in an area).

Faculty members may assign before school, after school or Saturday detention, if available.

Minor offenses are items that are addressed by faculty members.

Repeated minor offenses will result in either detention or OSS and administrative intervention.

	Logan PK-6	JSHS 7-12
1 st Offense	Loss of classroom privileges from 1-3 days as per teacher *	Verbal reprimand
2 nd Offense	2 days Detention *	1 day of Detention
3 rd Offense	3 days Detention *	3 days Detention *
4 th Offense	1 day OSS *	1 days ABC *
5 th Offense	3 days OSS *	2 days ABC *
6 th Offense	5 days OSS *	3 days ABC *
7 th Offense	10 days OSS *	1 day OSS *
8 th Offense		3 days OSS *
9 th Offense		5 days OSS *

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Spitting

Students who spit on other students or people will be suspended from school for three (3) days. Students who spit on teachers, custodians, bus drivers or other adults will be suspended for five (5) days.

Confiscation

JSHS 7-12 and Logan Elementary - All noninstructional items will be confiscated from students. The student, for a fee of \$3.00, may pick up items such as hats, Gameboys and walkmans in the office at the end of the school day. An adult family member must pick up beepers at the end of the day, also for a fee of \$3.00.

Elementary - All noninstructional items will be confiscated from students and must be picked up by an adult family member.

All prank, obscene and potentially harmful items will not be returned.

Illegal Use or Possession of Drugs or Alcohol

Discipline procedures: Follow School Board policy #227.[2]

Use and/or Possession of Tobacco

Elementary - The use of tobacco products in public schools is against the law and Goals 2000, and it is illegal for minors to use or possess tobacco products. In the event that a student is caught using or possessing any tobacco product, a citation will be issued and the proper authorities will be notified.[17]

JSHS 7-12 - It is the intent of the high school administration to provide a safe and healthful environment for all students and employees of the district, as well as to comply with state law. Smoking and/or the use of tobacco in any form by students is strictly prohibited in any district building, school vehicle, on school property, or at any school-related activity on or off school property (i.e., prom).[17]

For the purpose of this policy, **tobacco use** shall mean all smoking and the use of smokeless tobacco in any form. THIS INCLUDES POSSESSION OF A CIGARETTE, CIGAR, PIPE OR OTHER SMOKING EQUIPMENT. Violations of this policy will be subject to BOCA code enforcement. All district administrators are BOCA Code enforcement personnel.

	Logan PK-6	JSHS 7-8	JSHS 7-12
1 st Offense	1 day OSS - Citation *	3 days OSS - Citation *	5 days OSS & Citation
2 nd Offense	3 days OSS - Citation *	3 days OSS - Citation *	10 days OSS – Citation *
3 rd Offense	5 days OSS - Citation *	5 days OSS - Citation *	2 month expulsion; reduced to 1 month if a student attends a tobacco cessation class.
4 th Offense	10 days OSS - Citation *	10 days OSS - Citation *	Expulsion for the remainder of the year; placement in alternative education.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Bus Riders

Since ninety-five percent (95%) of our students are transported by bus, it is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the bus and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything to distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day. Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner.[22]

Students may not ride other students' bus home to or from school for any reason and must board or get off of the bus at their designated bus stop. Failure to adhere to this procedure will result in consequences as per the bus policy (outlined in student handbooks).

Bus Offenses

Fighting on the bus and/or at the bus stop is a MAJOR OFFENSE and will be dealt with as per the policy.

Other Bus Offenses

1. First Offense - Meeting with the principal *
2. Second Offense - 1 day bus suspension *
3. Third Offense - 3 days bus suspension *
4. Fourth Offense - 5 days bus suspension *

After a fifth incident, a parental conference will be held to determine if the child should lose bus privileges for the remainder of the year. *

JSHS 7-12 –

Students riding the activity bus or ANY after school-sponsored transportation activity, will be issued a pass from their coach, tutor, teacher, service agent, or administrator. No student without a pass will be permitted upon the activity bus for any reason. Any individual who would force his/herself onto the bus will prompt the immediate calling of the local law enforcement agencies to remove the individual. This is for the required safety of our students and bus personnel.

*And any other disciplinary action deemed necessary and appropriate by the principal. The consequences listed above are viewed as minimum consequences. Different consequences may be levied in consideration of aggravating circumstances.

Locker and Locker Search Policy

It should be remembered that a student's locker is the property of the East Allegheny School District. District authorities and/or their agents may search a student's locker and seize any illegal materials. The search of a student's locker may be without warning if there is a reasonable suspicion to believe that the locker contains material(s) which may pose a threat to the health, safety and welfare of students, employees or visitors. Furthermore, district authorities shall conduct random canine sniffing of each locker throughout the school year, even without probable cause to do so. Any illegal items may be seized by district authorities and/or law enforcement agencies and used as evidence against the student in the proper forum.[23]

Prior to a locker search, the student shall be notified and be given the opportunity to be present. An administrator will usually request the presence of another member of the district's staff during the locker search. Students are assigned a locker and will be responsible for its contents.[24]

Examples and disciplinary options in this policy are not limited to those provided.

Delegation of Responsibility

Student Responsibilities

Students attend school to receive a quality education. Therefore, each student should:

1. Know all the rules and regulations for student behavior.
2. Accept responsibilities for his/her actions.
3. Understand that, by law, the teacher functions in place of the parent/guardian while the student is in school.[25]
4. Recognize that teacher and principal authority extends beyond the classroom and to all school-sponsored activities.
5. Respect and protect school property and the property of others.
6. Be aware that by law it is mandatory to attend school until the age of seventeen (17) and that good attendance is essential to learning.[26]

Parent/Guardian Responsibilities

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship, parents/guardians are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

Teacher Responsibilities

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations.

In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.

2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Serve in place of the parent/guardian in matters of discipline in accordance with Pennsylvania School Law. [\[25\]](#)
6. Handle minor student infractions of the discipline code.
7. Report to the principal any student who threatens his/her own safety or the safety of others or who seriously interferes with the educational process.
8. Develop a cooperative relationship with parents/guardians and students.

Principal Responsibilities

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Provide a climate of mutual respect and assume responsibility for dissemination and enforcement of the discipline code.
3. Be available to teachers, parents/guardians and students in order to resolve discipline problems.
4. Provide orientation and in-service programs on student discipline.

Central Administration and Board Responsibilities

As the educational leaders and policy makers, the Board and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, implement and maintain an appropriate discipline code.
3. Provide a safe and secure environment for all members of the school community.

The Superintendent shall promulgate rules and regulations to implement Board policy for student conduct.

The Superintendent or designee shall publish and provide to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions, which may be imposed for violations of those rules. A copy of the Code shall be made available in each school.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff members and other employees of this Board having authority over students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Last Modified by Lila Sedlak on May 26, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of Anti-Bullying
Number	249
Status	First Reading
Legal	1. Pol. 248 2. Pol. 218 3. Pol. 233 4. 20 U.S.C. 1232g 22 PA Code 12.3 24 P.S. 1302-A 24 P.S. 1303.1-A
Adopted	April 14, 2009
Last Revised	October 12, 2015
Last Reviewed	May 11, 2015

Purpose

The East Allegheny School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. East Allegheny School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. All reports of student bullying are confidential and fall under the Family Educational Rights and Privacy Act (FERPA) regulations.[1]

Definitions

Bullying shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. Alternately, this power could be provided by a group of individuals. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. **Physical** - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** - includes taunting, malicious teasing, name-calling, and making threats.
3. **Psychological or Relational** - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyber-Bullying - forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as My-Space and Facebook. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). This is actually a special case of bullying, since the individual does not need to be in a position of power (only needs a computer), and depending on the nature and severity of the offense, a repeated pattern of behavior may not be needed. All forms of cyber-bullying are unacceptable, and to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

Bullying shall mean unwelcome verbal, written, cyber or physical conduct directed at a student, teacher or employee of the district by a student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.

3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term **bullying** and **cyber-bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Authority

It shall be a violation of this policy for any student to bully another student, teacher or employee of the district on district grounds, at any school activity, or on the way to or from school. All forms of cyber-bullying are unacceptable to the extent that such actions are disruptive to the educational process within the district, whether or not they occur on school grounds.

Delegation of Responsibility

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber-bullying.

Each staff member shall be responsible to respect the rights of the students and to ensure an atmosphere free from all forms of bullying and cyber-bullying.

Students shall be encouraged to report bullying or cyber-bullying complaints to district employees.

All employees who receive a bullying or cyber-bullying complaint shall investigate to determine if bullying or cyber-bullying has occurred. If the behavior is found to meet the definition of bullying or cyber-bullying, the building principal shall be notified as soon as possible, followed by written documentation of the event.

All employees will promote a bully-free environment and will discourage and repudiate all bullying activity. All employees will acknowledge that bullying is harmful in all forms and causes emotional and developmental harm, and that bullying is not merely a stage that all students go through.

Guidelines

Investigation Procedures

1. A student, teacher or employee shall report a complaint of bullying or cyber-bullying, orally or in writing, to the teachers, building administrator, or counselor.
2. The building administrator and/or faculty member and staff will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other district employees in the investigation process.
4. After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

Consequences/Intervention

Consequences for students who bully others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or other consequences as provided in the Code of Student Conduct. At the high school, repeat bully incidents will be construed as harassment and will be treated as such in the discipline policy.[2][3]

Consequences will be handled according to Policy #218, Student Discipline and noted here:

	Logan	Junior/Senior High School
1 st Offense	3-Days detention ; Meeting with counselor	Verbal reprimand, expectations and prohibition of future bullying behavior stated in writing to student. Counseling services offered. The student must meet with a counselor to receive conflict resolution training. All parents/guardians involved will be notified and informed. Students will receive a written notice that further bullying actions on their parts will result in harassment citations being issued and further suspensions.
2 nd Offense	3 days Detention 1-day OSS	2 days ICE No participation in extracurricular activities for a week; students will not be permitted to return to school unless accompanied by

		parents/guardians.
3 rd Offense	1 day 3-days OSS	3 days OSS, Citation; students and parents/guardians must meet with the Superintendent and principal before entering alternative education.
4 th Offense	3 5 days OSS, possible harassment citation	5 days OSS, placement in alternative education.
5 th Offense	5 10 days OSS, harassment citation	Referral to Superintendent for Expulsion, Enrollment of student in EA Academy
6 th Offense	10 days OSS, harassment citation; referral to Superintendent for expulsion procedures.	

- And any other disciplinary action deemed necessary and appropriate by the principal. THE CONSEQUENCES LISTED ABOVE ARE VIEWED AS **MINIMUM** CONSEQUENCES. Different consequences may be levied in consideration of aggravating circumstances. These include citations as well as meeting with the Superintendent for possible expulsion and placement in alternative education.

Grades K-8 -

Those students found in violation of this policy will be required to attend two (2) counseling sessions with the school counselor.

The East Allegheny School District recognizes that both the complaining student and the alleged bully/extorter have a strong interest in maintaining the confidentiality of the allegations and relation information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with FERPA and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her designee may inform the complaining student/parents /guardians of the outcome of the investigation. [\[4\]](#)

Bullying Retaliation

The district will discipline any individual who retaliates against any person who reports actual or alleged bullying/harassment or who retaliates against any person who assists in an investigation or proceeding relating to a bully-harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal threats or harassment.

	Logan	Junior/Senior High School
1 st Offense	3 days detention	3 days detention
2 nd Offense	1 day OSS	1 day OSS
3 rd Offense	2 days OSS	2 days OSS
4 th Offense	3 days OSS	3 days OSS

Last Modified by Lila Sedlak on May 26, 2017