

**EAST ALLEGHENY SCHOOL DISTRICT  
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING  
NOVEMBER 13, 2017**

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

**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 7:06 p.m.

Pledge of Allegiance

**ROLL CALL**

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

**ALSO PRESENT:**

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

**STUDENT  
REPRESENTATIVES**

Amani Johnson, Paige Yusko.

**MINUTES OF THE  
REGULAR MEETING  
OF OCTOBER 9, 2017**

Mr. Pearsol moved and Mr. Paradine seconded the motion approving the minutes of the regular school board meeting of October 9, 2017.

The motion was passed, no dissenting votes.

**SUPERINTENDENT'S  
REPORT**

Recognition of Douglas Edwards, Retiring Scoutmaster for Troop 85; Sean Marcoz for earning his Eagle Scout; East McKeesport Borough for the donation of the truck; Recognition of Mr. Frank Pearsol, 12 years of continuous service as a School Board Member (Certificate from PSBA); Recognition of Tracy Yusko and Hope Gerbi for the great job they did with the 2017 Homecoming Tailgate.

Janet Connors of Nutrition, introduced Trevor Mauk as the new food Service Manager.

**STUDENT  
REPRESENTATIVE**

See Attached Report.

**HEAR FROM  
THE CITIZENS**

Mr. Pearsol moved and Ms. Rosenbayger seconded the motion to dispense with the regular order of business to hear from the citizens.

The motion was passed, no dissenting votes.

**RESUME THE  
REGULAR ORDER  
OF BUSINESS**

Mr. Volpe moved and Mrs. Green seconded the motion to resume the regular order of business.

The motion was passed, no dissenting votes.

**COMMUNICATIONS:**

Thank you card from Jessica Lukes.

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**APPROVE AGENDA  
IN TOTO**

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

Eichler	<u>B&amp;F, letter H - No</u>
Gates	<u>None.</u>
Green	<u>None.</u>
McCullough	<u>None.</u>
Paradine	<u>B&amp;F, letter H - No</u>
Pearsol	<u>B&amp;F, letter H - No</u>
Rosenbayger	<u>B&amp;F, letter H - No</u>
Savinda	<u>B&amp;F, letter H - No</u>
Volpe	<u>None.</u>

The motion was passed.

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**BUDGET & FINANCE**

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

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

The motion was passed, no dissenting votes.

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

Mrs. Green moved and Mr. Pearsol 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)**

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

General Fund	-----	\$ 1,899,046.22
Batch 5	-----	\$ 604,894.34
Batch 98 *	-----	\$ 196,852.60

\* Batch 98 – Charter Schools

The motion was passed, no dissenting votes.

**PURCHASE ORDERS  
APPROVAL (D)**

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

General Fund	-----	\$ 4,273.07
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The motion was passed, no dissenting votes.

**BUDGET & FINANCE**

**CAFETERIA BILLS  
FOR PAYMENT (E)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify Cafeteria bills for payment in the amount of \$ 96,876.71.

The motion was passed, no dissenting votes.

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

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

Title I 16-17	-----	\$952.05
Title I 17-18	-----	\$81,549.15
Title II Part A 17-18	-----	\$0.00
Title IV 17-18	-----	\$2,423.22

The motion was passed, no dissenting votes.

**APPROVE LEASE  
AGREEMENT  
HOLY FAMILY INSTITUTE  
SPECIALIZED LEARNING (G)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the agreement between the East Allegheny School District and the Holy Family Institute – Specialized Learning (HFI-SL) for leasing of the Green Valley Primary School Building, 3290 Crestview Drive, North Versailles, PA 15137 according to the terms and conditions outlined in the Agreement. Further approve the Use of School Facilities Policy provided by HFI-SL.

The motion was passed, no dissenting votes.

**APPROVE PROPOSAL  
MUNICIPAL REVENUE  
SERVICE (H)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the proposal from Municipal Revenue Services (MRS) for the sale of East Allegheny tax liens via MRS's tax lien management tool.

**ROLL CALL**

On a roll call vote, the following members voted Yes: Gates, Green, McCullough, Volpe. No: Eichler, Paradine, Pearsol, Rosenbayger, Savinda.

Yes 4  
No 5

The motion failed.

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**BUILDING & GROUNDS**

**USE OF PROPERTY  
REQUEST**

Mrs. Green moved and Mr. Pearsol 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:**

<b><u>Group</u></b>	<b><u>Building/Grounds</u></b>	<b><u>Date Requested</u></b>	<b><u>Time</u></b>	<b><u>Activity</u></b>	<b><u>Cost</u></b>
<b><u>EA Varsity Girls Soccer (A)</u></b>	JSHS Gym	Su, 1/7/18-3/25/18	6:00 – 8:00 p.m.	Conditioning	\$0
	JSHS Stadium Field	Su, 4/1/18-6/4/18	12:00 – 6:00 p.m.	Travel Soccer	\$0
	JSHS Stadium Field	M, Th, 6/12/18-8/6/18	6:00 – 8:00 p.m.	Conditioning	\$0
<b><u>GMK School of Dance (B)</u></b>	LES Auditorium	Th, F, 6/14/18-6/15/18	5:00 – 9:00 p.m.	Recital	\$1920
<b><u>EA Junior High Soccer (C)</u></b>	LES Gym	M, W 1/8/18-2/28/18	6:30 – 8:15 p.m.	Drills/Training	\$0

The motion was passed, no dissenting votes.

Mrs. Green moved and Mr. Pearsol seconded the motion to table the request below:

<b><u>Westinghouse Arts Academy CS (D)</u></b>	LES Auditorium	Th, F 11/30/17-12/1/17	Th -4:00 – 9:00 p.m. F – 5:00 – 10:00 p.m.	Rehearsal Fall Play	\$400
		W, Th 12/6-7/17	W – 4:00 – 9:00 p.m. Th – 5:00 – 10:00 p.m.	Rehearsal Concert	\$400

- Westinghouse Arts Academy CS’s gymnasium at the Westinghouse School building is available for use any time after 3:00 p.m. Monday through Sunday.

The motion was passed, no dissenting votes.

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**PLEASE NOTE:** Last month, EA Soccer was approved for Sundays, from 6:00 – 800 p.m. Mr. Cortazzo changed them to 4:00 – 6:00 p.m.

**CURRICULUM**

**CONFERENCE REQUEST  
HOMESTEAD, PA (A)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify the request from Stephanie Lyman, Social Studies Teacher, to attend a conference on contemporary educational topics related to the implementation of inquiry in the area of social studies at the Allegheny Intermediate Unit, Homestead, PA on Thursday, October 19, 2017 from 8:00 a.m. to 3:30 p.m.  
COST TO THE DISTRICT: One (1) substitute for one (1) day. Costs have been budgeted.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
HARRISBURG, PA (B)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify the request from Justin Rosco, 2 additional teachers, 55 students and 8 parent chaperones, to participate in the Atlantic Coach Championships in Harrisburg, PA on Saturday, November 4, 2017.  
COST TO THE DISTRICT: \$1604.12 (represents the cost paid last year for buses to Harrisburg for this band trip). Costs have been budgeted.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
HOMESTEAD, PA (C)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify the request from Sean Gildea, Logan Principal, and 3 Logan teachers, Jessica Pierce, Delcie Schweitzer, and Kathleen Weaver, (provided subs are available), to attend the 2017 ELA Symposium, Writing to Support Critical Reading and Thinking, at the Allegheny Intermediate Unit, Homestead, PA on Thursday, November 9, 2017 from 9:00 a.m. to 3:30 p.m.  
COST TO THE DISTRICT: Three (3) substitutes for one (1) day, if subs are available. Costs have been budgeted.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
HOMESTEAD, PA (D)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Linda Carlson, Elementary Librarian, to attend training on Google Educator at the Allegheny Intermediate Unit, Homestead, PA on Tuesday, Wednesday, and Thursday, November 14-16, 2017 from 8:00 a.m. to 3:30 p.m. This training will prepare Mrs. Carlson to take the official Google exam for Level I Google Educator.  
COST TO THE DISTRICT: Registration (\$125) and one (1) substitute for three (3) days (Total cost = \$535.40; \$700 has been budgeted).

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
HOMESTEAD, PA (E)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Dawn Price, Life Skills Teacher, to attend a conference on science instruction to approach grade level content for the PASA test at the Allegheny Intermediate Unit, Homestead, PA on Friday, November 17, 2017 from 8:00 a.m. to 3:30 p.m.  
COST TO THE DISTRICT: One (1) substitute for one (1) day.

The motion was passed, no dissenting votes.

**CURRICULUM**

**GIFTED COMPETITION  
PITTSBURGH, PA (F)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Deborah Bacco-Wicker, 5 11<sup>th</sup>/12<sup>th</sup> grade gifted/honors students, and 3 additional parent chaperones to participate in the Hometown High Q competition at KDKA Television Studios, Pittsburgh, PA on Saturday, November 18, 2017.  
COST TO THE DISTRICT: None.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
PITTSBURGH, PA (G)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Charles Bandurski and Chemen Callaway, Special Education Teachers, to attend PASA training at PaTTAN Pittsburgh, Pittsburgh, PA on Monday, November 20, 2017 from 9:00 a.m. to 3:00 p.m.  
COST TO THE DISTRICT: Two (2) substitutes for one (1) day. Costs have been budgeted.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
HERSHEY, PA (H)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Sean Gildea, Logan Elementary Principal, to attend the SAS Institute, Hershey, PA on Sunday, December 3, 2017 through Wednesday, December 6, 2017. Attendance at this conference will further develop leadership that influences others to move towards positive results and to learn how various districts have used the SAS website to improve the performance of their students.  
COST TO THE DISTRICT: Registration and lodging (\$485), and mileage. Costs have been budgeted.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
PITTSBURGH, PA (I)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Mallory Parrish, Speech Teacher, to attend a conference on school age stuttering therapy at PATTAN- Pittsburgh, Pittsburgh, PA on Wednesday, December 6, 2017 from 9:00 a.m. to 3:30 p.m.  
COST TO THE DISTRICT: None.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
HOMESTEAD, PA (J)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Christopher Morrone, Math Teacher, to attend the AIU STEAM Lending Library conference at the Allegheny Intermediate Unit, Homestead, PA on Thursday, December 7, 2017 from 8:00 a.m. to 3:30 p.m. By completing the training, Mr. Morrone will have access to the resources in the AIU Lending Library.  
COST TO THE DISTRICT: One (1) substitute for one (1) day. Costs have been budgeted.

The motion was passed, no dissenting votes.

**CURRICULUM**

**FIELD TRIP REQUEST  
PITTSBURGH, PA (K)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Charles Bandurski, Special Education Teacher, 1 paraprofessional, and 6 students to visit PPG Place, Pittsburgh PA on Friday, December 8, 2017 from 9:30 a.m. to 1:45 p.m. Students will visit the 2017 Gingerbread House Display/Spirit of Giving from Around the World located in PPG Place which will introduce them to many different cultures and ways of celebrating holiday folklore. This will help the students to demonstrate proper social etiquette and manners in a social setting.

COST TO THE DISTRICT: Use of the school van. Costs have been budgeted.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
SOUTH PARK, PA (L)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Holly Spallone, Science Teacher, and 15 students (based on student interest), to attend the Allegheny County Envirothon at the South Park Pavilion, South Park, PA on Friday, April 27, 2018 from 7:45 a.m. to 2:00 p.m. The Envirothon encourages students to learn about the environment and natural resources as well as the importance of social/ecological/economic balance in our use of the environment.

COST TO THE DISTRICT: Transportation and one (1) substitute for one (1) day. Transportation and possibly substitute costs may be paid with Title IV funds. Costs have been budgeted.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
PITTSBURGH, PA (M)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from the Logan Third Grade Teachers, approximately 125 students and additional parent chaperones, to visit the Carnegie Science Center SportsWorks, Pittsburgh, PA on Tuesday, May 15, 2018 from 9:10 a.m. to 2:30 p.m. Students will learn about motion and be involved in scientific activities as well as have the opportunity to learn about science, exercise, and experience social interaction with cooperation with each other.

COST TO THE DISTRICT: None, all costs paid by Logan PTO.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
ELIZABETH, PA (N)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from the Logan First Grade Teachers, approximately 115 students and 5 additional parent chaperones to visit Round Hill Park, Elizabeth, PA on Wednesday, May 30, 2018 from 9:15 a.m. to 1:30p.m. Students will gain a knowledge of Round Hill Park, their animals and the ecosystems involved.

COST TO THE DISTRICT: None, all costs paid by Logan PTO.

The motion was passed, no dissenting votes.

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**POLICY**

**ADOPTION OF REVISIONS TO POLICY (A)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the adoption of the revisions to Policy #123, Interscholastic Athletics.

The motion was passed, no dissenting votes.

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

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

Policy # 103, Nondiscrimination in School and Classroom Practices (This revision reflects the merging of Policy #248, Unlawful Harassment, with Policy #103 as per PSBA)

Policy #104, Nondiscrimination in Employment Practices (This revision reflects the merging of Policy #348, 448 and 548, Unlawful Harassment, with Policy #104, as per PSBA)

Policy #221, Dress and Grooming (Students)

Policy #819, Suicide Awareness, Prevention and Response (As recommended by PSBA)

The motion was passed, no dissenting votes.

**FIRST READING OF NEW POLICIES (C)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the first reading of the following new policies, as per PSBA:

Policy #103.1, Nondiscrimination- Qualified Students with Disabilities  
Policy #150, Title I – Comparability of Services

The motion was passed, no dissenting votes.

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**STUDENT LIFE**

**VOLUNTEERS  
FOR APPROVAL (A)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the following list of Volunteers for the respective organizations:

Logan PTO:

Adewole, Candycia	Kuchcinski, Gloria
Bryer, Kerri	McCormley, Kayla
Carper, Faith	Meredith, Jamie
DeSavage, Michelle	Munn, Melanie
Engle, Erika	Reiche, Amy
Genaw, Jessica	Seifert, Julie
Harvey, Kelli	Terza, Jessica
Hoffman, Laura +	Thomas, Zachary
Holguin, Ashley	Turner, Victoria *
Holmes, Leah	Tyner, Laurie
Huffman, Angela	Wesley, Sara
Indrunas, Heather	

\* Criminal and Child Abuse clearances are in process  
+ TB test coming 11/13/2017

Music Department/Cheerleading:

Maria Cohen

PreK Classroom:

Connie Lenart (Needs Child Abuse)

The motion was passed, no dissenting votes.

**APPROVE LOGAN  
MUSIC DEPARTMENT  
CONCERTS (B)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the following list of concerts and activities for the 2017-2018 school year, as submitted by the Mrs. Cheryl King and Mr. Fred Moyes, Logan Music Teachers, and further request the use of the Logan Elementary School auditorium and surrounding areas.

Logan Band and Chorus Holiday Concert (King/Moyes)	Thursday, December 14, 2017	Logan	7:00 p.m.
Logan Band and Chorus Spring Concert (King/Moyes)	Thursday, May 24, 2018	Logan	7:00 p.m.

The motion was passed, no dissenting votes.

**PERSONNEL**

**CHANGE IN STATUS  
TEMPORARY  
PROFESSIONAL  
EMPLOYEE TO  
PROFESSIONAL  
EMPLOYEE (A)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the change in status for the following employee:

Amanda Snyder

The motion was passed, no dissenting votes.

**LEAVE REQUEST  
KINDERGARTEN  
TEACHER (B)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the request from Kristina Fennell, Logan Kindergarten Teacher, to exhaust her remaining sick days (25 days as of 10/26/2017), personal days (4) and the five emergency days, as per contract, for the birth of her child, commencing on or about March 10, 2018 and concluding, tentatively, Tuesday, May 1, 2018. Mrs. Fennell further requests a Family Medical Leave commencing, tentatively, Wednesday, May 2, 2018 and concluding Friday, May 25, 2018. Mrs. Fennell plans to return to her position on Tuesday, May 29, 2018. Further approve the posting for a long term substitute for the duration of Mrs. Fennell's leave (52 days).

The motion was passed, no dissenting votes.

**UNPAID LEAVE  
OF ABSENCE (C)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify the request from Heather Heaps, Group I Custodian, for an unpaid leave of absence for a family medical emergency for Monday, October 16, 2017 through Friday, October 20, 2017.

The motion was passed, no dissenting votes.

**FAMILY MEDICAL  
LEAVE REQUEST  
LOGAN ELEMENTARY  
AIDE (D)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve and ratify the request from Lisa Tuscan, Logan Elementary Aide, for a Family Medical Leave to care for a family member, on a flexible basis, effective November 17, 2017 (Mrs. Tuscan will have worked the required 1250 hours at that time). Mrs. Tuscan is requesting the FMLA be on an as-needed basis upon medical certification.

The motion was passed, no dissenting votes.

**REASSIGNMENT OF  
CUSTODIAN (E)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board reassign Paul Schopp from the 3:00 – 11:30 p.m. Logan Elementary Area #1 – Green – Second Floor assignment to the 3:00 – 11:30 p.m. Logan Elementary Area #2 Yellow-First Floor, effective Tuesday, November 14, 2017 and in accordance with the agreement between the East Allegheny Board of School Directors and the East Allegheny Educational Support Professionals. Further authorize posting the Logan Elementary Area #1 – Green – Second Floor position.

The motion was passed, no dissenting votes.

**PERSONNEL**

**HIRING OF  
YEARBOOK  
SPONSOR (F)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board hire John Gutwald as the Yearbook Sponsor, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

**RESIGNATION OF  
COACHES/SPONSORS (G)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board accept the resignation of the following coaches/sponsors from the respective positions:

Deniece Lenart	Sophomore Class Cabinet
Richard Johnson	Assistant Boys 7 <sup>th</sup> /8 <sup>th</sup> Grade Basketball Coach
Lynne Rosenbayger	Musical Set Designer *
Tom Sharkey	Assistant Boys Varsity Basketball Coach *
Brian Simonetta	Assistant Boys Varsity Track Coach

Further approve and ratify (\*) the posting of these positions.

The motion was passed, no dissenting votes.

**SUBSTITUTES  
FOR APPROVAL (H)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board approve the following substitutes in the respective areas:

Gavin Bordogna	North Versailles	School Nurse
Kathy Taylor	North Versailles	Food Service/Secretary/Aide

The motion was passed, no dissenting votes.

**HIRING OF COACH (I)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board hire Jeremy Golden for the Assistant Boys Varsity Basketball Coach, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

**HIRING OF  
CLASS SPONSOR (J)**

Mrs. Green moved and Mr. Pearsol seconded the motion as recommended by the Administration the Board hire April Crystol-Reidenbaugh as the Sophomore Class Sponsor, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

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**FEDERAL PROGRAMS  
REPORT:**

**FEDERAL PROGRAMS REPORT**

Submitted by  
Betsy D'Emidio  
for October 2017

Title I staff's Monthly Summary Reports were reviewed, signed, and filed for documentation. The Federal Programs Report was completed for the month of September and submitted to the District Office for Board Review.

The first Title I parent/guardian meeting was held on October 19<sup>th</sup> during Logan's Open House. The District Parent Involvement Plan, Building Parent Involvement Plan, and Student/Parent/Guardian/Teacher Compacts were distributed and explained to the parents/guardians. They were asked to provide suggestions/revisions and return them to their child's Title I teacher. Each Title I child received the book entitled "A Chair for My Mother" by Vera B. Williams as well as flashcards for math and reading.

The final reports for Title I and Title II Part A for the 16 – 17 school year were completed on the PDE e-Grant system. The Quarterly reports for Title I, Title II A, and Title IV, and the Uniform Grants Performance Goal Output report for Title I and Title II Part A were also submitted to PDE. Mr. Mac Fann, Ms. Valicenti and I signed the Title I Comparability Report and forwarded it to PDE.

Mr. Eichler was sent the PIMS staff and student data for the 16 – 17 school year for upload and submission.

Mrs. McCoy and I went over items for purchase through Title IV, which was re-instated for the 17 – 18 school year. We purchased a basketball hoop and 3 basketballs for the Alternative Education gym classes. Various items were ordered through Stemfinity for the newly formed STEM club that will be used for instruction by Mrs. Sippey and Mrs. Spallone. 3D printable and programmable mini Robotis humanoid kits were ordered for Mr. Pogue's robotics class.

Purchase orders, payrolls and benefits for November were reviewed and will be included on the November bill list. Mrs. McCoy and I discussed future items and reports that are due for November.

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**OLD BUSINESS:**

None.

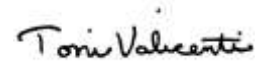
**NEW BUSINESS:**

None.

**ADJOURNMENT**

Mrs. Green moved and Mr. Pearsol seconded the motion to adjourn at 7:59 p.m.

Toni Valicenti



Board Secretary

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**HEAR FROM THE CITIZENS**

Edna Brown, North Versailles – Bus Stop

Shawna Kuriger, North Versailles – Bus Stop

Audrey Johnson, North Versailles – Bus Stop

Cortney Verner, Wilmerding – PAC - Academic Subcommittee; Curriculum & Student Performance; Department Chairs; Start Of School

Pastor Tim Caldwell, Duquesne – Alternative Schooling for Students

Jahi Rox, Duquesne – Alternative Schooling

Jane Schuneman, East McKeesport – ESP Day

Kristen Keleschenyi, North Versailles – Points of Support; Start School Earlier; Professional Development

East Allegheny School District  
Treasurer's Monthly Financial Statement

10/26/2017

Bank Balance			\$2,338,301.00
Outstanding Checks			(\$130,524.46)
<b>Book Balance - September 2017</b>			<b>\$2,207,776.54</b>
September 2017			
Current Real Estate Taxes		\$3,277,750.92	
Public Utility Tax		\$0.00	
Payments in Lieu of Current		\$0.00	
Local Tax		\$3,986.34	
Earned Income Tax		\$147,211.72	
Deed Transfer Tax		\$8,617.50	
Business Privilege		\$408.75	
Amusement		\$358.44	
Mercantile Tax		\$3,387.14	
Delinquent Real Estate Tax		\$62,794.02	
Delinquent Business Privilege		\$126.00	
Delinquent Mercantile Tax		\$444.00	
Interest, Temporary Investments		\$11,555.37	
Bookstore Sales		\$0.00	
State Revenue Received		\$0.00	
Rentals		\$405.00	
Contrib & Donations from Prvt.		\$0.00	
Gains/Losses on Sale of Fixed		\$1,250.00	
Tuition From Patrons		\$0.00	
Miscellaneous Revenue		\$19,325.16	
Tuition for Court Place & Inst		\$0.00	
Energy Efficient Rebates		\$0.00	
Refunds		\$0.00	
Basic Instructional Subsidy		\$0.00	
Vocational Education-capital		\$0.00	
Tuition for Court Place & Inst		\$0.00	
Special Education Funding		\$191,351.00	
Other Program Subsidies		\$0.00	
Transportation		\$0.00	
Transportation - Duquesne		\$0.00	
Rentals and Sinking Fund		\$0.00	
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		\$611,666.54	
E-Rate Payment		\$0.00	
Medical Assistance Reimb		\$0.00	
Ed of Disadvan		\$0.00	
Ed of Hand. Child. - Preschl		\$0.00	
Medical Assistance Reimb		\$0.00	
ARRA - Education Jobs Fund		\$0.00	
Refunds of Prior Years		\$24,159.94	
<b>Total Budgetary Revenues</b>		<b>\$4,364,797.84</b>	

East Allegheny School District  
Treasurer's Monthly Financial Statement

10/26/2017

<b>Disbursements for September 2017</b>			
1100 Regular Programs	\$1,508,975.27		
1200 Special Programs	\$629,555.54		
1300 Vocational Education	\$34,004.59		
1400 Other Instructional Programs	\$27,392.74		
1500 Non-Public School Programs	\$0.00		
1600 Adult Education	\$0.00		
1800 Other Purchased Services	\$0.00		
2100 Pupil Personnel	\$77,886.66		
2200 Instructional Staff	\$33,695.14		
2300 Administration	\$116,685.97		
2400 Pupil Health	\$27,160.02		
2500 Fiscal Services	\$32,172.23		
2600 Operations & Maintenance of Plant	\$177,754.13		
2700 Student Transportation	\$554.15		
2800 Central Support Services	(\$66.00)		
2900 Other Support Services	\$0.00		
3200 Student Activities	\$50,130.79		
3300 Community Services	\$805.95		
4000 Facil Acq Const & Improv	\$0.00		
5000 Other Financing Uses	\$0.00		
5100 Debt Service	\$374,724.95		
5200 Fund Transfer: Cafeteria	\$28,062.85		
5800 Transmittal Accounts	\$0.00		
<b>Total Budgetary Expenditures</b>	<b>\$3,119,494.98</b>		
<b>Athletic Account</b>			
<b>Fund 11</b>			
Bank Balance - September 2017			\$22,767.13
Outstanding Checks			(\$1,185.00)
<b>Balance as of 9/30/17</b>			<b>\$21,582.13</b>
<b>Swap Interest</b>			
Bank Balance - September 2017			<b>\$129,669.28</b>

East Allegheny School District  
Secretary's Report

10/26/2017

<b>Summary Statement of 2017-2018 General Fund Operations as of September 2017</b>		
Cash Balance - September 2017		
Huntington Bank	\$	2,207,776.54
PSDLAF		\$1,964,704.01
PLGIT		\$1,778.02
Energy Sinking Fund		\$206,200.62
Capital Improvement		\$95,386.66
Swap		\$129,669.28
<b>TOTAL</b>		<b>\$4,605,515.13</b>
Receipts: September 2017		
6000 Local Sources	\$	10,596,553.12
7000 State Sources		\$3,420,828.56
8000 Federal Sources		\$206,136.47
9500 Refunds-Prior Year		\$24,251.38
<b>Total</b>		<b>\$14,247,769.53</b>
Tax Anticipation Loan		<b>\$13,013.40</b>
Disbursements: September 2017		
1100 Regular Programs	\$	2,570,074.96
1200 Special Programs		\$669,002.91
1300 Vocational Education		\$41,669.88
1400 Other Instructional Programs		\$35,958.52
1500 Non-Public School Programs		\$0.00
2100 Pupil Personnel		\$163,891.43
2200 Instructional Staff		\$86,876.53
2300 Administration		\$298,117.11
2400 Pupil Health		\$30,956.88
2500 Fiscal Services		\$83,659.23
2600 Operations & Maintenance of Plant		\$403,735.38
2700 Student Transportation		\$77,486.46
2800 Central Support Services		(\$462.00)
2900 Other Support Svcs		\$0.00
3200 Student Activities		\$63,382.74
3300 Community Services		\$805.95
4000 Facil Acq Const & Improv		\$0.00
5000 Other Financing Uses		\$0.00
5100 Debt Service		\$519,549.80
5200 Fund Transfer: Cafeteria		\$43,309.44
<b>Total Disbursements: September 2017</b>		<b>\$5,088,015.22</b>
Athletic Account		
Balance		\$22,767.13
Outstanding Checks		(\$1,185.00)
<b>Balance as of 9/30/17</b>		<b>\$21,582.13</b>

PAYROLL		OCTOBER 2017					
<b>RECONCILLIATION</b>							
as of 10/1/2017							
<b>BALANCE</b>		\$	-				
PAYROLL - DD Fixed		\$	9,768.52				
PAYROLL - DD Net		\$	506,817.50				
PAYROLL - Net ( not DD)		\$	22,765.58	10/6/2017			
		\$	21,792.19	10/20/2017			
		\$	<b>561,143.79</b>	<b>TOTAL PAYROLL</b>			
<b>DEPOSITS</b>							
PAYROLL - Web to DDA from		\$	279,353.92	10/3/2017			
DDA General Fund		\$	281,789.87	10/17/2017			
		\$	<b>561,143.79</b>	<b>TOTAL PAYROLL</b>			
<b>Beginning Balance</b>							
<b>Statement Balance</b>		\$	<b>2,949.09</b>				
<b>Deposits not credited</b>							
<b>Debits not credited</b>							
<b>Outstanding Checks</b>		\$	<b>3,633.20</b>				
		\$	<b>889.91</b>	Check #87016 5/8/15 was stop payment and reissued on 5/29/15 CK#87092 in			
				the amount of \$889.91. Later found that CK#87016 had been cashed and			
				stop payment should not have been issued by Huntington bank. Bank personnel			
				to get back to me concerning this issue, EASD Payroll Account should be			
<b>BALANCE</b>				reimbursed the \$889.91 as our account is short this amount and check has been			
	<b>VOIDED CHECK #87994</b>	\$	<b>(205.80)</b>	honored twice by Huntingdon Bank - gmt 10/1/15			
		\$	-	Spoke to Janet Slaughter at Huntington Bank on 3/30/16, she is to again look into			
		\$	0.00	why we have not received any information in regards to being			
				reimbursed as this is being reviewed by them as a fraud case. Ms. Slaughter is to			
				call me back.			
<b>Ending Balance</b>							
<b>10/31/2017</b>							

\_\_\_\_\_  
Glenda M. Taylor, Payroll Secretary

10/31/2017  
Date



Bills for Approval and Ratification November 2017

Vendor	Description	Code	Amount
<b>Fund 10</b>	<b>Ratification</b>		
Comdoc, Inc.	Overage/Graphics	1351-760-201-30	\$ 208.07
Dave Ackerman	Official/Soccer	3250-490-000-30	\$ 130.00
Tony Battle	Official/Soccer	3250-490-000-30	\$ 65.00
Joe Lapcevic	Official/Soccer	3250-490-000-30	\$ 65.00
Dan Lapcevic	Official/Soccer	3250-490-000-30	\$ 65.00
Todd McCollum	Official/Football	3250-490-000-30	\$ 75.00
Ron McShane	Official/Football	3250-490-000-30	\$ 75.00
Ray Milliren	Official/Football	3250-490-000-30	\$ 75.00
Teresa Mullen	Official/Volleyball	3250-490-000-30	\$ 75.00
Keith Pollard	Official/Soccer	3250-490-000-30	\$ 65.00
Keith Pollard	Official/Soccer	3250-490-000-30	\$ 65.00
Chuck Ruslavage	Official/Football	3250-490-000-30	\$ 75.00
John Saversky	Official/Soccer	3250-490-000-30	\$ 65.00
Ted Sebetich	Official/Football	3250-490-000-30	\$ 75.00
Geno Sedlak	Official/Football	3250-490-000-30	\$ 75.00
Robert Stock	Official/Volleyball	3250-490-000-30	\$ 75.00
Ed Zboyovsky	Official/Football	3250-490-000-30	\$ 75.00
PSERS	Employee's Share of Retirement	0462-230-000-00	\$ 63,809.81
PSERS	Buyback for Sept 2017	0462-011-000-00	\$ 34.98
Daniel Beisler	Solicitor	2350-330-000-00	\$ 9,176.50
Comcast	District Run Charter School	1110-390-000-00	\$ 142.72
Linda Croushore	Design Team Meeting	2360-320-000-00	\$ 350.00
Dex Media	Advertising Services	2620-530-000-00	\$ 45.30
Dynamic Systems	General Fund Checks	2500-610-000-00	\$ 419.01
Kelly Services	Substitute Teacher Services	2832-330-000-00	\$ 3,214.80
M.A.C.A.	Water/GV, HS, Logan	2620-424-000-00	\$ 2,244.71
Verizon Wireless	Cell Phones	2620-530-000-00	\$ 166.37
Adelphoi Education	Approved Private School	1290-568-270-00	\$ 7,573.50
AIU	Invoices from 16-17	1225-322-270-00	\$ 34,986.76
Dex Media	Advertising Services	2620-530-000-00	\$ 39.15
M.A.C.A.	Water/Logan	2620-424-000-00	\$ 1,067.32
Wall Borough TC	Refund/Pd to EA in error - Borough Taxex	6111-400-000-00	\$ 402.88
Sascha Craig	Official/Football	3250-490-000-30	\$ 45.00
Robert Jackson	Official/Football	3250-490-000-30	\$ 45.00
David Kraft	Official/Football	3250-490-000-30	\$ 45.00
East Allegheny Education	Union Dues	0462-009-000-00	\$ 8,192.97
East Allegheny Personnel	Union Dues	0462-010-000-00	\$ 1,280.18
Pennsylvania SCDU	Child Support	0462-014-000-00	\$ 471.78
DES	Replace Cafeteria Camera	2240-330-010-30	\$ 1,298.56
Paul Jeren	Official/Soccer	3250-490-000-30	\$ 65.00
Dan Lapcevic	Official/Soccer	3250-490-000-30	\$ 65.00
PMEA	Registration	3210-810-000-30	\$ 195.00
Tony Battle	Official/Soccer	3250-490-000-30	\$ 65.00
Jerry Finnegan	Official/Soccer	3250-490-000-30	\$ 65.00
ACCSNA	School Nurse Fall Update Conference	2440-580-330-30	\$ 18.00
ACDA-PA	Sweet Harmony/Registration	3210-810-000-30	\$ 255.00
AT&T Mobility	Cell Phones	2620-530-000-00	\$ 51.73
Duquesne Light	Electric/Logan, HS	2620-622-000-30	\$ 24,961.88

Bills for Approval and Ratification November 2017

Kelly Services	Substitute Teacher Services	2832-330-000-00	\$	9,370.80
N.V.T.S.A.	Sewage/GV, Logan, HS	2620-424-000-00	\$	1,754.00
Peoples	Gas/Stadium, GV	2620-621-000-10	\$	136.86
Verizon	Phones	2620-530-000-00	\$	375.59
Dave Ackerman	Official/Soccer	3250-490-000-30	\$	130.00
Tony Battle	Official/Soccer	3250-490-000-30	\$	65.00
Bill Casey	Official/Volleyball	3250-490-000-30	\$	75.00
Karen Ricco	Official/Volleyball	3250-490-000-30	\$	75.00
Tim Ungvarsky	Official/Soccer	3250-490-000-30	\$	65.00
Charles Gross	Official/Football	3250-490-000-30	\$	50.00
David Kraft	Official/Football	3250-490-000-30	\$	50.00
AKS	Transportation/Sept	2720-510-000-00	\$	256,224.77
Guardian Protection	Security Services/GV	2660-340-000-00	\$	510.00
PASBO	Membership Renewal	2500-810-000-00	\$	241.00
Dan Dodaro	Official/Basketball	3250-490-000-30	\$	35.00
Bob Saxman	Official/Basketball	3250-490-000-30	\$	35.00
AT&T	Business Services	2620-530-000-00	\$	211.11
ACDA-PA	Mucho Macho Music	3210-810-000-30	\$	155.00
Budget Rental	Truck Rental	3210-442-000-30	\$	183.36
Duquesne Light	Electric/GV	2620-622-000-10	\$	462.46
First National Bank	Supplies	2220-610-040-30	\$	2,203.40
Peoples	Gas/Logan, HS	2620-621-000-30	\$	3,198.00
Petroleum Traders	Gas for District Vehicles	2650-620-000-00	\$	10,208.30
U.S. Postal Service	Postage	2540-530-000-00	\$	1,500.00
UPMC Health Benefits	Worker's Comp	1110-260-000-10	\$	504.00
Verizon Wireless	Cell Phones	2620-530-000-00	\$	74.41
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$	615.80
Woodland Hills SD	Tuition/13-14	1290-560-270-30	\$	4,408.90
Capital One	Monthly Loan Payment	5100-832-000-00	\$	19,643.69
ACSHIC	Healthcare for November	0421-000-000-00	\$	259,069.17
Patti Nelis	Official/Soccer	3250-490-000-30	\$	75.00
Priscilla Nevarez	Official/Soccer	3250-490-000-30	\$	753.00
Timothy Dawson, Esquire	Expulsion Hearings	2350-330-000-00	\$	800.00
Myers Duffy Dansak	Student Disciplinary Hearing	2350-330-000-00	\$	675.00
Pennsylvania SCDU	Child Support	0462-014-000-00	\$	471.78
Paul Antalik	Official/Basketball	3250-490-000-30	\$	65.00
Charles Gross, III	Official/Football	3250-490-000-30	\$	50.00
Brian batko	Official/Football	3250-490-000-30	\$	50.00
Joram Bielewicz	Official/Basketball	3250-490-000-30	\$	65.00
Kirk Jessep	Official/Football	3250-490-000-30	\$	50.00
Charles Gross, Jr.	Official/Football	3250-490-000-30	\$	50.00
UCMS	Unemployment Compensation 3/2017	3210-250-000-00	\$	862.55
John Gutwald	District Printing	2540-300-000-00	\$	1,280.00
Meyers Coach Lines	High School Band Trip	2720-510-000-00	\$	3,500.00
AFLAC	Employee Deduction	0462-006-000-00	\$	908.60
Alcose Credit Union	Employee Deduction	0462-008-000-00	\$	10,835.02
Cal-Ed Credit Union	Employee Deduction	0462-016-000-00	\$	190.00
Consortium for Public Ed	Employee Deduction	0462-019-000-00	\$	59.00
Lynn Palmieri	Refund	0462-015-000-00	\$	60.00
PHEAA	Wage Attachment	0462-015-000-00	\$	226.46
TSA Consulting	Employee Deduction	0462-003-000-00	\$	8,165.00
Washington National	Employee Deduction	0462-004-000-00	\$	2,052.41

Bills for Approval and Ratification November 2017

Keystone Municipal	Local Tax/North Versailles	0462-025-000-00	\$ 2,055.80
Keystone Municipal	Local Tax	0462-020-000-00	\$ 27,315.38
United Way	Employee Deduction	0462-012-000-00	\$ 90.00
American United Life	Income Insurance	1110-214-000-00	\$ 242.76
Madison National Life	Income Insurance	0493-214-000-00	\$ 1,329.82
School Claims	Life Insurance	0421-100-000-00	\$ 2,539.67
Budget Rental	Truck Rental	3210-442-000-30	\$ 107.43
Dex Media	Advertising Services	2620-530-000-00	\$ 480.00
Duquesne Light	Electric/Unmetered	2620-622-000-00	\$ 300.52
Home Depot	Supplies	2620-610-000-00	\$ 894.43
Kelly Services	Substitute Teacher Services	2832-330-000-00	\$ 4,856.40
PSERS	Employer's Share of Retirement/A. Sudyk	2620-230-000-00	\$ 390.54
PMEA	Honors Orchestra	3210-810-000-30	\$ 50.00
UGI Energy Svcs	Gas/HS, Logan	2620-621-000-00	\$ 566.14
Verizon	Phones	2620-530-000-00	\$ 1,065.92
WPSCA	Soccer Coaches Assoc Dues	3250-810-000-30	\$ 30.00
Wilmington Trust	Bond Payment/Series 2000 Tax Ex	5100-832-911-00	\$ 1,005,000.00
David Craft	Official/Football	3250-490-000-30	\$ 45.00
Sascha Craig, Jr.	Official/Football	3250-490-000-30	\$ 45.00
Bob Johns	Official/Football	3250-490-000-30	\$ 45.00
Zachary Mesher	Official/Football	3250-490-000-30	\$ 75.00
William Miles	Official/Football	3250-490-000-30	\$ 75.00
Bill Miles	Official/Football	3250-490-000-30	\$ 75.00
Ray Milliren	Official/Football	3250-490-000-30	\$ 75.00
Marc Packrall	Official/Football	3250-490-000-30	\$ 75.00
Bill Smith	Official/Football	3250-490-000-30	\$ 75.00
Shane Snyder	Official/Football	3250-490-000-30	\$ 75.00
M.D.I.A.	Pool Electrical Inspection/HS	2640-430-000-00	\$ 450.00
PSERS	Employee Share of Retirement/October	0462-230-000-00	\$ 65,300.17
PSERS	Buyback for October	0462-011-000-00	\$ 55.00
Budget Rental	Truck Rental	3210-442-000-30	\$ 290.78
Linda Croushore	Design Team Meeting	2360-320-000-00	\$ 350.00
Dex Media	Advertising Services	2620-530-000-00	\$ 84.45
Mary Ann Fetsick	Reimburse/Comcast Pymt	2330-315-000-00	\$ 268.50
William Fries	Reimburse/Cell Phone	2620-530-000-00	\$ 50.00
Kelly Services	Substitute Teacher Services	2832-330-000-00	\$ 4,582.80
M.A.W.C.	Water/GV, HS, Logan	2620-424-000-00	\$ 2,952.57
Sam's Club	Membership Fee, Service Fee	2500-300-000-00	\$ 125.00
Second Step	BPU Lesson Notebook & Staff Training	1110-610-000-10	\$ 1,099.00
Frank Tylka	Reimburse/Postage, Copies, Folding	2330-530-000-00	\$ 101.17
Verizon	Long Distance	2620-530-000-00	\$ 56.48
Dennis Cash	Official/Basketball	3250-490-000-30	\$ 65.00
Mike Muarizi	Official/Basketball	3250-490-000-30	\$ 65.00
Larry Regotti	Official/Basketball	3250-490-000-30	\$ 65.00
Dennis Rockwell	Official/Basketball	3250-490-000-30	\$ 65.00
East Allegheny Education	Union Dues	0462-009-000-00	\$ 8,192.97
East Allegheny Personnel	Union Dues	0462-010-000-00	\$ 1,309.32
Pennsylvania SCDU	Child Support	0462-014-000-00	\$ 471.78

**Bills for Ratification \$ 1,899,046.22**

**Batch 5 \$ 604,894.34**

Bills for Approval and Ratification November 2017

<b>Batch 98 Charter Schools</b>	<b>\$ 196,852.60</b>
<b>Total Bills for Approval &amp; Ratification</b>	<b>\$ 2,700,793.16</b>

Cafeteria Bill List  
October 17-18

Check	Payable to		AMOUNT	PAYMENT	INVOICE
3637	Allegheny County Health Dept.	High School fee & full permit café'	\$158.00	11/13/2017	Full Permit FY 2018
3638	Nutrition, Inc.	reimburse ovens-Oct. - September totals	\$83,235.22	11/13/2017	INV23790-INV24021
3639	TNT Equipment Co.Inc.	Convex roller- Logan café	\$146.41	11/13/2017	39511
3640	TRI-Mark SS Kemp Pittsburgh	pizza pan/can openers/supplies/	\$3,462.65	11/13/2017	7920311;9080570;9080572;9080573;9080574
3641	Tri-State restaurant Equip.Co.	6M drop in well	\$3,495.00	11/13/2017	348154
3642	W.B. Mason	63XL ink logan café	\$63.98	11/13/2017	order# S053926451
3643	Monteverde's, Inc.	Fresh Fruits & Vegetables	\$6,123.25	11/13/2017	366703;368597;370016;371539;373548
3644	Reinhart Foodservice, L.L.C.	Ranch Dressing	\$192.20	11/13/2017	692844
	<b>Bills for approval and ratification</b>				
		<b>TOTAL</b>	<b>\$96,876.71</b>		

**FEDERAL PROGRAMS BILL LIST FOR NOVEMBER 2017**

	<b>T</b>	
<b>Description</b>		
ITEMS PURCHASED FOR THE TITLE I LABS FOR THE 16 - 17 SCHOOL YEAR FOR PARENT/STUDENT ACTIVITIES PUT ON THE DISTRICT CHARGE		306.90
SIGHT WORD FLASH CARDS; PHONICS; MATH BRAIN AND OTHER MATERIALS RESOURCES PURCHASED BY GRZYB, MONTGOMERY, TURKOWSKI FOR THE TITLE 1 LABS		542.10
2 ITEMS PURCHASED FOR THE TITLE 1 READING LAB; RECEIPT ATTACHED TO ORDER		52.00
POSTAGE FOR TITLE 1 NEWSLETTERS; MEETINGS; PERMISSION LETTERS, ETC.		51.05
<b>TOTAL TITLE I PROJECT YR. 16 - 17</b>	<b>\$</b>	<b>952.05</b>
<b>Description</b>		
PAYROLL 10/20		15,932.45
SS FOR 10/20		970.99
MC FOR 10/20		227.09
RETIREMENT FOR 10/20		5,189.20
PAYROLL 11/1		16,113.61
SS FOR 11/1		983.63
MC FOR 11/1		230.05
RETIREMENT FOR 11/1		5,248.21
HOSP. FOR NOV		4,900.89
DENTAL FOR NOV		330.21
VISION FOR NOV		47.96
LIFE FOR NOV		140.00
60 COPIES OF "A CHAIR FOR MY MOTHER" FOR 10/18 ACTIVITY WITH TITLE 1 PARENTS/STUDENTS		383.40
<b>VOID</b>		
17 - 18 FEDERAL PROGRAMS LOOK ALIKE MEETING FEES		60.00
3 X 4 WHITE TAGBOARD SENTENCE STRIPS; REWARDS/INCENTIVES FOR TITLE I LABS		103.61
REAMS OF BLUE CARD STOCK, GREEN CARD STOCK, YELLOW CARD STOCK - A. TURKOWSKI'S LAB		163.29
FUNDS TO BE USED FOR THE TITLE I STUDENT SCHOLASTIC BOOK FAIR WINNER		25.00
PAYROLL 11/17		16,113.61
SS FOR 11/17		983.63
MC FOR 11/17		230.05
RETIREMENT FOR 11/17		5,248.21
HOSP FOR DEC		4,900.89
DENTAL FOR DEC		330.21
VISION FOR DEC		47.96
LIFE FOR DEC		140.00
REIMB. FOR HOURS FOR PIMS REPORT AND UPLOAD; QUARTERLY & FINAL REPORTS		2,400.00
ITEMS PURCHASED FOR TITLE 1 STUDENT/PARENT ACTIVITY 10/18; RECEIPTS ATTACHED TO REQ.		105.00
<b>TOTAL TITLE I PROJECT YR. 17 - 18</b>	<b>\$</b>	<b>81,549.15</b>
<b>Description</b>		
<b>TOTAL TITLE II PT. A 17 - 18</b>	<b>\$</b>	<b>-</b>
<b>Description</b>		
MINI ROBOTIS; STEM SERIES TRACING MAP; ROBOTIS STEM -LEVEL 1		2,109.69
BASKETBALL HOOP AND BALLS FOR ALTERNATIVE ED GYM CLASS		28.12
TRANSPORTATION FOR 2 SCIENCE CLASSES TO COLLECT WATER SAMPLES FOR ENVIRONMENT CLASSES		203.53
TRANSPORTATION FOR STEM CLUB FIELD TRIP TO THE CHILDRENS' MUSEUM		313.53
<b>TOTAL TITLE IV 17 - 18</b>	<b>\$</b>	<b>2,423.22</b>

## LEASE AGREEMENT

This Lease Agreement ("Lease") is made and effective the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between East Allegheny School District ("EASD") and Agency Institute ("Agency").

EASD is the owner of the Green Valley primary school located in North Versailles Township, Allegheny County, 3290 Crestview Drive, Lot and Block No. 459-B-375. EASD makes available for lease the building and Agency desires to lease this building from EASD for the term, at the rental and upon the conditions and provision herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. **Term.** - **Agreed to as of 9-6-17**

A. EASD hereby leases the leased premises to Agency, and Agency hereby leases the same from EASD, for an "Initial Term" beginning the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and ending the \_\_\_\_\_ day of \_\_\_\_\_, 2018, a year-by-year Lease. EASD shall sue its best efforts to give Agency possession as nearly as possible at the beginning of the Lease term.

B. Lease may be renewed for additional year-by-year terms. EASD and Agency shall exercise such renewal option by giving written notice to each other not less than ninety (90) days prior to the expiration of the initial term.

2. **Rental.** - **Proposed and awaiting Agency's response**

A. In lieu of monies to be paid by Agency to EASD, one (1) free seat shall be provided to EASD per every twenty (20) students enrolled (181 days per seat)-one (1) seat per every additional (20) students.

B. Two (2) additional seats shall be provided to EASD in lieu of utility payments.



C. A total of five (4) seats per year shall be provided to EASD once occupancy reaches thirty (40) students with one (1) additional seat being provided to EASD following every twenty (20) students enrolled thereof.

D. Attached hereto as part of this Lease agreement is a Memorandum of Understanding concerning tuition reimbursement, and payment of utility services.

3. **Use of Premises. -Agreed to as of 9-6-17**

A. Agency will use the leases premises only for its education programs operated for Allegheny County youth, which use includes alternative education for disruptive youth, and day treatment for court adjudicated youth. EASD has agreed that Agency will be permitted to enroll students as nonresidents of EASD into the program.

4. **Utilities. -Proposed and awaiting Agency's response**

A. EASD shall be responsible for all utilities servicing the leased premises, including, but not limited to electric, natural gas, telephone, cable, refuse and garbage collection, water and sewage. An MOU/Agreement has been established, attached hereto, requiring Agency to assist EASD in regard to provide these utility services throughout each year of this Agreement.

5. **Building and Grounds, Maintenance, Repair, Janitorial, and Custodial Services. -Agreed to as of 9-6-17 with amendments**

A. Agency shall be responsible at its sole cost for all cleaning and janitorial services for the leased premises, including snow removal and lawn maintenance.

B. Agency shall maintain the leased premises throughout the Lease term and any extensions of that term, and keep them free from waste or nuisance. Agency shall perform routine repairs to the building, including appearance issues, doors, windows, mechanical, and electrical repairs. ~~Agency shall also maintain the~~ boilers, water heaters, electrical distribution, waterlines, and drain lines with an expense cap on these repairs of \$1,000.00 per event, with an annual cap of \$10,000.00 per school year (July 1<sup>st</sup> through June 30<sup>th</sup>).



C. Agency shall be responsible for building envelope as stated in 5B. East Allegheny will be responsible for mandatory maintenance of the roof, exterior walls, and parking lot areas.

D. EASD Agency shall be responsible for capital equipment replacement, repair, or maintenance costs toward all school related physical structures as a result of normal wear and tear. Agency shall be responsible for ~~or~~ damage concerning all daily operations involved with programming.

6. Food Service. -Proposed and awaiting Agency's Response

A. ~~Agency will work with EASD Food Services to try to determine a viable process that would result in a break-even position for the cost of food service at the school. shall provide all food service via contracted services (through student payment sources) and shall meet all state and local statutes regarding food safety, inspections and sanitation. The attached MOU/Agreement establishes the terms under which Agency is to assist EASD in regard to food service.~~

7. Alterations and Improvements. -Agreed to as of 6-6-17

A. Agency, at Agency's expense, shall have the right following EASD's consent to remodel, redecorate, and make additions, improvements, and replacements of and to all or any part of the leases premises from time to time as Agency may deem desirable, provide the same are made in a workmanlike manner and utilizing good quality materials. Agency shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the leases premises and fasten the same to the premises. All personal property, equipment, and temporary installations whether acquired by Agency at the commencement of the Lease term or placed or installed on the leases premises by Agency thereafter shall remain Agency's property free and clean of any claim by EASD. Agency shall have the right to remove the same at any time during the term of the Lease, provided that all damages to the leases premises caused by such removal shall be repaired by Agency at Agency's expense.

8. Insurance. -Agreed to as of 9-6-17

A. EASD shall maintain fire and extended coverage insurance on the building at the leased premises in such amounts as EASD deems appropriate. Agency Institute shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable fixtures, located in the leased premises.

B. Agency Institute and EASD shall, each at its own expense, maintain a policy or policies of comprehensive, general liability insurance with respect to the respective activities of each in the building with the premiums thereon fully paid on or before due date, issued by and abiding upon some insurance company approved by EASD, such insurance to afford minimum protection of not less than \$1,000,000.00 combined single limit coverage of bodily injury, property damage or combination thereof. EASD shall be listed as an additional insured on Agency's policy or policies of comprehensive general liability insurance and Agency shall provide EASD with current Certificates of Insurance evidencing Agency's compliance with this paragraph. Agency shall obtain the agreement of their insurers to notify EASD that a policy is due to expire at least ten (10) days prior such expiration. EASD shall not be required to maintain insurance against thefts within the leases premises or the building.

9. **Indemnifications: The Parties agree to the following indemnifications:**  
**-Agreed to as of 9-6-17 with amendments**

Agency agrees to indemnify and hold EASD, its officers, agents and employees, harmless against any and all liabilities, claims, demands, damages, reasonable attorneys' fees, and costs and expenses, including loss of life, personal injury or damage to property caused to any person on or about the Leased Premises, arising in connection with: the conduct or management of Agency's business or its use of the leased premises; any failure on the part of Agency to observe, perform or comply with any terms, covenants or conditions of this lease; or any act or negligence of Agency, its officers, agents, contractors, employees, sub-Agencies, or invitees in or about the Leased Premises.

In case of any action or proceeding **caused by Agency** brought against EASD by reason of any such claim, Agency, on notice from EASD, agrees to defend the action or proceeding with counsel reasonably acceptable to EASD, or shall cause it to be resisted or defended by an insurer, and/or at the election of EASD to pay all attorney's fees and costs **up to agency insurance limit** incurred by EASD in connection with any of

the foregoing matters. Without limiting the foregoing or any other waivers in favor of EASD set forth in this Lease, Agency will forever release and hold EASD harmless from all claims arising out of damage to Agency's property unless such damage occurs as a result of EASD's negligent or deliberate failure to make repairs required by the lease within a reasonable time after having received written notice of the need for such repair, and in no event shall EASD be liable for damage to Agency's property which is or could have been insured against by Agency under commonly available insurance policies. The indemnification and releases set forth in this paragraph shall survive the expiration or termination of this Lease.

EASD agrees to indemnify and hold Agency, its officers, agents and employees, harmless against any and all liabilities, claims, demands, damages, reasonable attorneys' fees, and costs and expenses, including loss of life, personal injury or damage to property caused to any person on or about the Leased Premises, arising and/or in connection with: the conduct or management of EASD's business or its use of the leased premises; any failure on the part of EASD to observe, perform or comply with any terms, covenants or conditions of this lease; or any act or negligence in or about the Leased Premises, by EASD, its officers, agents, contractors, employees, or invitees. In case of any action or proceeding is brought against Agency by reason of any such claim, EASD, on notice from Agency, agrees to defend the action or proceeding with counsel reasonably acceptable to Agency, or shall cause it to be resisted or defended by an insurer, and/or at the election of Agency to pay all attorney's fees and costs incurred by Agency in connection with any of the foregoing matters. The indemnification and releases set forth in this paragraph shall survive the expiration or termination of this Lease.

10. **Notice.**

A. Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by US Certified Mail, Return Receipt Requested, addressed as follows:

If to EASD to:

Donald MacFann, Superintendent  
East Allegheny School District  
1150 Jacks Run Road



North Versailles, PA 15137-2797

If to Agency to:

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**AGENCY**

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**EAST ALLEGHENY SCHOOL DISTRICT**

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Title: Use of School Facilities  
Status Active  
Legal 1. 24 P.S. 775  
2. 24 P.S. 511  
24 P.S. 779  
22 PA Code 403.1  
61 PA Code 901.1  
61 PA Code 901.701  
10 P.S. 328.101 et seq  
35 P.S. 1223.5  
20 U.S.C. 7181 et seq  
20 U.S.C. 7905  
Last Revised October 17, 2017

### **Authority**

The Director of Education (DE) or Designee establishes that school facilities for Holy Family Institute Specialized Learning (HFI-SL) shall be made available for community purposes, provided that purpose does not interfere with the educational program of the schools.

The DE shall provide the use of school facilities when permission has been requested in writing and has been approved by the DE or designee in accordance with the following order of priority:

EASD sponsored or sanctioned activities including the groups who directly support the activities (i.e. Boosters, PTA, PTO, EAEA, Forbes Road) – Fee Schedule Applies

Local community organizations comprised of school aged children (i.e. EAAA baseball, football, basketball, soccer, softball, cheerleading, local scouts) - Fee Schedule Applies

Local community organizations comprised of residents and alumni (i.e. Men's Volleyball, Alumni Soccer, EA Reunions) - Fee Schedule Applies

Organizations charging admission (i.e. Golden Triangles, GMK Dance, Tamburitzans, church, Lion's Club) - Fee Schedule Applies

Affiliated School Entities (i.e. Local municipalities, Police/Fire, County, Board of Elections, State, etc.) – Fee Schedule Applies

However, the DE reserves the right to permit or deny any group the right to use any district facilities regardless of membership, at their discretion. The fee schedule may be modified accordingly as per DE discretion

HFI-SL shall be held harmless by the user for any and all liability that arises from use of school facilities by any school or nonschool related organization, individual or activity

The DE or designee shall establish annually a schedule of fees for the use of school facilities (HFI-SL fee schedule will be the same as the EASD fee schedule. EASD to provide the revised fee schedule to the DE prior to each school year)

### **Delegation of Responsibility**

The DE or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.

### **Guidelines**

Each user shall present evidence of purchase of organizational liability insurance to the limit prescribed by HFI-SL rules.

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

Users shall be financially liable for damage to the facilities/grounds and for proper chaperones.

### Scheduling

A request for use of school facilities/grounds shall be submitted at least thirty (30) days prior to desired usage by all organizations.

All requests for use of facilities/grounds must be made in writing on official permit application forms (waiver/deposit form included).

The DE or designee shall have the prerogative to approve the requests for school facilities/grounds and school sponsored affiliated groups.

### Auditorium/Gym

When outside organizations wish to use our auditorium/gym, HFI-SL will have first choice to operate any concessions and should none of the groups wish to operate concessions during a particular event, the organization requesting to rent the facility would then have the opportunity to run the concessions in accordance with their concession stand policy which must be approved by the DE.

### Stage

All use of stage equipment is to be under the control and supervision of the school or organization stage manager.

Information concerning stage settings is to be furnished at time of application for use of facilities/grounds.

### Parking

1. Use only those areas designated for parking.
2. Handicapped parking areas are provided and must be observed.
3. Parking or driving on grass areas is prohibited.

### Use of School facilities/grounds

Organization or members of the community are prohibited from using the facilities / grounds prior to 3:00 p.m. during regular school days, and during all other school-related activities being conducted. Use of the facilities/grounds by members of the community is limited to such times as it does not interfere with educational programs of the school, including use of the school by gym classes or other school activities.

### Supervision

There shall be a school/organization custodian or school/organization representative on duty at all times when school facilities/grounds are in use.

Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the school representative and the organization sponsor to enforce this regulation.

Sponsoring groups are responsible for the proper use of all school equipment and facilities. Building and equipment must be left in a clean, orderly condition. Failure to do so will result in extra charges and possible termination of future use as determined by the DE.

#### Rental Times and Fees

Rental fee covers the use of facilities, lighting, heat, and water.

Unless specified as "No Operating Personnel Costs," the number and type of operating personnel shall be established by the DE and their cost will be in addition to the rental fee.

All facilities/grounds except the auditorium/gym must be vacated by 10:00 P.M. The Auditorium/gym and the grounds must be vacated immediately upon conclusion of the event.

HFI-SL shall be reimbursed for any overtime costs incurred or any additional cost, etc.

Arrangements for the use of additional facilities must be made at the time of determining the fee to be paid.

Payment of rental fees and operating costs are to be made prior to the usage of the facilities.

If operating costs cannot be determined prior to the proposed use, those costs will be billed after use has been made.

#### **FEE SCHEDULE**

PLEASE SEE ATTACHED FEE SCHEDULES.

**IMPORTANT NOTE: PLEASE BE ADVISED THAT HFI-SL RESERVES THE RIGHT TO CHARGE ADDITIONAL RENTAL FEES IN SOME CASES DUE TO ANY DAMAGES OR EXCESS USE OF THE FACILITIES/GROUNDS BEYOND THOSE, WHICH ARE APPROVED UNDER THE USE OF SCHOOL PROPERTY APPLICATION. ALSO, APPLICANTS THAT ARE CONSIDERED DIRECTLY SCHOOL SPONSORED ARE THOSE STUDENT AND ADULT ORGANIZATIONS, WHICH ARE SANCTIONED BY THE APPROPRIATE SCHOOL DISTRICT/ORGANIZATION. (NOT BOOSTER, ADULT CLUBS, ATHLETIC TEAMS, DANCE ENSEMBLES, CHURCHES, PRIVATELY OWNED GROUPS AND ANY OTHER ORGANIZATIONS DEEMED NON-SCHOOL BY HFI-SL.)**



Book	Policy Manual
Section	100 Programs
Title	Copy of Interscholastic Athletics
Number	123
Status	
Legal	<a href="#">1. 22 PA Code 4.27</a> 2. Pol. 103 <a href="#">3. 24 P.S. 511</a> 4. Pol. 204 5. Pol. 218 <a href="#">7. 24 P.S. 5333</a> 8. Pol. 123.2 <a href="#">9. 24 P.S. 1603-C</a> <a href="#">10. 24 P.S. 5323</a> <a href="#">22 PA Code 12.1</a> <a href="#">22 PA Code 12.4</a> <a href="#">24 P.S. 1601-C et seq</a> <a href="#">24 P.S. 5321 et seq</a> <a href="#">24 P.S. 5331 et seq</a> <a href="#">34 CFR 106.41</a>
Adopted	August 14, 2000
Last Revised	November 12, 2012

### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and to the community.

The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship and teamwork.

### **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with law and regulations. [\[1\]](#)[\[2\]](#)

The Board shall approve a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions. [\[3\]](#)

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; be free of injury, as determined by the district physician. [\[3\]](#)



The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

The Board directs that no student may participate in interscholastic athletics who has not: [\[3\]](#)

1. Met the requirements for academic eligibility. In order to be eligible, students must pass 4 core academic classes, which meet on a daily basis. These classes are in the content areas of Math, English, Social Studies, and Science. Students must maintain a 2.0 GPA in these classes to be academically eligible to participate in athletics. The district follows the P.I.A.A. guidelines wherein if you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued. Eligibility for the first grading period is based on your final grades for the preceding school year.
2. Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
3. Attended school regularly. [\[4\]](#)
4. Been in attendance on the day of the athletic event or practice.
5. Returned all school athletic equipment previously used.

#### 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: [\[5\]](#)

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.
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.

#### **Delegation of Responsibility**

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following: [\[7\]](#)[\[8\]](#)[\[10\]](#)

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events. [\[1\]](#)

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

#### **Guidelines**

##### Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[\[9\]](#)

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[\[9\]](#)

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[\[9\]](#)

Last Modified by Lila Sedlak on September 21, 2017



Book Policy Manual  
Section 100 Programs  
Title Nondiscrimination in School and Classroom Practices  
Number 103 Vol IV 2017

Status

Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 15.1 et seq](#)
- [4. 22 PA Code 4.4](#)
- [5. 24 P.S. 1301-A](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 20 U.S.C. 1681 et seq](#)
- [10. 29 U.S.C. 794](#)
- [11. 42 U.S.C. 12101 et seq](#)
- [12. 42 U.S.C. 1981 et seq](#)
- [13. 42 U.S.C. 2000d et seq](#)
- [14. 43 P.S. 951 et seq](#)
15. Pol. 103.1
16. Pol. 218
17. Pol. 247
18. Pol. 249
- [19. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [20. 29 CFR 1604.11](#)
- [21. 29 CFR 1606.8](#)
22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
- [24. Office for Civil Rights – Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties \(January 2001\)](#)
- [25. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability \(Oct. 26, 2010\)](#)
26. Pol. 806
- [27. 18 Pa. C.S.A. 2709](#)
28. Pol. 815
- [28 CFR Part 35](#)
- [28 CFR Part 41](#)
- [34 CFR Part 100](#)
- [34 CFR Part 104](#)
- [34 CFR Part 106](#)
- [34 CFR Part 110](#)
- Pol. 122
- Pol. 123
- Pol. 701

## **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools **without discrimination on the basis of** race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19]

**The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.**

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, **services**, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who **believe they or others** have been subject to discrimination to promptly report such incidents to designated employees, **even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.**

The Board directs that **verbal and written** complaints of discrimination shall be investigated promptly, and **appropriate corrective or preventative** action be taken when allegations are substantiated. **The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.**

## **Confidentiality**

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be **handled in accordance** with this policy and the district's legal and investigative obligations.

## **Retaliation**

**The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.**

## **Definitions**

### **Discriminatory Harassment**

**Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.** [20][21][22][23][24][25]

**For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:**

1. **Sufficiently severe, persistent or pervasive; and**
2. **A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.**

### **Sexual Harassment**

**Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:**

1. **Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any**

educational or other programs offered by a school; or

2. **Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or**
3. **Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or**
4. **Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.**

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the

{ } **Human Resources Director**

{X} **Other - School Psychologist**

as the district's Compliance Officer. **All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.**

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public **to notify them of where and how to initiate complaints under this policy.**

The Compliance Officer is responsible **to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:**

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. **Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. **Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.**

The building principal or designee shall be responsible to **promptly** complete the following duties **upon receipt of a report of discrimination or retaliation from a student, employee or third party:**

1. **If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.**
2. **Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.**
3. **Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of**

violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

4. **Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**
5. **Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.**
6. **After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.**

## **Guidelines**

### Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct **by any student, employee or third party** that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. **Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.**

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, **as well as properly making any mandatory police or child protective services reports required by law.**[26]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

**The complainant or reporting employee may be encouraged to use the district’s report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.**

#### **Step 2 – Investigation**

**Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.**

**The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.**

**The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the **allegations**. The investigator may also evaluate any other information and materials relevant to the investigation. **The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone’s participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.**

If the investigation **reveals** that the conduct being investigated may involve a violation of criminal law, the **investigator shall promptly notify the Compliance Officer, who shall promptly** inform law enforcement authorities about the **allegations.**[26][27][28]

The obligation to conduct this investigation shall not be negated by the fact that a criminal **or child protective services**

investigation of the incident is pending or has been concluded. **The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.**

### Step 3 – Investigative Report

The **investigator** shall prepare and submit a written report to the Compliance Officer within **twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, **the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action,** and a recommended disposition of the complaint. **An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition **within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.**

### Step 4 – District Action

If the investigation results in a finding that **some or all of the allegations of the complaint are established and constitute** a violation of this policy, the district shall take prompt, corrective action **designed** to ensure that such conduct ceases **and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.** District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. **The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

**If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.**

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

### Appeal Procedure

1. If the complainant **or the accused** is not satisfied with a finding **made pursuant to** the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. **If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.**
2. The **individual receiving the appeal** shall review the investigation and the investigative report and may also conduct **or designate another person to conduct** a reasonable **supplemental investigation to assess the sufficiency and propriety of the prior investigation.**
3. The **person handling the appeal** shall prepare a written response to the appeal within **twenty (20) days.** Copies of the response shall be provided to the complainant, the accused and the **investigator** who conducted the initial investigation.

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Book	Policy Manual
Section	100 Programs
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## Legal

1. [22 PA Code 12.1](#)
2. [22 PA Code 12.4](#)
3. [22 PA Code 15.1 et seq](#)
4. [22 PA Code 4.4](#)
5. [28 CFR Part 35](#)
6. [28 CFR Part 36](#)
7. [29 U.S.C. 794](#)
8. [34 CFR Part 104](#)
9. [42 U.S.C. 12101 et seq](#)
10. Pol. 103
11. [22 PA Code 15.2](#)
12. [42 U.S.C. 12102](#)
13. [22 PA Code 15.7](#)
14. [34 CFR 104.7](#)
15. [22 PA Code 15.4](#)
16. [34 CFR 104.32](#)
17. Pol. 113
18. [22 PA Code 15.5](#)
19. [22 PA Code 15.6](#)
20. [34 CFR 104.35](#)
21. [22 PA Code 15.3](#)
22. [34 CFR 104.34](#)
23. [34 CFR 104.37](#)
24. Pol. 112
25. Pol. 122
26. Pol. 123
27. Pol. 810
28. [22 PA Code 15.8](#)
29. [22 PA Code 15.9](#)
30. Pol. 216
31. Pol. 218
32. Pol. 233
33. [22 PA Code 10.2](#)
34. [24 P.S. 1303-A](#)
35. [35 P.S. 780-102](#)
36. [22 PA Code 10.21](#)
37. [22 PA Code 10.22](#)
38. [22 PA Code 10.23](#)
39. [22 PA Code 10.25](#)
40. [24 P.S. 1302.1-A](#)
41. Pol. 113.2
42. Pol. 218.1
43. Pol. 218.2
44. Pol. 222
45. Pol. 227
46. Pol. 805.1
47. [22 PA Code 15.1](#)
48. [34 CFR 104.36](#)
49. [22 PA Code 14.162](#)

## **Authority**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

## **Definitions**

**Qualified student with a disability** - 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. [\[11\]](#)[\[12\]](#)

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians. [\[3\]](#)[\[8\]](#)

**Section 504 Service Agreement (Service Agreement)** - 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. [\[13\]](#)

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities. [\[10\]](#)

## **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the

{ } Superintendent

{ } Assistant Superintendent

~~{X-} Other - School Psychologist~~ \_\_\_\_\_

as the district's Section 504 Coordinator. [\[14\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities. [\[15\]](#)[\[16\]](#)

## **Guidelines**

### **Identification and Evaluation**

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find

efforts, in order to not duplicate efforts. [\[16\]](#)[\[17\]](#)

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice. [\[18\]](#)[\[19\]](#)[\[20\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability. [\[20\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing. [\[20\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

#### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. [\[13\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian. [\[13\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent. [\[18\]](#)

#### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home. [\[21\]](#)[\[22\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities. [\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

#### Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services. [\[13\]](#)[\[19\]](#)[\[20\]](#)[\[28\]](#)

#### Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy. [\[29\]](#)[\[30\]](#)

#### Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies. [\[31\]](#)[\[32\]](#)

#### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[33\]](#)[\[34\]](#)[\[35\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable. [\[11\]](#)[\[13\]](#)[\[21\]](#)[\[29\]](#)[\[31\]](#)[\[33\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability. [\[10\]](#)[\[37\]](#)[\[46\]](#)[\[47\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior. [\[13\]](#)[\[38\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity. [\[34\]](#)[\[46\]](#)

### PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure. [\[28\]](#)[\[48\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504. [\[19\]](#)

#### Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply: [\[28\]](#)

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication. [\[28\]](#)

#### Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement. [\[28\]](#)

#### Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations. [\[28\]](#)[\[49\]](#)

#### Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [\[28\]](#)

### COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. [\[10\]](#)

### Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct **by any student, employee or third party** that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. **Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.**

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, **as well as properly making any mandatory police or child protective services reports required by law.**[50]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee **may be** encouraged to use the **district's** report form, available from the Section 504 building administrator **or Section 504 Coordinator, or to put the complaint in writing; however,** oral complaints shall be **accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.**

### Step 2 – Investigation

**Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.**

**The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.**

**The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the **allegations.** The investigator may also evaluate any other information and materials relevant to the investigation. **The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.**

If the investigation **reveals** that the conduct being investigated may involve a violation of criminal law, the **investigator shall promptly notify the Section 504 Coordinator, who shall promptly** inform law enforcement authorities about the **allegations.**[10][50][51][52]

The obligation to conduct this investigation shall not be negated by the fact that a criminal **or child protective services** investigation of the incident is pending or has been concluded. **The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.**

### Step 3 – Investigative Report

The **investigator** shall prepare and submit a written report to the Section 504 Coordinator within **twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, **the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a**

**whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, **within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.**

#### Step 4 – District Action

If the investigation results in a finding that **some or all of the allegations of the complaint are established** and constitute a violation of this policy, the district shall take prompt, corrective action **designed** to ensure that such conduct ceases and **that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.** District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. **The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

**If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.**

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant **or the accused** is not satisfied with a finding **made pursuant to** the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable **supplemental investigation to assess the sufficiency and propriety of the prior investigation.**
3. The Section 504 Coordinator shall prepare a written response to the appeal within **twenty (20) days.** Copies of the response shall be provided to the complainant, the accused and the **investigator** who conducted the initial investigation.

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[103\\_1-Attach 2.doc \(34 KB\)](#)

[103\\_1-Attach 3.doc \(28 KB\)](#)

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### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, **marital status**, genetic information, **pregnancy** or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

The Board encourages employees and third parties who **believe they or others** have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that **verbal and written** complaints of discrimination shall be investigated promptly, and **appropriate** corrective action be taken when allegations are substantiated. **The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.**

### **Confidentiality**

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint, and the investigation shall be**



handled in accordance with this policy and the district's legal and investigative obligations.

#### Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

#### Definitions

##### Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.[\[8\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

##### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the

{ } Human Resources Director

{X-} Other - Director of Fiscal Affairs

as the district's Compliance Officer. **All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.**

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public **to notify them of where and how to initiate complaints under this policy.**

The Compliance Officer shall be responsible to **ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of nondiscrimination procedures in the following areas:**

1. **Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and**



**proposed employee** disciplinary actions up to and including termination.

2. **Training - Provision of training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.**
3. **Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.**
4. **Complaints - Monitor and provide technical assistance to building principals or designees in processing complaints.**

The building principal or designee shall be responsible to **promptly** complete the following duties **upon receipt of a report of discrimination or retaliation from employees or third parties**:

1. If the building principal is the subject of the complaint, **refer the complainant to the Compliance Officer to carry out these responsibilities.**
2. **Inform the employee or third party about this policy including the right to an investigation of both verbal and written complaints of discrimination.**
3. **Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.**
4. **Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.**
5. **After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.**

#### **Guidelines**

##### Complaint Procedure – Employee/Third Party

#### **Step 1 – Reporting**

An employee or third party who believes s/he has been subject to conduct **by any student, employee or third party** that constitutes a violation of this policy is encouraged to immediately report the matter to the building principal. **Any person with knowledge of conduct which may violate this policy, is encouraged to immediately report the matter to the building principal.**

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant **or reporting employee may be** encouraged to use the **district's** report form, available from the building principal **or Compliance Officer, or to put the complaint in writing; however,** oral complaints shall be accepted, **documented and the procedures of this policy implemented.** The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

#### **Step 2 – Investigation**

**Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a discrimination investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.**

**The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.**

**The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the **allegations.** The investigator may also evaluate any other information and materials relevant to the investigation.

The person reporting the alleged discrimination, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within **twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the **information and evaluation that formed the basis for this determination**, whether the **conduct** violated this policy **and any other violation of law or Board policy which may warrant further district action**, and a recommended disposition of the complaint. **An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition **within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.**

### Step 4 – District Action

If the investigation results in a finding that **some or all of the allegations of the complaint are established** and constitute a violation of this policy, the district shall take prompt, corrective action **designed** to ensure that such conduct ceases **and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.** District staff shall document the corrective action taken and, **where not prohibited by law**, inform the complainant. **The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

**If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.**

Disciplinary actions shall be consistent with Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant **or the accused** is not satisfied with a finding **made pursuant to the policy or** with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. **If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.**
2. **The individual receiving the appeal** shall review the investigation and the investigative report and may also conduct **or designate another person to conduct** a reasonable **supplemental investigation to assess the sufficiency and propriety of the prior investigation.**
3. **The person handling the appeal** shall prepare a written response to the appeal within **twenty (20) days.** Copies of the response shall be provided to the complainant, the accused **and the investigator** who conducted the initial investigation.

**PSBA Revision 9/17 © 2017 PSBA**

[104-Attach.doc \(28 KB\)](#)

Last Modified by Lila Sedlak on November 29, 2017



Book	Policy Manual
Section	100 Programs
Title	Title I - Comparability of Services
Number	150 Vol IV 2017
Status	From PSBA
Legal	<a href="#">1. 20 U.S.C. 6321</a> 2. Pol. 138 3. Pol. 103.1 4. Pol. 113 5. Pol. 114 6. Pol. 906

### **Purpose**

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

### **Authority**

The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds. [\[1\]](#)

If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school. [\[1\]](#)

The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

### **Definition**

For purposes of this policy, **grade span** is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.

### **Delegation of Responsibility**

If the district has more than one (1) building per grade span, the

{ } Superintendent

{ } Federal Programs Coordinator

{ } Business Manager

shall complete a Detailed School Data Sheet.

Regardless of buildings per grade span, the

{ } Superintendent

{ } Federal Programs Coordinator

{ } Business Manager

shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.

**Guidelines**

For the purposes of determining comparability, the district may exclude:

1. State and local funds expended for language instruction education programs.[2]
2. Excess costs associated with providing services to students with disabilities.[3][4][5]
3. Unexpected changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[6]

**PSBA New 9/17 © 2017 PSBA**

Last Modified by Lila Sedlak on October 24, 2017



Book Policy Manual  
 Section 800 Operations  
 Title Copy of Suicide  
 Number 819

Status

Legal [1. 24 P.S. 1526](#)  
 3. Pol. 248  
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 7. Pol. 207  
 8. Pol. 216  
 9. Pol. 236  
 10. Pol. 333  
 11. Pol. 113  
 12. Pol. 113.2  
 13. Pol. 113.3  
 14. Pol. 114  
 15. Pol. 117  
 16. Pol. 204  
 Pol. 146  
 Pol. 805  
 17. Pol. 433

Adopted May 8, 2000

Last Revised January 11, 2016

### **Purpose**

The East Allegheny School District acknowledges that there is a nation-wide occurrence of suicide among school-age children and adolescents. This policy shall serve to establish general procedures and guidelines to coordinate the efforts of school personnel, family members, and community services in response to the student who is identified as self-destructive or in the event of an actual suicide or attempt where there is an educational impact on students.

The Board is committed to protecting the health, safety and welfare of its students and the school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.

It is desirable that students identified as self-destructive be offered appropriate assistance as soon as possible. The responsibilities of school personnel working with depressed or suicidal students will primarily be student support, parental contact and referral as outlined in this policy. While the significance of maintaining student confidentiality is recognized, confidentiality may be waived in life-threatening situations.

### **Definitions**

**Confidentiality** - Efforts to maintain a student's privacy. Referral and intervention information is to be shared among involved administrators, Student Assistance Team members and other school/agency personnel only as required to protect the well-being of the student.

**Student Assistance Team** - Professional staff recognized by East Allegheny School District as trained in the referral and

intervention processes of working with students at-risk.

**Depression** - Generalized mental state characterized by hopelessness or dejection; not necessarily a clinical diagnosis. May or may not also include expressions or extreme anger, guilt or dangerous and impulsive behavior.

[Behavioral health - the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses and/or mental disorders.](#)

**Intervention** - Confrontational process intended to protect a student from harm. Should include encouragement for the student/family to seek professional assistance towards that end.

**Monitor** - Process whereby a student referred to the Student Assistance Team, through the regular referral procedure, is tracked or observed periodically through normal school process; may include teacher or other observations of school behavior and conversations of any length with the student and/or parent/guardian; does not imply continuous supervision other than that normally provided during the course of a regular school day.

**Postvention** - Procedures to deal with the aftermath of a suicide. Includes notification procedures and support for students and staff. Primary purpose is to restore educational functioning of the school and to discourage any influence towards subsequent suicidal behaviors.

**Referral** - Informing of a potentially threatening situation or informing of opportunities for assistance and support.

**Suicidal Ideation** - Verbal, behavioral or written expressions of a student's contemplation of suicide.

**Building Administrator** - Includes the principal, assistant principal, or his/her designee.

**Parent** - Refers to legal custodial parent/guardian.

## **Guidelines**

### General Procedures

1. The building administrator in charge or his/her designee will be informed as soon as possible of any situations where there may be potential harm to a student.

Emergency situations are to be handled as such.

2. Every effort will be made to maintain student confidentiality as outlined in school district policy. Information will be released on a need-to-know basis at the discretion of the administrator in charge or his/her designee. Attempts to obtain legal releases will be made when necessary.
3. The safety of students and staff involved/affected will be the primary and immediate concern.
4. Notification of a parent/guardian is recognized as a significant part of the intervention process. All such contacts and attempts to contact will be documented by the person making the contact.
5. All media contact will be directed by the Superintendent or his/her designee. Every attempt will be made to discourage media contact with students and staff on school property in order to protect the privacy of all involved.
6. Efforts will be made to support students and staff not necessarily directly involved with the situation, but whose functioning in the educational system is disrupted or disabled as a result.

### Purpose

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources. [1][3][4][5]

### Authority

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk. [6][7][8][9]

[The Board directs the district to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.](#)

The district shall notify employees, students, and parents/guardians of this policy and shall post the policy on the district's website.

### **Guidelines**

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website. [1]

## **SUICIDE AWARENESS AND PREVENTION EDUCATION [1]**

### Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

1. { } Inform students about broader behavioral health issues such as depression and substance abuse, as well as specific risk factors, protective factors and warning signs for suicide.
2. { } Encourage students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer.
3. { } Adhere to safe and effective messaging guidelines, avoid graphic testimonials, and include reputable suicide prevention resources.
4. { } Promote a healthy school climate where students feel connected to and can identify trusted adults in the building.
5. { } Be conducted in the classroom, not as a large group assembly.

### Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years. [1][10][17]

{ } The district's professional development plan also includes similar training for professional educators in grades K-5.

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, designated administrators, school guidance counselors, school psychologists, school social workers and district mental health professionals and school nurses.

### Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

## **METHODS OF PREVENTION [1]**

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.



In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

### Suicide Prevention Coordinators

#### *District-Wide –*

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

#### *Building Level –*

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

### Early Identification Procedures

Early identification of individuals with **suicide one (1) or more suicidal** risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about **suicide uicidal** risk factors and warning signs.

**Suicide risk factors** refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
  - Depression.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self injury.
- Personal Characteristics:
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.
- Adverse/Stressful Life Circumstances:
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues.
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.
- Family Characteristics:
  - Family history of suicide or suicidal behavior.
  - Family mental health problems.
  - Divorce/Death of parent/guardian.
  - Parental-Child relationship.

**Warning signs** are **evidence-based indicators indications** that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.

- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

#### Referral Procedures

Any district employee who observes a student exhibiting a warning sign for suicide or has identified a student with one (1) or more risk factors or who has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or further assessment and intervention in accordance with district procedures.

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the school counselor and/or the Student Assistance Program for support and follow-up.

#### Documentation

The district shall document the reasons for referral, including specific warning signs and suicide risk factors identified as indications that the student may be at risk.

### **METHODS OF INTERVENTION**<sup>[1]</sup>

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and ~~completed~~ suicide death. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A district-approved suicide risk screening or assessment ~~tool instrument~~ may be used by trained behavioral mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.[5]

The district shall identify behavioral mental health service providers to whom students can be referred for further suicide risk screening and/or assessment and assistance.

**Behavioral Mental health service providers** – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community behavioral mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

If the student is identified as being at increased risk of suicide, the district shall create a new, or update a previous, an emotional or mental health safety plan to support a student and the student's family. The safety plan should be developed collaboratively with input from the student and reviewed with the student's family. if the student has been identified as being at increased risk of suicide.

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[11][12][13][14]

#### Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention, suicide risk screening and/or ~~and~~ assessment and follow-up, proceeds including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

## METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT<sup>[1]</sup>

The district shall maintain a trained school crisis response/crisis intervention team. Team members shall include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, School Resource Officers, members of the Student Assistance Program Team, and others as designated by the district such as community behavioral health agency resources.

### Response to Suicide Attempt:

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide suicidal act or attempt on school grounds or during a school-sponsored event.

### Re-Entry Procedures

A student's excusal from school attendance after a behavioral mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.<sup>[11][12][13][15][16]</sup>

Prior to a student returning to school after a behavioral health crisis, a A-district-employed behavioral mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to ensure the student's readiness to return to school and to create an individual re-entry plan. ~~discuss re-entry and applicable next steps to ensure the student's readiness to return to school.~~

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral mental health care providers, request written documentation from the treating facility and encourage their involvement in the re-entry meeting.

The designated district employee will periodically check in, as needed, with the student to monitor the student's progress, facilitate the transition back into the school community and address any concerns.

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.

### Response to Suicide (Postvention)

Upon confirmation of a suicide death, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at risk youth; and providing resources and supports for students, staff and families. The district will review any requests for memorials in accordance with district procedures.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicide death.

## REPORT PROCEDURES<sup>[1]</sup>

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding

the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district **behavioral mental** health professionals and school nurses.

### SUICIDE AWARENESS AND PREVENTION RESOURCES<sup>[1]</sup>

#### ***National:***

- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)** or visit <http://www.suicidepreventionlifeline.org/>
- Crisis Text Line: **TEXT 741-741** or visit <http://www.crisistextline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) Preventing Suicide: A Toolkit for High Schools <https://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669>

#### ***Pennsylvania:***

- [List of Crisis Intervention contact information by county](#)
- [List of County CASSP and Children's Behavioral Health Contact Persons](#)
- [County Task Force Resources: By county, available contact information is provided for crisis, the Suicide Prevention Task Force, local chapter of AFSP, and other local mental health/suicide prevention resources](#)

#### **National and State Organizations**

#### ***National:***

- American Association of Suicidology (AAS): <http://www.suicidology.org/>
- American Foundation for Suicide Prevention (AFSP): <https://www.afsp.org/>
- Suicide Prevention Resource Center (SPRC): <http://www.sprc.org/>

#### ***Pennsylvania:***

- Prevent Suicide PA: <http://www.preventsuicidepa.org/>
- Jana Marie Foundation: <http://www.janamariefoundation.org/>
- Aavidum: <http://aavidum.com/cms/>
- Services for Teens at Risk (STAR-Center) <https://www.starcenter.pitt.edu/STAR-Center-Home/1/Default.aspx>
- Pennsylvania Department of Education [www.education.state.pa.us](http://www.education.state.pa.us)

~~A listing of resources regarding suicide awareness and prevention shall be attached to this policy.~~

819-Attach.doc (50 KB)

Last Modified by Lila Sedlak on October 24, 2017