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PORT ALLEGANY SCHOOL DISTRICT

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PORT ALLEGANY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: JUNE 16, 1998

REVISED: APRIL 14, 2003

REVISED: January 12, 2009

801. PUBLIC RECORDS	
<p>1. Purpose</p>	<p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law and Board policy. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.</p> <p>The board designates the board secretary to act as the district's open records officer.</p>
<p>2. Definition 65 P.S. Sec. 66.1</p>	<p>The public records of this district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services, supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p> <p>Public records shall not include the following:</p> <ol style="list-style-type: none"> 1. Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties. 2. Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.
<p>Pol. 216</p>	<ol style="list-style-type: none"> 3. Education records concerning individual students, in accordance with federal and state laws.
<p>Pol. 324, 424, 524</p>	<ol style="list-style-type: none"> 4. Personnel files, in compliance with applicable laws.
<p>3. Authority 65 P.S. Sec. 66.1 et seq</p>	<p>The Board shall make the district's public records available for inspection and duplication to any legal resident of the United States, in accordance with Board policy and district procedures, with the exception of records exempted by law.</p>

<p>SC 408, 518</p> <p>4. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Board exempts from public inspection any material whose disclosure would constitute an invasion of privacy, unless the individual concerned, or the parent/guardian of a minor student, consents in writing to public disclosure of the materials.</p> <p>The public may inspect and procure copies of the public records of the district during the regular business hours of the district offices.</p> <p>A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.</p> <p>The district is not required to create a public record that does not exist nor to compile, maintain, format or organize a public record in a manner different from that currently maintained by the district. If a public record is maintained only in an electronic format, the district shall duplicate the record on paper, upon request.</p> <p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p> <p>No public record shall be removed from the control or supervision of the designated official.</p> <p><u>Request For Access</u></p> <p>A request for access to a public record shall be submitted to the office of the Superintendent or Board Secretary.</p> <p>Requests may be submitted in writing by mail, by facsimile, or by e-mail.</p> <p>Each request must include the following information:</p> <ol style="list-style-type: none">1. Identification of the requested record, in sufficient detail.2. Medium in which the record is requested.3. Name and address of the person to receive the district's response. <p><u>Response To Request</u></p> <p>The Superintendent or designee shall review the request and respond promptly, within five (5) business days of receiving the request.</p> <p>If the district fails to respond to a request within five (5) business days, the request for access shall be deemed denied.</p>
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If the district determines that the request will be granted, a response shall be sent within five (5) business days. The response shall include the regular business hours of the district office, the medium in which the record is provided, and the assessed fees.

If the district determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial Of Request

If the district denies a request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following:

1. Description of the record requested.
2. Specific reasons for denial, including a citation of supporting authority.
3. Name, title, business address and telephone number, and signature of the employee who denied the request.
4. Date of the response.
5. Procedure to appeal denial of access.

The district shall not deny access to a public record based on the intended use by the requester.

Appeal Of Denial

If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the Superintendent or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

The final determination shall be the final order of the school district.

The requester may appeal the district's final order, in accordance with the provisions of law.

<p>5. Delegation of Responsibility</p> <p>SC 518 Title 22 Sec. 12.33 et seq Pol. 216</p> <p>65 P.S. Sec. 66.1</p>	<p><u>Fees</u></p> <p>Duplicates of public records shall be provided by the district upon payment of applicable fees.</p> <p>A list of fees that may apply shall be provided to each requester, posted in the district office, and be available electronically.</p> <p>The district shall not assess any fees for staff time or resources used to evaluate a request for access to public records.</p> <p>The district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p> <p>The Superintendent or designee shall ensure that the Board policy governing access to public records and the list of applicable fees are posted at the district office.</p> <p>The Superintendent or designee shall develop procedures to implement this policy, which include:</p> <ol style="list-style-type: none"> 1. Preparation of a retention schedule that: conforms to law; requires permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved. 2. A list of reasonable fees applicable to all requests for inspection and duplication of public records, in accordance with law. 3. Provisions to guard the confidentiality of records exempted from the availability of public records. 4. Training of appropriate staff regarding public access to public records.
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801-AR-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

The Open Records Officer will respond as promptly as possible under the circumstances to a request for access to a public record.

The Open Records Officer will forward copies of the district's written responses to records requests to the Superintendent.

Extension Of Time

Upon receipt of a written request for access, the Open Records Officer will determine if any one (1) of the following applies:

1. Redaction - the request for access requires redaction of a record.
2. Retrieval Time/Remote Storage - the request for access requires retrieval of a record stored in a remote location.
3. Staffing Limitations - a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations.
4. Legal Review - a legal review is necessary to determine whether the requested record is a public record subject to access.
5. Lack of Policy Compliance - the requester has not complied with the Board policy governing access to public records.
6. Failure to Pay Fees - the requester refuses to pay applicable, established fees.
7. Nature of Request - the extent or nature of the request precludes a response within the required time period.

If the Open Records Officer determines that an extension of time is required to respond to a records request, the requester will be notified in writing, in accordance with law and Board policy.

Certified Copies

If the Open Records Officer grants a request for access to a record and the requester requests a certified copy of the record for the purpose of legally verifying the public record, the Open Records Officer will provide a certified copy upon payment of the applicable, established fees by the requester.

801-AP-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

District Does Not Possess Record

A request for a public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which relates directly to that governmental function must be submitted to the district's Open Records Officer.

If the Open Records Officer determines that the requested record is subject to public access, the Open Records Officer will respond and grant access in accordance with law, Board policy and administrative regulations.

The requester will pay the established duplication fee.

If the third party that possessed the requested public record duplicated the record in response to the request, the Open Records Officer will remit the fee to the third party.

The third party is not required to provide access to any other of its records.

Transcripts Of Administrative Proceedings

Prior to an adjudication becoming final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester by the proceeding's stenographer.

To request access to a pre-final adjudication transcript possessed by a stenographer that is subject to disclosure, the requester must directly contact the stenographer and pay the fees assessed by the stenographer.

After an adjudication becomes final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester, and the established duplication fee will be charged.

Trade Secrets/Confidential Proprietary Information

When a third party provides a record to the district and includes a written statement signed by its representative that the record contains a trade secret or confidential proprietary information, the Open Records Officer will notify that third party of a request for access to that record.

Trade secret is defined as information, including a formula; drawing; pattern; compilation such as a customer list; program; device; method; technique; or process that derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software obtained by the district under a licensing agreement prohibiting disclosure.

Confidential proprietary information is defined as commercial or financial information that is privileged or confidential and the disclosure of which would cause substantial harm to the competitive position of the individual that submitted the information.

801-AP-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

The Open Records Officer will provide notice within five (5) business days of receipt of the request. The third party will have five (5) business days from receipt of the Open Records Officer's notice to provide input on the release of the requested record.

The Open Records Officer will provide access to the record or will deny the request for access within ten (10) business days of providing notice to the third party and will notify the third party of the Open Records Officer's decision.

Computer Access

The Open Records Officer will not grant requests for access to the district's or its employees' computers.

Discretionary Access

The Open Records Officer may exercise discretion and make an otherwise exempt record accessible in response to a request.

The exempted record will be made accessible for access and duplication, in accordance with law and Board policy, if all of the following apply:

1. Disclosure of the record is not prohibited by federal or state law or regulation, or by judicial order or decree.
2. The record is not protected by privilege, to include the attorney-work product doctrine; attorney-client privilege; doctor-patient privilege; speech and debate privilege; or other privilege recognized by a relevant court.
3. The Superintendent determines that the public interest favoring access outweighs any individual, district or public interest that may favor restriction of access.

Appeal Of Denial Of Access

A requester who is denied access to a requested record by the district will write to the Office of Open Records, 400 N Street, Harrisburg, PA, 17120, and mark the envelope Right-To-Know Appeal.

PORT ALLEGANY
SCHOOL DISTRICT

ADMINISTRATIVE
GUIDELINES

801.AP-2. OPEN RECORDS OFFICER

The School Board designates the Board Secretary to act as the district's Open Records Officer.

The Open Records Officer shall be responsible for the following duties in order to implement the requirements of this policy:

1. Receive all written requests for access to records submitted to the district.
2. Direct request to other appropriate persons within the district or in another agency for a response.
3. Track the district's progress in responding to requests for access to records.
4. Issue interim and final responses to submitted requests.
5. Maintain a log of all record requests and the district's responses.
6. Ensure appropriate school district staff are trained to perform assigned job functions relative to request for access to records.

After receiving a written request for access to a public record, the Open Records Officer shall take the following steps in order to track the ongoing status of and final disposition of the district's response:

1. Note the date on which the written request was received by the school district.
2. Compute the day on which the five (5) business day period for the district's response will expire and make a notation of that date on the written request.
3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, at least until the request has been fulfilled.
4. If the written request is denied, in full or in part, maintain the written request for at least thirty (30) days or, if an appeal is filed to challenge the denial, until a final determination is issued regarding the appeal.

The district shall post the following information on its official website to implement this policy and comply with the Right-to-Know Act:

1. Contact information for the district's Open Records Officer.
2. Contact information for the State Office of Open Records.
3. A copy of the district's form which may be used to file a request.
4. A copy of this policy, its administrative regulations and the district's request form.

PORT ALLEGANY
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

801-AR-3. FEES FOR PUBLIC RECORDS REQUESTS

The district will not charge a fee for the Open Records Officer's review of a record to determine if the requested record is a public record subject to access under law, Board policy and administrative regulations.

The Open Records Officer will ensure that the district establishes, maintains and disseminates a current list of reasonable fees that requesters must pay in order to receive access to a requested record.

The district's established list of reasonable fees applicable to records requests will comply with the following restrictions:

1. Postage – fees will not exceed the actual mailing cost.
2. Duplication – fees for photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means, and other methods of duplication.

Duplication fees will be established and reviewed biannually by the Office of Open Records.

Duplication fees will be charged for a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.

3. Complex and Extensive Data Sets – fees for copying based on the reasonable market value of the same or closely related sets and include geographic information systems and integrated property assessment lists.

These fees do not apply to a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.

4. Certification – fees for official certification of copies if the certification is for the purpose of legally verifying a public record and is requested by the requester.

801-AP-3. FEES FOR PUBLIC RECORDS REQUESTS

5. Conversion to Paper – duplication fees for a record maintained only electronically or in other nonpaper media will be limited to the lesser of either the fee for duplication on paper or in the original media, unless the requester specifically requests that the record be duplicated in the more expensive medium.
6. Enhanced Electronic Access – fees for providing enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester.

These fees may be a flat-rate fee, a subscription fee for a period of time, per-transaction fee, a fee based on the cumulative time of system access, any other reasonable method, or a combination of these.

These fees must be reasonable; may not be established with the intent or effect of excluding individuals from access to records or their duplicates or of creating a profit for the district; and must be approved by the Office of Open Records.

Except as provided by law, no other fees may be imposed unless the district necessarily incurs costs for complying with a request for a public record, and then such fees must be reasonable.

SECTION: OPERATIONS

TITLE: SCHOOL ORGANIZATION

ADOPTED: June 16, 1998

REVISED:

	802. SCHOOL ORGANIZATION
1.Purpose	The Board recognizes that the organizational structure of the district can help achieve a more effective instructional program and a more efficient operation.
2.Authority	Upon the approval of the Department of Education, the schools of this district shall be organized as follows: Elementary school: grades K through 6 Junior/Senior High School: grades 7 through 12
3.Delegation of Responsibility	The Superintendent shall continually monitor the effectiveness of the schools' organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make the wisest use of district resources and serve the educational goals of this Board.
School Code 1310	
PA Code Title 22 Sec. 5.253	

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: June 16, 1998

REVISED:

803. SCHOOL CALENDAR	
<p>1.Purpose</p>	<p>The Board recognizes that the preparation of a calendar is necessary for the efficient operation of the district.</p>
<p>2.Authority SC 1501-4</p>	<p>The Board shall determine annually the days and the hours when the schools shall be in session for instructional purposes in accordance with State law.</p>
<p>SC 1501 Title 22 Sec. 11.1</p>	<p>Such school calendar shall normally consist of 180 student days.</p>
<p>3.Delegation of Responsibility</p>	<p>The Superintendent shall prepare a school calendar for Board consideration annually. The Board reserves the right to alter the school calendar when it is in the best interests of the district.</p>
<p>School Code 1501, 1504</p>	
<p>PA Code Title 22 Sec. 11.1 11.3</p>	

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: June 16, 1998

REVISED:

	<p style="text-align: center;">804. SCHOOL DAY</p> <p>1.Purpose The normal school day for the instruction of the pupils of this district shall be in accordance with law and with the following guidelines.</p> <p>2.Authority The regular school session may be temporarily altered when such alteration is in the best interests of the district by the Superintendent.</p> <p>When weather conditions, energy supplies or other compelling circumstances cause the Superintendent, the Board or the Governor of the Commonwealth to take actions which result in the closing of the schools of the district, such closing shall extend to and include the co-curricular program of the district including athletic practices, athletic contests at home, athletic contests away (if the specific circumstances which cause the school closing are general or extend to the other participating school), and recreation except that school groups scheduled to participate in competitive interscholastic activities or to make public performances the day following the anticipated reopening of the schools may, with the specific permission of the appropriate principal, hold necessary practices or rehearsals.</p> <p>Practices or rehearsals held when schools are closed shall be conducted at times and under conditions which support the objective of the closing of the schools in the first instance. Practices or rehearsals held under these conditions shall be voluntary on the part of the participants.</p> <p>When the schools are closed under the conditions referred to above, they shall be closed to community use for social, educational and recreational purposes.</p>
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SECTION: OPERATIONS

TITLE: EMERGENCY EVACUATION OF SCHOOLS

ADOPTED: June 16, 1998

REVISED:

805. EMERGENCY EVACUATION OF SCHOOLS	
1.Purpose	The following guidelines shall apply to emergencies that affect the operation of the schools of the district.
2.Authority	<p>The district's system of emergency preparedness shall ensure that the health and safety of students and staff are safeguarded and the time necessary for instructional purposes is not unduly diverted.</p> <p>All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the Superintendent consistent with these guidelines.</p> <p>Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building.</p>
3.Delegation of Responsibility	The Superintendent shall develop procedures for the handling of school emergencies which include:
SC 1517	<ol style="list-style-type: none"> 1. A plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property which shall be practiced monthly in fire drills conducted in accordance with law. 2. The conduct of bus evacuation drills twice a year in accordance with law. 3. A plan for the sequestering of students in a safe place other than the school. 4. Design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students.
SC 1518 Pol. 105	<ol style="list-style-type: none"> 5. Instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the schools (Policy 105). 6. The immediate notification of appropriate administrative personnel whenever any employe becomes aware of an emergency or impending emergency.

805. EMERGENCY EVACUATION OF SCHOOLS - Pg. 2

<p>School Code 1517, 1518</p> <p>Other Cite Pol. 105</p>	<p>7. Cooperation with local agencies such as police department, fire department, or civil defense.</p> <p>8. The continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.</p>
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Port Allegany School District

SECTION: OPERATIONS

TITLE: CHILD ABUSE

ADOPTED: June 16, 1998

REVISED: October 12, 2015

<p>1. Authority SC 1205.6 23 Pa. C.S.A. Sec. 6301 et seq Pol. 333, 818</p> <p>2. Definitions</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p>	<p style="text-align: center;">806. CHILD ABUSE</p> <p>The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.</p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>Bodily injury - impairment of physical condition or substantial pain.</p> <p>Child - an individual under eighteen (18) years of age.</p> <p>Child abuse - intentionally, knowingly or recklessly doing any of the following:</p> <ol style="list-style-type: none"> 1. Causing bodily injury to a child through any recent act or failure to act. 2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act. 3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act. 4. Causing sexual abuse or exploitation of a child through any act or failure to act. 5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. 6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
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7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.

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

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;

	<ol style="list-style-type: none"> 3. Is necessary for self-defense or defense of another; 4. Is necessary to prevent the child from self-inflicted physical harm; or 5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.
<p>SC 1205.6</p>	<p>Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Independent contractor - an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Perpetrator - a person who has committed child abuse and is a parent/guardian of the child, a spouse or former spouse of the child's parent/guardian, a paramour or former paramour of the child's parent/guardian, a person responsible for the child's welfare, an individual residing in the same home as the child, an individual fourteen (14) years of age or older who is responsible for the child's welfare or who resides in the same home as the child, or an individual eighteen (18) years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Program, activity or service - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> 1. A youth camp or program. 2. A recreational camp or program. 3. A sports or athletic program. 4. An outreach program.

<p>23 Pa. C.S.A. Sec. 6303</p>	<p>5. An enrichment program.</p> <p>6. A troop, club or similar organization.</p> <p>Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> 1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened. 2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:</p> <ol style="list-style-type: none"> 1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities. 2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Sexual abuse or exploitation - any of the following:</p> <ol style="list-style-type: none"> 1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual. b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

	<p>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</p> <p>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p> <p>Paragraph 1. does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.</p> <p>2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p>Student - an individual enrolled in a district school under eighteen (18) years of age.</p>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>Volunteer - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.</p>
<p>3. Delegation of Responsibility</p>	<p>In accordance with Board policy, the Superintendent or designee shall:</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344 Pol. 302, 304, 305, 306</p>	<p>1. Require each candidate for employment to submit an official child abuse clearance statement and other background checks as required by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3, 6344.4 Pol. 309</p>	<p>2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's official child abuse clearance statement is current.</p>
<p>23 Pa. C.S.A. Sec. 6344.2</p>	<p>3. Require each volunteer to submit an official child abuse clearance statement and other background checks as required by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.4</p>	<p>School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every sixty (60) months.</p>

<p>4. Guidelines</p> <p>SC 1205.6 Pol. 317.1, 333, 818</p> <p>24 P.S. Sec. 2070.1a Pol. 317.1</p> <p>SC 1205.6</p> <p>23 Pa. C.S.A. Sec. 6311</p>	<p>The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.</p> <p>The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.</p> <p><u>Training</u></p> <p>The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students. <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p><u>Duty To Report</u></p> <p>School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:</p> <ol style="list-style-type: none"> 1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service. 2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child. 3. A person makes a specific disclosure to a school employee, independent
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	<p>contractor or volunteer that an identifiable child is the victim of child abuse.</p> <p>4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.</p>
23 Pa. C.S.A. Sec. 6311	A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.
23 Pa. C.S.A. Sec. 6311	A report of suspected child abuse does not require the identification of the person responsible for the child abuse.
23 Pa. C.S.A. Sec. 6318	Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.
23 Pa. C.S.A. Sec. 6319	Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.
18 Pa. C.S.A. Sec. 4906.1	Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.
18 Pa. C.S.A. Sec. 4958	Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.
23 Pa. C.S.A. Sec. 6320	The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.
	<u>Reporting Procedures</u>
23 Pa. C.S.A. Sec. 6305, 6311, 6313	School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies or an oral report via the statewide toll-free telephone number. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.
23 Pa. C.S.A.	A school employee, independent contractor or volunteer who makes a report of

<p>Sec. 6305, 6311, 6313</p>	<p>suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.</p>
<p>23 Pa. C.S.A. Sec. 6305, 6311, 6313</p>	<p>When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.</p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1</p>	<p>If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.</p> <p><u>Investigation</u></p>
<p>23 Pa. C.S.A. Sec. 6311, 6346</p>	<p>The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>
<p>23 Pa. C.S.A. Sec. 6368</p>	<p>Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.</p>

References:

School Code – 24 P.S. Sec. 111, 1301-A et seq.

State Board of Education Regulations – 22 PA Code Sec. 10.1 et seq.

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

Child Exploitation Awareness Education - 24 P.S. Sec. 1527

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

Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304

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

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

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

Board Policy – 302, 304, 305, 306, 309, 317, 317.1, 333, 805.1, 818

No. 806-AP

PORT ALLEGANY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURE

STUDENT'S WELFARE

Child Abuse/Neglect

The Port Allegany School District recognizes an obligation to cooperate with the appropriate county agencies in matters involving the welfare of students. All employees of the district who come into contact with students, are, therefore, committed to report to and cooperate with those authorities who are responsible for compliance under the Child Protective Services Act of 1975 and subsequent amendments. This law, which addresses child abuse and neglect, shall be complied with to the fullest extent in the schools of the district observing strictly the procedural guidelines as stated herein.

Procedural Guidelines

1. A district employe who suspects that a child is a victim of abuse shall immediately call Childline (800-932-0313) and, within 48 hours, submit the required written report to the appropriate county agency.
2. The employe shall immediately inform the building principal of his/her actions and shall provide the principal a copy of the required written report.
3. Building principals shall make informational reports to the Superintendent on each abuse case.
4. Except as provided in item 5, the school district will not permit the use of school premises for the interviewing of a student suspected of being the victim of child abuse prior to notification to the student's parents or guardian and without the informed consent of the parents or guardian.
5. Deviations from the above rule will be permitted when the appropriate agency in either the McKean and/or

Potter County or the school district has information which strongly suggests that the child may have been abused by his/her parents.

- a. To schedule an in-school interview, the appropriate agency in McKean and/or Potter County must submit to the district written, signed certification indicating reason(s) for the investigation.
 - b. The report will be classified as Category C (confidential) data and will be maintained in accordance with the Student Records Policy.
6. When appropriate, school personnel involved will be designated members and attend meetings of the appropriate county agency's Multidisciplinary Team to plan follow-up action.
 7. Any person making a report in good faith shall have immunity from any liability, civil or criminal, that might result.
 - a. The reporting person's identity will not be disclosed unless volunteered by them.
 - b. Act 124, Child Protective Services Law, provides that any person or official required by the Act to report a case of suspected child abuse who willfully fails to do so, on a first offense is guilty of a summary offense. Subsequent offenses are misdemeanors.

PORT ALLEGANY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OPENING EXERCISES/
FLAG DISPLAYS

ADOPTED: June 16, 1998

REVISED: August 27, 2007

807. OPENING EXERCISES/FLAG DISPLAYS	
1. Purpose	The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771	A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.
Title 22 Sec. 12.10	District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.
SC 771	Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.
	References: School Code – 24 P.S. Section 771 State Board of Education Regulations – 22 PA Code Section 12.10

PORT ALLEGANY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: June 16, 1998

REVISED: February 12, 2007

808. FOOD SERVICES	
<p>1. Purpose</p>	<p>Food service programs of the district shall be directed at meeting the needs of the pupils in accordance with these guidelines.</p>
<p>2. Authority SC 504, 1335, 1337</p>	<p>The Board shall provide food service for lunch and breakfast in both schools of the district. Unless they have been excused by the principal, all students are expected to remain in school for the lunch.</p>
<p>SC 504</p>	<p>Food sold by the school may be purchased by students, teachers, and other employees for consumption on school premises.</p>
<p>3. Delegation of Responsibility</p>	<p>The operation and supervision of the food services program shall be the responsibility of the Cafeteria Manager.</p>
<p>SC 504, 1337</p>	<p>The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent monthly and the auditor annually.</p>
<p>4. Guidelines SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the food service program.</p>
<p>42 U.S.C. Sec. 1751-1769 7 CFR Sec. 210.1, 210.31</p>	<p>All funds derived from the operation or sponsorship of the food service facilities shall be deposited in the Cafeteria Fund, a separate bank account, in the same manner as other funds belonging to the school district. Funds shall be expended in such manner as approved and directed by the Board. No amount shall be transferred from the Cafeteria Fund to any other account or fund except district advances to the food services program may be returned to the district's general fund from any surplus resulting from its operation.</p> <p>The district shall participate in the National School Lunch Program.</p>

<p>7 CFR Sec. 245.1, 245.13</p>	<p>Provisions shall be made for free and reduced rate meals as prescribed by federal and state law.</p> <p>The district's general operating budget shall fund the cafeteria manager's salary and benefits, and other expenditures approved by the Board.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 504, 1335, 1337</p> <p>Public Eating Places – 35 P.S. Sec. 655.6</p> <p>Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265</p> <p>School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751-1769h, 1773</p> <p>National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Sec. 210.1-210.31, 220.1-220.21, 245.1-245.13, 246.24</p>
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	<p>4. Parents are required to make a written request to the building principal for bus changes. The request must state student's name, number of bus to be riding, number of the designated bus stop to be picked up or discharged at, and specific date(s).</p> <p>5. In the event of an emergency where a parent is unable to convey a written request to the administrator, the following procedure will be followed:</p> <p style="padding-left: 40px;">If the administrator is reasonably certain that the phone caller is the parent or guardian of the student, s/he may issue a bus pass directing the student to a designated bus stop.</p> <p>6. Pupil transportation under this section must be specifically approved by the Superintendent, principal, or his/her designee.</p> <p>7. Approval for transportation under this section is limited to the school year in which the approval is given.</p> <p>The District will also provide for the transportation of:</p>
<p>SC 1361SC 1362</p>	<p>1. Handicapped children without regard to distance or hazardous walking conditions.</p> <p>2. Children living along public thoroughfares which are currently certified as being hazardous in accordance with the provisions of applicable law.</p> <p>3. Children who are attending registered private schools which are located no more than ten (10) miles from the District's boundaries.</p>
<p>SC 1366</p>	<p>Eligibility for pupil transportation at public expense shall be determined by measuring the distance between the points of intersection of the public highways and the entry drives of the several schools and the point of intersection of the public highway and the entry drive of each residence via the most direct public highway route as specified in Section 1366 of the Public School Code of 1949.</p>
<p>3.Delegation of Responsibility</p>	<p>The Business Manager and principals shall assist the Superintendent in administering the pupil transportation system within the district.</p> <p><u>Contracted Providers</u></p> <p>Contracted school buses and school vehicles must comply with all specifications of the Pennsylvania Department of Transportation. The assigned number must be displayed on the sides and rear of all buses.</p> <p>School bus contracts may be for one (1) year or multi-year periods. Contracts may be renewed through negotiations between the individual contractor and the Board</p>

SC 111
Act 151
of 1994

Transportation Committee within limits established by the Board. All routes not satisfactorily renewed through negotiation with present contractor may be awarded to any person on the basis of competitive bidding or negotiations. An exception to the foregoing procedure may be granted by the Board where the Board determines it is in the best interest of the District to permit an assignment or transfer of contracts.

Newly established transportation routes shall be awarded on the basis of competitive bids or negotiations.

If any of the provisions of this policy are violated by a contractor, such violation shall be sufficient cause to relieve the school district of its obligation to negotiate the renewal of the contract.

Approval of School Bus Drivers

The Board must annually approve all school bus drivers; but drivers are employees of the bus contractor, not the school district, in accordance with the terms of the Transportation Contract. The Board may withdraw approval of school bus drivers if in its judgment circumstances warrant withdrawal of the approval.

The Contractors shall request annual approval of school bus drivers that they intend to employ each school year.

Licensing of School Bus Drivers

Licensing of school bus drivers will done according to Title 67, Chapter 71, of the Vehicle Code. However, the Board hereby establishes that the attainment of 21 years of age shall be a criterion for approval as well as other criteria which may be established by the Board.

Information to support the request for approval of bus drivers shall be provided upon request. Failure to supply the information requested or a misrepresentation of facts may be sufficient grounds to deny the requested approvals.

It is the contractor's responsibility to ensure that each school bus driver has a current Act 34 clearance, Act 151 clearance and FBI criminal history background clearance.

Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.

<p>SC 111</p> <p>Policy 504</p> <p>School Code 1312, 1331, 1361, 1374, 2541, 2542</p> <p>PA Code Title 22 Sec. 23.32, 23.21-2</p>	<p>2. Were charged with a crime deemed serious under the criteria established by law.</p> <p>3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.</p> <p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.</p> <p>The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of the employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If any bus drivers have been charged as stated in this policy, the transportation contract carrier shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.</p> <p><u>Insurance on Contracted Pupil Transportation Vehicles</u></p> <p>Port Allegany School District pupil transportation contractors are required to carry combined single limits for bodily injury and property damage liability of at least \$1,000,000/\$10,000,000.</p> <p>Transportation contractors are to provide the District with certificates of insurance yearly to show that these minimum limits are in effect.</p>
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SECTION: OPERATIONS

TITLE: TRANSPORTATION
PERSONNEL - DRUG AND
ALCOHOL TESTING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 510</p>	<p>810.1 TRANSPORTATION PERSONNEL DRUG AND ALCOHOL TESTING</p> <p>This policy is adopted to comply with federal regulatory mandates and to establish programs and practices designed to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by school bus drivers.</p> <p>The Board mandates that the contracted transportation company shall provide a program for drug and alcohol testing for covered drivers, in accordance with the terms of the Transportation Contract and applicable law.</p>
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SECTION: OPERATIONS

TITLE: BONDING

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 409</p> <p>School Code 409, 431, 436, 511, 684, 2122</p>	<p style="text-align: center;">811. BONDING</p> <p>Prudent trusteeship of the resources of this district dictates that employes responsible for the safekeeping of district funds be bonded.</p> <p>Enumeration and valuation on such bonds shall be determined annually.</p> <p>The Board shall bear the cost of bonding each employe required to be bonded.</p>
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SECTION: OPERATIONS

TITLE: PROPERTY INSURANCE

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority SC 774</p> <p>School Code 774</p>	<p style="text-align: center;">812. PROPERTY INSURANCE</p> <p>The Board recognizes its responsibility under law to insure the real or personal property of this school district, and has adopted this policy to ensure for Actual Cost Value or Replacement Cost.</p> <p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties.</p> <p>In placing insurance the Board shall be guided by service of the insurance agent, scope of coverage provided by policy, and price of desired coverage.</p>
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SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose</p> <p>2.Authority</p>	<p style="text-align: center;">813. OTHER INSURANCE</p> <p>Proper school district operation requires that adequate basic insurance programs be provided for the protection of the district and employes of the district.</p> <p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests. Such coverage shall be in accordance with the following guidelines.</p> <p>The Board shall be responsible for contracting with a person, firm, or corporation authorized to transact business in Pennsylvania to insure against loss or damage to property owned or leased by the district and to insure against liability of every employe and director as a result of an employe's or director's negligence in the performance of his/her employment duties.</p> <p>The person, firm, or corporation from whom insurance coverage is purchased may not be a teacher or administrator employed by the district.</p> <p>Health Care Insurance shall include coverage for hospital care, medical-surgical treatment, major medical expenses, dental care, and vision care for regularly employed persons.</p> <p>Group Life Insurance shall include coverage for regularly employed persons but shall be only ordinary group life.</p> <p>Long Term Disability Insurance shall include coverage for regularly employed persons.</p> <p><u>Health and Accident Insurance for Substitute Employes</u></p> <p>Any person under age 65 who serves the school district as a substitute professional employe for a minimum of thirty (30) days in a given school term may arrange for health, accident, and dental insurance as a member of the school district group plan. Such coverage may be continued until age 65 or to the end of the fiscal year in which the substitute employe is not employed for at least fifteen (15) days.</p>
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Participation in the group insurance plan under authority of this policy is contingent upon full payment of premiums due prior to the 20th of each month. Payments are to be made to the Secretary of the Board by checks payable to the appropriate insurance company.

Insurance Coverage for Retired Employees

Personnel who retire from the school district prior to the age of sixty-five (65) and are receiving retirement payments from the Pennsylvania Public School Employees Retirement System may continue (at their own expense) in the district's medical and dental group plan from the time of retirement until they reach the age of sixty-five (65).

Continued participation in the group insurance plan under this policy is contingent upon full payment of premiums due prior to the 20th day of each month. Checks must be made payable to the appropriate insurance company and presented to the Secretary of the Board.

Insurance Coverage for Furloughed Employees

When professional employees are furloughed, they are usually faced with financial burdens. In addition to loss of salary, they also lose the benefits of group insurance coverages provided by the Board. The purpose of this policy is to assist furloughed employees by making the district's group insurance coverages available during periods of transition to full-time employment.

The Board will permit furloughed professional employees to continue in the district's health, accident and dental insurance groups from the date of furlough to the following August 31. The full cost of this coverage will be at the expense of the furloughed employees.

Employees who have not secured full-time employment by September 1, following the furlough date, may elect to continue in the group, at their own expense, for an additional eighteen month period. If fulltime employment is secured during this period, insurance coverage through the district will terminate not later than thirty (30) days following the employment date.

Participation in the group insurance plan under authority of this policy is contingent upon full payment of premiums due prior to the 20th of each month. Payments are to be made to the Secretary of the Board by checks payable to the appropriate insurance company.

In the event of a qualifying event to the employee, as described below, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in

<p><u>Duration of Con</u></p>	<p>hours, or death of the employe. This terminates his/her insurance under the plan. The administrator, once notified, has fourteen (14) days to notify the employe of this right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986(COBRA). In the event of a qualifying event to a dependent, the employer has fourteen (14) days to notify the dependent of his/her rights to continue coverage after s/he is advised by the employe or dependent that the event has occurred.</p> <p><u>tinuance</u> <u>Qualifying Event of Coverage</u></p> <p>(1) Termination of employ- Up to 18 months ment (except for gross misconduct)</p> <p>(2) Reduction of the Up to 18 months employe's hours which results in loss of coverage</p> <p>(3) Death of an employe Up to 36 months</p> <p>(4) Divorce Up to 36 months</p> <p>(5) Loss of dependent Up to 36 months coverage because employe becomes entitled to Medicare benefits</p> <p>(6) Dependent child no Up to 36 months longer meets definition of an eligible dependent</p> <p>Terminated employes as outlined above are responsible for the gross rate of premiums charged with an additional two percent (2%) charged for the additional corporate administrative cost.</p>
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SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: June 16, 1998

REVISED:

<p>1.Purpose P.L.94-553 Sec. 107</p> <p>2.Definition</p>	<p style="text-align: center;">814. COPYRIGHT MATERIAL</p> <p>The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine.</p> <p><u>Audiovisual Copying</u></p> <p>It is the intent of the Port Allegany School District to adhere to the provisions of the copyright law in all areas, print material, non-print material and microcomputer software. The following procedures represent an effort to comply with law.</p> <p>Recent advances in technology promise to have significant impact on classroom instruction. This technology has given educators greater access to materials in both print and non-print formats. Also, they now have access to computer software from a variety of sources.</p> <p><u>Print Materials Guidelines</u></p> <p>Single Copying for Teachers A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class: chapter from a book, article from a periodical or newspaper, short story, short essay or short poem whether or not from a collective work, chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.</p> <p>Multiple Copies for Classroom Use Not to exceed in any event more than one copy per pupil in a course, multiple copies may be made by or for the teacher of the course for classroom use or discussion. The copying must meet the tests of brevity, spontaneity, and cumulative effect.</p> <p>Prohibitions Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or</p>
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reproduced and used separately. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable materials. Copying shall not be directed by a higher authority or repeated with respect to the same item by the same teacher from term to term.

Non-Print Materials Guidelines for Off-Air Recording

In March of 1979, Congressman Robert Kastenmeier, Chairman of the House of Subcommittee on Courts, Civil Liberties and Administration of Justice, appointed a Negotiating Committee consisting of representatives of education organizations, copyright proprietors, and creative guilds and unions. The following guidelines reflect the Negotiating Committee's consensus as to the application of "fair use" to the recording, retention and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted television programs.

1. The guidelines were developed to apply to offair recording non-profit educational institutions.

2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five

(45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.

3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction with a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school in session days not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.

4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, offair recordings may be used up to the end of the forty-five(45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other nonevaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Microcomputer Software

It is the intent of the Port Allegany School District to adhere to the provisions of copyright laws in the area of microcomputer programs. We recognize that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational software. All of these results are detrimental to the development of effective educational uses of microcomputers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. District employes will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a backup copy of computer programs. This states that "...it is not an infringement for the owner of a copy of computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. that such a new copy and adaptation is for archival purposes only and that all

<p>Federal Regulations P.L. 94-553</p>	<p>archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."</p> <ol style="list-style-type: none">2. When software is used on a disk sharing system, efforts will be made to secure this software from copying.3. When software is used on a file server on a networked system, efforts will be made to secure this software from copying.4. Illegal copies of copyrighted programs may not be made or used on school equipment.5. Employees who willfully disregard the Board copyright policy do so at their own risk and assume all liability for their actions.6. The President of the Board of this school district or his/her designee is the only individual who may sign license agreements for software for the schools in the district. (Each school using the software also should have a signature on a copy of the software agreement for local control).7. The principal of each school site, with the aid of the Technology Coordinator, is responsible for establishing regulations which will enforce this policy at the school level.
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<p>18 Pa. C.S.A. Sec. 6312</p>	<p>Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p>
<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

<p>47 U.S.C. Sec. 254</p> <p>3. Authority</p> <p>Pol. 218, 233, 317</p> <p>47 U.S.C. Sec. 254</p>	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>All district employees and users shall have the right to access an internet connection via personal devices such as smart phones, PDAs, tablets, net-books, etc. The connection will allow users to conduct research and participate in classroom activities. These connections will remain filtered at all times and all attempts will be made to ensure inappropriate content is not accessible through the network.</p> <p>The network is considered a district resource and the district reserves the right to search and/or seize personal devices that have accessed district networks. Once a personal device has joined the district network, all district networking policies apply to that device. The district is not responsible for any damage suffered to personal devices accessing the network.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p> <p>The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p> <p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p>
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<p>Pol. 103, 103.1, 104, 248, 348</p> <p>Pol. 249</p>	<ol style="list-style-type: none"> 1. Defamatory. 2. Lewd, vulgar, or profane. 3. Threatening. 4. Harassing or discriminatory. 5. Bullying. 6. Terroristic.
<p>Pol. 218.2</p> <p>24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.</p> <p>Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.</p>
<p>24 P.S. Sec. 4604</p> <p>24 P.S. Sec. 4610 20 U.S.C. Sec. 6777</p>	<p>Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.</p>
<p>4. Delegation of Responsibility</p> <p>24 P.S. Sec. 4604</p>	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.</p>
	<p>Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p> <p>47 U.S.C. Sec. 254</p> <p>SC 1303.1-A Pol. 249</p> <p>5. Guidelines</p>	<p>Student user agreements shall also be signed by a parent/guardian.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors. <p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat rooms. 2. Cyberbullying awareness and response. <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p>
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Pol. 237	<ol style="list-style-type: none">7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.10. Inappropriate language or profanity.11. Transmission of material likely to be offensive or objectionable to recipients.12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.13. Impersonation of another user, anonymity, and pseudonyms.
Pol. 814	<ol style="list-style-type: none">14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.15. Loading or using of unauthorized games, programs, files, or other electronic media.16. Disruption of the work of other users.17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.18. Accessing the Internet, district computers or other network resources without authorization.19. Disabling or bypassing the Internet blocking/filtering software without authorization.20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be

<p>17 U.S.C. Sec. 101 et seq Pol. 814</p> <p>24 P.S. Sec. 4604</p>	<p>followed:</p> <ol style="list-style-type: none">1. Employees and students shall not reveal their passwords to another individual.2. Users are not to use a computer that has been logged in under another student's or employee's name.3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. <p><u>Copyright</u></p> <p>The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.</p> <p><u>District Website</u></p> <p>The district may establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.</p> <p>Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p>
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Pol. 218, 233, 317	<p>Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814</p> <p>NOTES:</p> <p>State CIPA – Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>Federal CIPA – Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>If district has three (3) employee sections, change the policy cites in the policy and references.</p> <p>** Check backup, particularly any User Agreements included in handbooks, to determine whether or not to add the option for tracking and recovering lost or stolen equipment – if the district has not disabled this type of tracking system, the language should be included in the policy to put users on notice.</p>
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SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: June 16, 1998

REVISED: January 12, 2009

PORT ALLEGANY SCHOOL DISTRICT

818. CONTRACTED SERVICES	
<p>1. Purpose</p>	<p>The Board, in its effort to provide cost effective programs, may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.</p> <p><i>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The District shall monitor and evaluate such services to assure their effectiveness. This policy is adopted to assist the Board in procuring and maintaining qualified and legally certified services.</i></p>
<p>2. Definition SC 1205.6</p>	<p>Direct Contact with Children – <i>the possibility of care, supervision, guidance or control of children or routine interaction with children.</i></p>
<p>3. Authority SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board is required by law to ensure that independent contractors and their employees <i>comply with the mandatory background check requirements for criminal history and child abuse.</i> submit a report of criminal history record from both the Pennsylvania State Police and the federal government. Such reporting forms shall be provided from the Pennsylvania State Police and the Federal Bureau of Investigation for all persons regardless of state of residence.</p>
<p>4. Guidelines SC 111 Title 22 Sec. 8.1et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>SEC 111</p>	<p>All Independent contractors and their employees shall not be employed until each who contract with the district or are hired by the independent contractor after December 1, 2008, shall not do any work for, at, or on behalf of the district until such independent contractor or employee of an independent contractor has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p><i>Independent contractors and their employees shall report, on the designated form, all arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.</i></p> <p>The Superintendent shall prepare rules and procedures to assure that the legal requirements for contracted services are complied with.</p>

	<p>All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district, to immediately notify the contractor if the employee is arrested for or convicted of any criminal misconduct subsequent to employment. If the contractor receives notice of such arrest or conviction by any of its employees from either the employee or a third party, the contractor shall immediately report that information to the school district.</p>
<p>Pol. 610</p>	<p>{ } Mandatory background check requirements for criminal history and child abuse shall be included in all bidding specifications for contracted services.</p> <p>{ } Language shall be included in all bidding specifications for contracted services notifying independent contractors that failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</p>
<p>SC 1205.6</p> <p>24 P.S. Sec. 2070.1a et seq</p> <p>Pol. 806</p>	<p>Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students.
<p>SC 1205.6</p>	<p>Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>Professional Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 610, 806</p>

SECTION: OPERATIONS

TITLE: STUDENT ASSISTANCE PROGRAM

ADOPTED: June 16, 1998

REVISED:

819.1. STUDENT ASSISTANCE PROGRAM	
1.Purpose	<p>The Board recognizes the serious concerns for dysfunctional and self-destructive behaviors regarding our society and desires to do what it can to alleviate concerns within our community.</p>
2.Definition	<p>For the purpose of this policy, a Student Assistance Program shall be established to allow appropriate public school intervention with such behaviors. These behaviors shall include but are not limited to drugs and alcohol use/abuse and suicide prevention/ intervention. Any present and future related policies shall be made a part hereof.</p>
3.Responsibility	<p>The Board, recognizing its part in the total community's responsibility for dysfunctional and/or selfdestructive behavior, directs the administration in conjunction with any other interested school and community groups to propose definitive programs and services plans which allow appropriate public school intervention with such behaviors.</p> <p>Finally, community service organizations, governmental and private groups, area boards of education, and the Seneca Highlands Intermediate Unit are invited to join us in public acknowledgment of our collective concerns as we address what has become a national priority. The Board publicly proclaims its belief that intervention can affect positively the learning and well being of our students.</p> <p>The Superintendent shall be responsible for the implementation of this policy.</p>

Suicide Prevention Resources For Schools

***Please note that the resources listed here are free of charge. There are many more excellent resources for minimal cost.

General Information (many with webinar sessions)

PA Youth Suicide Prevention Initiative Mission <http://www.payspi.org/>

Mission - The Pennsylvania Youth Suicide Prevention Initiative is a multi-system collaboration to reduce youth suicide.

Vision - Youth suicide prevention will be embraced and incorporated into the fabric of every community in Pennsylvania to address the social and emotional needs of youth at risk and survivors of suicide.

Suicide Prevention Resource Center <http://www.sprc.org/>

SPRC is the nation's only federally supported resource center devoted to advancing the *National Strategy for Suicide Prevention*. They provide technical assistance, training, and materials to increase the knowledge and expertise of suicide prevention practitioners and other professionals serving people at risk for suicide. They also promote collaboration among a variety of organizations that play a role in developing the field of suicide prevention.

Toolkit for High Schools <http://store.samhsa.gov/product/SMA12-4669>

Assists high schools and school districts in designing and implementing strategies to prevent suicide and promote behavioral health. Includes tools to implement a multi-faceted suicide prevention program that responds to the needs and cultures of students. Released in June 2012.

American Foundation for Suicide Prevention <http://www.afsp.org/>

The American Foundation for Suicide Prevention has been at the forefront of a wide range of suicide prevention initiatives – each designed to reduce loss of life from suicide. They are investing in groundbreaking research, new educational campaigns, innovative demonstration projects and critical policy work. And they are expanding their assistance to people, whose lives have been affected by suicide, reaching out to offer support and offering opportunities to become involved in prevention.

American Association of Suicidology<http://www.suicidology.org/home>

AAS is a membership organization for all those involved in suicide prevention and intervention, or touched by suicide. AAS is a leader in the advancement of scientific and programmatic efforts in suicide prevention through research, education and training, the development of standards and resources, and survivor support services.

Services for Teens At Risk (STAR Center)<http://www.starcenter.pitt.edu/>

Services for Teens At Risk (STAR-Center) is a comprehensive research, treatment, and training center. Funded by the State of Pennsylvania's General Assembly in 1986 to address adolescent suicide and depression, the program provides individual assessment and treatment to teens that are experiencing depression and suicidality. They also provide community education services about depression and suicidality to schools, social service agencies, churches and other organizations that request them.

The Trevor Project<http://www.thetrevorproject.org/>

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, and questioning youth.

Comprehensive School Guide**Youth Suicide Prevention School-Based Guide**<http://theguide.fmhi.usf.edu/>

The Youth Suicide Prevention School-Based Guide is designed to provide accurate, user-friendly information. The Guide is not a program but a tool that provides a framework for schools to assess their existing or proposed suicide prevention efforts (through a series of checklists) and provides resources and information that school administrators can use to enhance or add to their existing program. First, checklists can be completed to help evaluate the adequacy of the schools' suicide prevention programs. Second, information is offered in a series of issue briefs corresponding to a specific checklist. Each brief offers a rationale for the importance of the specific topic together with a brief overview of the key points. The briefs also offer specific strategies that have proven to work in reducing the incidence of suicide, with references that schools may then explore in greater detail. A resource section with helpful links is also included. The Guide provides information to school to assist them in the development of a framework to work in partnership with community resources and families.

School Policy

Model School Policy on Suicide Prevention –

https://www.afsp.org/content/download/10555/186750/file/Model%20Policy_FINAL.pdf

Written by American Foundation for Suicide Prevention, National Association of School Psychologists, American School Counselor Association, and The Trevor Project. This modular, adaptable document will help educators and school administrators implement comprehensive suicide prevention policies in communities nationwide.

STAR Center Sample School Suicide Policy and Procedure -

<http://www.starcenter.pitt.edu/Sample-School-Suicide-Policy-And-Procedure/41/Default.aspx>

Training for School Staff

Society for Prevention of Teen Suicide

<http://www.sptsusa.org/>

The mission of the Society for the Prevention of Teen Suicide is to reduce the number of youth suicides and attempted suicides by encouraging overall public awareness through the development and promotion of educational training programs for teens, parents and educators.

The free, interactive series Making Educators Partners in Suicide Prevention is designed to be completed at the viewer's own pace. Pennsylvania school staff requiring Act 48 hours may submit the certificate of completion to c-paschool@pa.gov or fax it to 717-783-4790, along with your Dept. of Education Professional ID number, to have these hours submitted.

More Than Sad Program

<http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-professionals/more-than-sad-suicide-prevention-education-for-teachers-and-other-school-personnel>

The More Than Sad Program of the American Foundation for Suicide prevention provides education about factors that put youth at risk for suicide, in particular depression and other mental disorders. Instructional materials accompany the More Than Sad Program, including a power point presentation.

American Foundation for Suicide Prevention (<http://www.afsp.org/>) – PA AFSP chapters will make the “More Than Sad” DVD available **free** to all high and middle schools in PA that request one. **Contact Pat Gainey to receive your copy.** Patricia Gainey, Regional Director, American Foundation for Suicide Prevention, Greater Philadelphia Regional Office, 3535 Market Street, Suite 4047, Philadelphia, PA 19104; Office: (215)746-7256

Suicide Prevention Resource Center – Best Practice Registry <http://www.sprc.org/bpr>

The purpose of the Best Practices Registry (BPR) is to identify, review, and disseminate information about best practices that address specific objective of *the National Strategy for Suicide Prevention*. The BPR is a collaborative project of the Suicide Prevention Resource Center (SPRC) and the American Foundation for Suicide Prevention (AFSP). It is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Many of the best practice resources listed have to be purchased.

Material for Students

More Than Sad Program <http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-teens-and-young-adults/more-than-sad-teen-depression>

The More Than Sad Program of the American Foundation for Suicide prevention provides education about factors that put youth at risk for suicide, in particular depression and other mental disorders.

American Foundation for Suicide Prevention (<http://www.afsp.org>) – PA AFSP chapters will make the “More Than Sad” DVD available free to all high and middle schools in PA that request one. **Contact Pat Gainey to receive your copy.** Patricia Gainey, Regional Director, American Foundation for Suicide Prevention, Greater Philadelphia Regional Office, 3535 Market Street, Suite 4047, Philadelphia, PA 19104; Office: (215)746-7256

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Wisconsin Department of Public Instruction

The curriculum is not SPRC listed, but does use elements of SOS and Lifelines.

http://sspw.dpi.wi.gov/sspw_suicideprev main page

Link to Student programs: http://sspw.dpi.wi.gov/sspw_spstudentprograms

Link to Curriculum: http://sspw.dpi.wi.gov/sspw_suicideprevcurriculum

Postvention Assistance

Services for Teens At Risk (STAR Center) <http://www.starcenter.pitt.edu/>

Services for Teens At Risk (STAR-Center) is a comprehensive research, treatment, and training center. Funded by the State of Pennsylvania's General Assembly in 1986 to address adolescent suicide and depression, the program provides individual assessment and treatment to teens that are experiencing depression and suicidality. They also provide community education services about depression and suicidality to schools, social service agencies, churches and other organizations that request them. Any PA school can contact the STAR-Center for assistance in the aftermath of a suicide or other tragic loss. STAR-Center can also provide in-service training and resource materials on a variety of mental health related topics.

Suicide Prevention Resource Center Postvention Toolkit

<http://www.sprc.org/sites/sprc.org/files/library/AfteraSuicideToolkitforSchools.pdf>

This toolkit is designed to assist schools in the aftermath of a suicide (or other death) in the school community. It is meant to serve as a practical resource for schools facing real-time crises to help them determine what to do, when, and how. The toolkit reflects consensus recommendations developed in consultation with a diverse group of national experts, including school-based personnel, clinicians, researchers, and crisis response professionals. It incorporates relevant existing material and research findings as well as references, templates, and links to additional information and assistance.

Compiled by the: PA Youth Suicide Prevention Initiative: www.payspi.org

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3. Guidelines	<ol style="list-style-type: none">6. Revising of policy and procedures.7. Monitoring the effectiveness of this system. <p>The AED is intended for use on any person who is at least eight (8) years of age and displays ALL the symptoms of cardiac arrest. The AED is not recommended for use in children weighing less than 55 lbs. or less than eight (8) years of age.</p> <p>The AED should be placed only after the following symptoms have been confirmed:</p> <ol style="list-style-type: none">1. The victim is unconscious.2. The victim is not breathing.3. The victim has no pulse and/or shows no signs of life <p>Regional EMS protocols (housed with AED units) for use shall be followed.</p> <p><u>AED Locations</u></p> <p>All AED's maintained within the district are to be housed within wall mount cabinets fitted with alarm. Appropriate warnings and notices will be displayed with all AED units.</p> <p>Port Allegany High School building –</p> <ol style="list-style-type: none">1. Main foyer immediately across the hall from the main office (adjacent to the auditorium).2. The athletic area, within the sports coaches/officials office. <p>Port Allegany Elementary School building -</p> <ol style="list-style-type: none">1. The main hallway across from the gym/cafeteria (adjacent to the health office).
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Equipment

Each AED will be stored with:

- 2 sets of defibrillator electrode pads.
- 2 pair of disposable gloves.
- 1 safety razor.
- 1 barrier device for CPR.
- 1 hand towel.

Initial Training

MERT members must complete training adequate to provide CPR and AED to acceptable standards. The training course must be one approved by the state. MERT members will also be trained in universal precautions against bloodborne pathogens.

Community responders will possess various amounts of training in emergency medical response. Community responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. **The school district will not maintain training records or be responsible for the training and actions of community responders.**

Refresher Training

MERT members will renew CPR and AED training every year in accordance with their particular training/certifying body.

Community responders are encouraged to periodically refresh their CPR and AED training as recommended by their training/certifying body.

Protocol For AED Use

Immediately upon arrival at the scenes of a medical emergency, establish the safety of the scene, then verify the nature of the emergency. Verify if the victim has suffered a cardiac arrest. Follow approved CPR/AED techniques:

1. Verify unconsciousness.
2. If no response from victim, call, or designate someone to activate **EMS** (911), obtain an AED, and notify the main school office.
3. Open the victim's airway.

4. Verify no breathing.
5. Deliver two (2) rescue breaths.
6. Verify no signs of circulation.

Note contraindications to AED use.

After verification of sudden cardiac arrest:

1. Perform approved CPR until AED arrives at scene.
2. Move victim if lying on a wet or metal surface.
3. Turn on AED.
4. Bare and prepare chest (cut or remove clothing, shave excessive chest hair, dry the chest if necessary).
5. Apply defibrillator electrode pads and follow verbal and visual prompts.

Allow the AED to analyze.

If shock is advised:

1. Verbally and visually ensure that the victim is clear prior to shock delivery.
2. Deliver the shock when prompted by pushing the "shock" button.
3. Defibrillate up to three (3) times.
4. Following AED prompts, check for signs of circulation, if absent perform CPR for one (1) minute, continue sequence of 3 shocks and 1 minute of CPR until a "no shock advised" prompt is obtained or EMS responders arrive.

If no shock is advised:

1. Check for signs of circulation, if no signs of circulation, perform CPR until AED prompts to analyze .
2. If signs of circulation are present, assess vital signs, support airway and breathing until EMS responders arrive.
3. Continue following AED prompts until EMS responders arrive.

Post Event Documentation

It is important to document each use of the medical response system. Medical emergencies which require the use of an AED require special documentation. Any and all information generated during AED use should be collected into the patient's confidential medical file. Event data captured within the AEDs internal memory, as well as any written data, should be made available to EMS personnel and the patient's medical facility.

NOTE: An AED event record shall be completed by a member of the district's response team and forwarded to the district medical director within twenty-four (24) hours of the event for review.

Post Event Review

Following each activation of the district's emergency response team, or if a volunteer responder uses the district's AED equipment, a review shall be conducted in order to critique and learn from the event. The school administration, MERT personnel along with the district medical director shall conduct and document the post event review.

The review will include the identification of successful actions and provide opportunities for improvement, as well as critical incident stress debriefing as appropriate.

A summary of the post event review shall be forwarded to the internal safety committee as appropriate.

Equipment Maintenance

All equipment and accessories necessary for support of emergency medical response shall be maintained in a state of readiness in accordance with manufacturers guidelines.

Specific maintenance requirements include:

1. Monthly maintenance checks IAW manufacturers guidelines.
2. Completion of the AED operators checklist and appropriate corrective actions as needed.

Maintenance After AED Use

1. Replace emergency supplies stored with AED and used during event.

<p>School Code 1423</p> <p>PA Statute 42 Pa. C.S.A. Sec. 8331.2, 8337.1</p>	<ol style="list-style-type: none">2. Remove battery and perform insertion test.3. Replace battery as needed.4. Clean AED and case as needed.5. Replace AED and associated supplies in wall mount cabinet. <p><u>Attachments</u></p> <ol style="list-style-type: none">1. Port Allegany School District Automated External Defibrillator Event Record.2. AED Maintenance Record.
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