

SHARPSVILLE AREA SCHOOL DISTRICT

Regular Meeting

June 19, 2019

The regular meeting of the Sharpsville Area School Board was held in the Instrumental Music Room at the Sharpsville Area Elementary School on Wednesday, June 19, 2019, at 7:00 p.m. with President Deanna Thomas presiding. The following members were present: Ron Barnes, Bill Henwood, Tom Lapikas, Michael Lenzi, Janice Raykie, Mary Sternthal, Deanna Thomas, and Jerry Trontel. Darla Grandy participated via speakerphone. Janice Raykie left the meeting at 7:45 p.m.

Also present were Superintendent John Vannoy; Senior Business Manager/Board Secretary Jaime Roberts; Solicitor Robert Tesone; Director of Student Services Tim Dadich; High School Principal Carol Houck; Middle School Principal Heidi Marshall; Elementary Principal Jon Fry; Director of Facilities Wade Hoagland; and guests.

ADOPTION OF THE AGENDA

There was a motion by Mr. Henwood, seconded by Mr. Trontel, to approve the agenda.

Motion carried.

APPROVAL OF MINUTES

There was a motion by Mrs. Sternthal, seconded by Mr. Lenzi, to approve the minutes from the previous meetings.

Motion carried.

OPPORTUNITY FOR CITIZEN PARTICIPATION

Sue Tiber – Lindamood-Bell

Dena Wagner – Lindamood-Bell

Erika Cogswell – Instructional Aide Furlough

Tim Scarvel – Instructional Aide Furlough

Chriss Gaus – Lindamood-Bell, Capable Kids, Instructional Aide Furlough

Michelle Heemer – Lindamood-Bell, Written Complaints

Chris Myers – Written Complaints

SECRETARY'S REPORT

Board Secretary Jaime Roberts had no official action to report.

TREASURER'S REPORT

Treasurer Jerry Trontel recommended the following action:

SCHOOL ACCOUNTS

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to approve the following business:

1. APPROVAL OF ACCOUNTS

Approval of the Monthly Financial Activity of the Payroll, General Fund, Capital Reserve, and Capital Project Accounts with month end balances as follows:

a. Month End Balances

1) Payroll Fund	17,381.63
2) General Fund	3,000,220.95
3) Capital Reserve Fund	22,154.56
4) Capital Project Fund	7,244,211.02

2. RECOMMENDATION TO APPROVE BILLS FOR PAYMENT

a. General Fund

1) Affirmed for May	932,250.30
3) Approved for June	99,627.07

b. Capital Project

1) Approved for June	155,564.89
----------------------	------------

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Raykie, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

BUDGET TRANSFERS

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to approve the list of budget transfers, the same being attached to and a part of your minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Raykie, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

FINANCE REPORT

Chairperson Jerry Trontel recommended the following action:

ACTIVITY ACCOUNTS

There was a motion by Mr. Trontel, seconded by Mrs. Sternthal, to approve the monthly activity of the Middle and High School Activity Accounts for the month of May.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Raykie, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

REAL ESTATE TAX

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, for the adoption of the District's Real Estate Taxing Structure at 80.5 mills for fiscal year 2019-2020.

Roll Call Vote:	Barnes	No
	Grandy	Yes
	Henwood	Yes
	Lapikas	Yes
	Lenzi	No
	Raykie	No
	Sternthal	Yes
	Thomas	Yes
	Trontel	Yes

Motion Carried.

2019-2020 GENERAL FUND BUDGET

There was a motion by Mr. Trontel, seconded by Mr. Barnes, to approve the 2019-2020 Final General Fund Budget of \$18,416,891.

Roll Call Vote:	Barnes	No
	Grandy	Yes
	Henwood	No
	Lapikas	No
	Lenzi	No
	Raykie	No
	Sternthal	No
	Thomas	Yes
	Trontel	Yes

Motion Failed.

Mrs. Raykie left the meeting at 7:45 p.m.

HOMESTEAD/FARMSTEAD EXEMPTION

There was a motion by Mr. Trontel, seconded by Mrs. Sternthal, to approve Resolution 1 of 2019 to set the Homestead/Farmstead Exemption at \$2,624.00 per qualified property, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

PER CAPITA TAX

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to approve the Per Capita Tax of Section 679 of the Public School Code at \$5.00.

Roll Call Vote:	Barnes	Yes
	Grandy	Yes
	Henwood	Yes
	Lapikas	Yes
	Lenzi	Yes
	Sternthal	Yes
	Thomas	Yes
	Trontel	Yes

Motion Carried.

ACT 511 OF TAX ENABLING ACT OF 1965

There was a motion by Mr. Trontel, seconded by Mrs. Sternthal, to approve the following taxes as per Act 511 of the Tax Enabling Act of 1965:

1. 1% Earned Income Tax (Shared with three Municipalities)
2. 1% Real Estate Transfer Tax (Shared with three Municipalities)
3. \$5.00 Per Capita Tax
4. \$10.00 Flat Rate Occupation Tax

Roll Call Vote:	Barnes	Yes
	Grandy	Yes
	Henwood	Yes
	Lapikas	Yes
	Lenzi	Yes
	Sternthal	Yes
	Thomas	Yes
	Trontel	Yes

Motion Carried.

BUDGET TRANSFERS TO BALANCE ACCOUNTS

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to authorize the Senior Business Manager and the District Auditor to make necessary budget transfers to balance the accounts for fiscal year 2018-2019. All transfers will be confirmed by the Board of Education at the regular meeting.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

USE OF FACILITIES FEE SCHEDULE

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to approve the Use of Facilities Fee Schedule for fiscal year 2019-2020, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

AUTHORIZATION OF PAYMENT TO JULY BILLS

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to approve payment of July bills with retroactive approval at the regular August Board meeting.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

INTERSTATE TAX SERVICE UNEMPLOYMENT COMPENSATION

There was a motion by Mr. Trontel, seconded by Mr. Barnes, to approve Interstate Tax Service Unemployment Compensation Services at an estimated cost of \$150.00 per quarter effective July 1, 2019.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

PROFESSIONAL SERVICES RENEWALS

There was a motion by Mr. Trontel, seconded by Mrs. Sternthal, to approve the following Professional Service renewals for the 2019-2020 school year:

1. Auditor of Accounts – Black, Bashor, and Porsch - \$15,500.00 excluding any scope changes, capital projects, or GASB 34 implementation requirements as mandated by the Department of Education
2. School Dentist – Dr. Domenic Lombardi - \$721.00

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

2019-2020 SUBSTITUTE RATES

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to approve the following substitute rates for the 2019-2020 school year:

- | | |
|--------------------------------------|------------------|
| 1. Substitute Teacher Rate | \$85.00 per day |
| 2. Substitute Support Staff Rate | \$10.00 per hour |
| 3. Long-Term Substitute Teacher Rate | \$47,179.00 |

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

CONTRACTED BAND SERVICES

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to approve the following individual for Band Camp Contracted Services for the 2019-2020 school year:

- | | |
|------------------|----------|
| 1. Stephen Marks | \$300.00 |
|------------------|----------|

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

TERMINATION OF CAPITAL RETIREMENT AGREEMENT

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to terminate the service agreement with Capital Retirement for our 403(b) program effective June 30, 2019.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

403(B) VENDORS

There was a motion by Mr. Trontel, seconded by Dr. Thomas, to approve the following 403(b) vendors effective July 1, 2019:

1. Nationwide
2. American Funds
3. Vanguard
4. Oppenheimer

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

NATIONAL BENEFIT SERVICES SERVICE AGREEMENT

There was a motion by Mr. Trontel, seconded by Mr. Lapikas, to approve the National Benefit Services Agreement effective July 1, 2019, for the 403(b) plan, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

ESPAK PROPOSAL AGREEMENT

There was a motion by Mr. Trontel, seconded by Mr. Barnes, to approve the eSpark Proposal Agreement for option B at the cost of \$9,952.00.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

CAPITAL KIDS SERVICE AGREEMENT

There was a motion by Mr. Trontel, seconded by Mrs. Sternthal, to approve the Contracted Services Agreement with Capable Kids for the 2019-2020 school year, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, and Trontel

Opposed: Lenzi, Sternthal, and Thomas

Motion Carried.

WHEELCHAIR LIFT

There was a motion by Mr. Trontel, seconded by Mr. Henwood, to accept the following bids for the installation of a vertical wheelchair lift at the Middle School:

- | | | |
|----|---------------------------------------|-------------|
| 1. | General Contractor – Milcam, Inc. | \$69,160.00 |
| 2. | Electrical Contractor – Current Waves | \$6,044.00 |

Approved: None

Opposed: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

UNFINISHED BUSINESS

Mr. Trontel recommended the following action:

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to remove from the table the following motion:

There was a motion by Mr. Trontel, seconded by Mrs. Grandy, to approve the Bright Beginning and Beyond School Service Agreement for Speech, Occupational, and Physical Therapy Services for the 2019-2020 school year.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

The original motion was voted on as follows:

Approved: None

Opposed: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

POLICY REPORT

Chairperson Michael Lenzi recommended the following action:

SECOND READING REVISED POLICIES

There was a motion by Mr. Lenzi, seconded by Mrs. Sternthal, to approve the second reading of the following revised policies, the same being attached to and a part of these minutes:

1. Policy 204 – Attendance
2. Policy 325 – Dress and Grooming

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

CURRICULUM REPORT

Chairperson Darla Grandy recommended the following action:

2019 LIST OF GRADUATES

There was a motion by Mrs. Grandy, seconded by Mr. Lenzi, to approve the 2019 List of Graduates, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

2019-2020 MIDDLE SCHOOL COURSE GUIDE

There was a motion by Mrs. Grandy, seconded by Mr. Henwood, to approve the 2019-2020 Middle School Course Guide, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Sternthal, Thomas, and Trontel

Opposed: Lenzi

Motion Carried.

2019-2020 SCHOOL HANDBOOKS

There was a motion by Mrs. Grandy, seconded by Mr. Lapikas, to approve the following student handbooks for the 2019-2020 school year, the same being attached to and a part of these minutes:

1. Elementary School
2. Middle School
3. High School

Approved: Barnes, Grandy, Henwood, Lapikas, Sternthal, Thomas, and Trontel

Opposed: Lenzi

Motion Carried.

LINDAMOOD-BELL PROPOSAL OF SERVICE

There was a motion by Mrs. Grandy, seconded by Mr. Lenzi, to accept the Lindamood-Bell Proposal of Service in the amount of \$39,000.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

NEGOTIATIONS REPORT

Chairperson Bill Henwood recommended the following action:

ADMINISTRATIVE ASSISTANT COMPENSATION PLAN

There was a motion by Mr. Henwood, seconded by Mr. Barnes, to approve the Administrative Assistants Compensation Plan for July 1, 2019 to June 30, 2022, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Thomas, and Trontel

Opposed: Sternthal

Motion Carried.

PERSONNEL REPORT

Chairperson Ron Barnes recommended the following action:

UNPAID LEAVE OF ABSENCES

There was a motion by Mr. Barnes, seconded by Mr. Henwood, to approve the following unpaid leave of absences:

- | | |
|-----------------------|---|
| 1. Kathleen Auxier | May 10, 2019 |
| 2. Darlene Cheney | May 1-31, 2019, June 10 and 17, 2019 |
| 3. Matthew Ellison | May 7, 2019 |
| 4. Amanda Palko | May 3, 2019 and June 12 and 13, 2019 |
| 5. Tammy Springer | May 1, 2, 3, 6, 11, 2019 |
| 6. Brenda Weingartner | May 31, 2019 |
| 7. Dawn Yuran | May 1, 2, 3, 2019 and June 4 – 14, 2019 |

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Thomas, and Trontel

Opposed: Sternthal

Motion Carried.

VOLUNTEERS

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to approve Joanna Platteborze as an addition to the Volunteer List for the 2018-19 school year.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

2019-2020 SPONSORS AND ADVISORS

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to approve the following 2019-2020 Sponsors and Advisors:

- | | | |
|--------------------|----------------|------------|
| 1. Meghan Barlett | Band Auxiliary | \$1,016.00 |
| 2. Melissa Colbert | Band Auxiliary | \$1,016.00 |
| 3. Ross Hill | Band Auxiliary | \$1,016.00 |

Approved: Barnes, Grandy, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: Henwood

Motion Carried.

PROFESSIONAL CONTRACTS/TENURE

There was a motion by Mr. Barnes, seconded by Mr. Lenzi, to approve the following employee/tenure contracts effective at the conclusion of the 2018-2019 school year:

1. Timothy Findley
2. Merrissa Malcolm
3. Jenna Stowe
4. Krisann Trontel

Approved: Barnes, Henwood, Lapikas, Lenzi, Sternthal, and Thomas

Opposed: None

Abstained: Grandy and Trontel

Motion Carried.

ELIMINATION OF ONE 5-HOUR INSTRUCTIONAL AIDE POSITION

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to eliminate one 5-hour Instructional Aide position.

Approved: Barnes, Grandy, Lapikas, Sternthal, Thomas, and Trontel

Opposed: Henwood and Lenzi

Motion Carried.

ELIMINATION OF FOUR 7-HOUR INSTRUCTIONAL AIDE POSITIONS

There was a motion by Mr. Barnes, seconded by Dr. Thomas, to eliminate four 7-hour Instructional Aide positions.

Approved: Barnes and Grandy

Opposed: Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

AIDE TRANSFER

There was a motion by Mr. Barnes, seconded by Mr. Lenzi, to transfer Rosanne Smithyman from a 5-hour per day Instructional Aide position to a 7-hour per day Instructional Aide position effective with the 2019-2020 school year.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

AIDE FURLOUGHS

There was a motion by Mr. Barnes, seconded by Dr. Thomas, to furlough the following Instructional Aides effective July 1, 2019:

1. Alysia Bukovinsky
2. Paul Klenke
3. Amanda Auman
4. Jennifer Leary

Approved: Barnes

Opposed: Henwood, Grandy, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

EXTENDED SCHOOL YEAR INSTRUCTIONAL AIDES

There was a motion by Mr. Barnes, seconded by Mr. Henwood, to hire the following Extended School Year Instructional Aides at their current rate:

1. Kathy Falconi
2. Leann Bulick
3. Tracey Griffin
4. Amber Ealy
5. Paul Graban
6. Patricia Mendillo
7. Peggy Murphy
8. Tammy Durisko

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

EXTENDED SCHOOL YEAR TEACHER

There was a motion by Mr. Barnes, seconded by Mr. Lenzi, to hire Kailey DeNoi as an Extended School Year Teacher at the current tutoring rate.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

RESIGNATION – DUNLAP

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to accept the retirement resignation of Barbara Dunlap, Administrative Assistant to the Business Manager, effective December 31, 2019, with regret.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

BUILDINGS AND GROUNDS REPORT

Chairperson Tom Lapikas recommended the following action:

JOHNSON CONTROLS MAINTENANCE AGREEMENT

There was a motion by Mr. Lapikas, seconded by Mr. Henwood, to approve a maintenance agreement with Johnson Controls for the HVAC System in the amount of \$8.862.00 for the 2019-2020 school year (6% Increase).

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

SONITROL SECURITY SYSTEMS

There was a motion by Mr. Lapikas, seconded by Mrs. Sternthal, to approve the following security systems from Sonitrol Security Systems:

1. Security monitoring services at the Elementary, Middle and High School buildings for fiscal year 2019-2020 at the rate of \$291.00 per month.
2. Fire monitoring at the Elementary building at \$405.00 per year.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

USE OF FACILITIES

There was a motion by Mr. Lapikas, seconded by Mr. Lenzi, to approve the request of Sharpsville Midget Football to conduct football practice at the McCullough Run Complex (open field) beginning July 29, 2019 to November 1, 2019.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

PUBLIC RELATIONS COMMITTEE

Mrs. Grandy had no report.

CAFETERIA REPORT

Chairperson Mary Sternthal recommended the following action:

FINANCE REPORT

There was a motion by Mrs. Sternthal, seconded by Mr. Barnes, to approve the activity of the Cafeteria Fund for the month of May.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

ATHLETIC REPORT

In the absence of Chairperson Janice Raykie, Mr. Lenzi recommended the following action:

2019-2020 ATHLETIC HANDBOOK

There was a motion by Mr. Lenzi, seconded by Mr. Trontel, to approve the 2019-2020 Athletic Handbook, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

WILMINGTON AREA HOCKEY ASSOCIATION CO-OP

There was a motion by Mr. Lenzi, seconded by Mr. Trontel, to approve the Wilmington Area Hockey Association Co-op for students in grades 6-12 with no cost to the School District.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

MS FOOTBALL COACH REVOKED

There was a motion by Mr. Lenzi, seconded by Mr. Trontel, to revoke the April 23, 2019 decision of the Board to continue the employment of Stephen Summers as a Middle School Football Coach for the 2019-2020 school year due to budget constraints.

Approved: None

Opposed: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

MS 7TH/8TH GRADE COACH REVOKED

There was a motion by Mr. Lenzi, seconded by Mr. Trontel, to revoke the April 23, 2019 decision of the Board to continue the employment of Kim Ladjevich as a Middle School 7th/8th Grade Girls' Basketball Coach for the 2019-2020 school year due to budget constraints.

Approved: None

Opposed: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Motion Failed.

MIDDLE SCHOOL COACHES

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to request that the Head Varsity Football and Girls Basketball coaches recommend the one paid position for their Middle School program for the 2019-2020 school year.

Approved: Barnes, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: Grandy

Motion Carried.

MERCER COUNTY CAREER CENTER REPORT

Chairperson Deanna Thomas had no report.

SUPERINTENDENT'S REPORT

Superintendent John Vannoy recommended the following action:

FIELD TRIPS

There was a motion by Mrs. Sternthal, seconded by Mr. Trontel, to approve the following field trip requests for which the District incurs fuel costs:

1. Approximately 25 Special Education Students to travel to Farrell High School on May 8, 2019 for Special Games with transportation costs of \$473.07
2. Approximately 25 Special Education Students to travel to Thornton Hall Bowling Lanes on May 8, 2019 with transportation costs of \$473.07
3. Approximately 25 Special Education Students to travel to Olympic Fun Center on May 10, 2019 with transportation costs of \$473.07

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

NEW BUS DRIVER

There was a motion by Mr. Lenzi, seconded by Mr. Henwood, to add Morris John Landers as an approved STA Bus Driver effective May 31, 2019.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

MEADOWS PSYCHIATRIC CENTER LETTER OF AGREEMENT

There was a motion by Mr. Barnes, seconded by Dr. Thomas, to approve the Meadows Psychiatric Center Letter of Agreement for the 2019-2020 and 2020-2021 school years, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

PURCHASE OF SERVICE AGREEMENT WITH CROSSROADS FOR PRIVATE ACADEMIC SCHOOL PROGRAM

There was a motion by Mr. Lenzi, seconded by Mr. Barnes, to approve the Purchase of Service Agreement with Crossroads Group Homes and Services, Inc. for Private Academic School programs, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

PURCHASE OF SERVICE AGREEMENT WITH CROSSROADS FOR ALTERNATIVE EDUCATION PROGRAM

There was a motion by Mr. Lapikas, seconded by Mr. Trontel, to approve the Purchase of Service Agreement with Crossroads Group Homes and Services, Inc. for Alternative Education programs, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

MERCER COUNTY HEAD START TITLE I MEMORANDUM OF UNDERSTANDING

There was a motion by Mr. Henwood, seconded by Mr. Lenzi, to approve the 2019-2020 Mercer County Head Start Memorandum of Understanding regarding Title I, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Thomas, and Trontel

Opposed: None

Abstained: Sternthal

Motion Carried.

RESOLUTION 2 OF 2019 – COMPLIANCE WITH FEDERAL LAW

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to approve Resolution 2 of 2019 Compliance with Federal Law for fiscal year 2019-2020, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Henwood, Lapikas, Lenzi, Sternthal, Thomas, and Trontel

Opposed: None

Motion Carried.

SETTLEMENT

There was a motion by Mr. Lenzi, seconded by Mr. Barnes, to authorize the settlement of the Student #2310068 case.

Approved: Barnes, Lapikas, Sternthal, Thomas, and Trontel

Opposed: Grandy, Henwood, and Lenzi

Motion Carried.

EXECUTIVE SESSION

Dr. Thomas announced that the Board will meet in Executive Session for personnel reasons immediately following the current meeting.

RECESS

There was a motion by Mr. Trontel, seconded by Mr. Lenzi, to recess the meeting until Monday, June 24, 2019, at 6:00 p.m.

Motion Carried.

The meeting recessed at 9:15 p.m.



Jaime L. Roberts, Board Secretary

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME Su Tiber

RESIDENCE Clarke

DATE June 19, 2019

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME

Dona Wagner

RESIDENCE

Sharpsville

DATE

6/19/19

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME

Erika Cogswell

RESIDENCE

Sharpsville

DATE

6/19/19

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME Tim Scarvel

RESIDENCE 3378 Birmingham

DATE 6/19/19

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME CHRISS Gaus

RESIDENCE Sharpsville

DATE 6/19/19

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME Michelle Heimer

RESIDENCE Sharpsville Pa

DATE June 19, 19

SHARPSVILLE AREA SCHOOL DISTRICT

WELCOME VISITORS

Welcome to our Board Meeting. The Board of School Directors is a nine person governing Board whose existence is structured and provided for by the State Legislature to provide an educational program for the Sharpsville Area School District. In the conduct of its meetings, the Board follows the mandates of the laws of the Commonwealth, established policy, and parliamentary procedure. The Board Meeting follows an Agenda that is distributed to Board Members in advance of the meeting so they can research items on which they will be asked to vote. All items to be included on the Board Agenda must be submitted to the Superintendent of School at least one week prior to the meeting.

There is always a place on the Agenda for citizen presentation to the Board. Presenters are limited to one issue. Presentations that involve complaints about individuals will not be aired in public meetings, but the Board is authorized to and will schedule executive sessions for such purpose. If you wish to make a presentation to the Board, please complete the bottom of the form and deliver it to the Board President or Superintendent prior to the call to order. Once the citizen presentation item on the Agenda is past, the audience is invited to stay for the remainder of the meeting with the understanding that they are not permitted to enter into discussion with Board Members on other Agenda items.

We hope that you find our meeting informative. If you have any questions or need help during the meeting, members of the Administrative Staff are in the audience and will assist you.

NAME Chris Myers

RESIDENCE Sharpsville

DATE 6-19-19

SHARPSVILLE AREA SCHOOL DISTRICT

Conflict of Interest
Abstention Memorandum

TO: Board Secretary, Sharpsville Area School District

FROM: David J. Shively, Board Member

DATE: _____

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

Jenna Stone Tancin

My conflict/reason for abstaining is as follows:

daughter

David J. Shively
Signature of Board Member

NOTE: Section 3 (J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..." (emphasis added)

This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulations, order or ordinance," for example the School Code (Section 1111) prohibits voting to hire certain relatives.

SHARPSVILLE AREA SCHOOL DISTRICT

Conflict of Interest
Abstention Memorandum

TO: Board Secretary, Sharpsville Area School District

FROM: JERRY TRONTEL, Board Member

DATE: JUNE 19, 2019

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

PROFESSIONAL EMPLOYEE TENURE

My conflict/reason for abstaining is as follows:

RELATIVE

Jerry Trontel
Signature of Board Member

NOTE: Section 3 (J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..." (emphasis added)

This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulations, order or ordinance," for example the School Code (Section 1111) prohibits voting to hire certain relatives.

SHARPSVILLE AREA SCHOOL DISTRICT

Conflict of Interest
Abstention Memorandum

TO: Board Secretary, Sharpsville Area School District

FROM: Mary Sternthal, Board Member

DATE: 6-19-19

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

Mercer County Head Start Memorandum
of Understanding - Title I

My conflict/reason for abstaining is as follows:

employer

Mary Sternthal
Signature of Board Member

NOTE: Section 3 (J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..." (emphasis added)

This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulations, order or ordinance," for example the School Code (Section 1111) prohibits voting to hire certain relatives.

PAYROLL ACCOUNT BANK RECONCILIATION

SHARPSVILLE AREA SCHOOL DISTRICT
FIRST NATIONAL BANK

RECONCILIATION DATE:

14-Jun-19

PREPARED BY:

Jaime Roberts

BALANCE PER BANK STATEMENT		OUTSTANDING CHECKS	
AS OF:	31-May-19	CHECK #	DESCRIPTION
	\$75,932.56	Wire	PSERS 51,668.64
ADD DEPOSITS IN TRANSIT		7226	Jenkins 28.07
Correction		10043	DelMonaco, K 59.59
Correct Check 14195		10945	Kistler, J. 48.43
		11366	Strain, J. 50.53
		12007	Aicher, S 10.17
		12512	Joseph, M 403.84
	0.00	14190	Frazer, M 401.92
SUBTOTAL	0.00	14202	AFSCME 1,975.02
LESS CHECKS OUTSTANDING:		14203	AFSCME 23.00
Interest Tranfer to Gen Func	109.14	14206	Boyd, J 773.72
(SEE LIST)	<u>58,441.79</u>	14214	Hawthorne, C 537.94
TOTAL:	58,550.93	14225	Frazer, M 411.92
	<u>58,550.93</u>	14238	AFSCME 2,049.00
BANK BALANCE PER			
STATEMENT RECONCILIATION	<u>\$17,381.63</u>		
GENERAL LEDGER ACCOUNT			
BALANCE	8,667.85		
ADD DEBITS:			
DISTRICT	728,903.71		
TOTAL DEBITS	728,903.71		
SUBTOTAL	737,571.56		
LESS CREDITS:			
NET DEDUCTIONS	262,858.21		
NET PAYROLL	<u>457,331.72</u>		
TOTAL CREDITS	<u>720,189.93</u>		
BANK BALANCE PER GENERAL LEDGER	<u>\$17,381.63</u>	TOTAL	<u>\$58,441.79</u>

**SHARPSVILLE AREA SCHOOL DISTRICT
TREASURER'S REPORT
GENERAL FUND ACCOUNT**

MAY 31, 2019

	CURRENT MONTH	YEAR-TO-DATE
BALANCE FORWARD APRIL 30, 2019		
CHECKING - GENERAL	\$ 188,069.67	\$ 233,762.86
INDEXED MONEY MARKET	292,110.87	107,622.81
PA GOV TRUST	885,382.24	948,038.05
PA GOV TRUST-I SHARES	555,725.42	106,910.33
INDEXED MONEY MARKET-Restricted	<u>101,627.31</u>	<u>100,000.00</u>
FUNDS AVAILABLE APRIL 30, 2019	\$ 2,022,915.51	\$ 1,496,334.05
RECEIPTS - MAY		
GENERAL REVENUE	2,063,218.97	15,632,699.71
ACCOUNT'S RECEIVABLE	<u>38,329.64</u>	<u>1,872,191.23</u>
TOTAL RECEIPTS - MAY	2,101,548.61	17,504,890.94
DISBURSEMENTS - MAY		
GENERAL EXPENSES	1,321,453.81	14,679,101.48
ACCT'S PAYABLE	<u>(197,210.64)</u>	<u>1,321,902.56</u>
TOTAL DISBURSEMENTS MAY	<u>(1,124,243.17)</u>	<u>(16,001,004.04)</u>
FUNDS AVAILABLE MAY 31, 2019	\$ 3,000,220.95	\$ 3,000,220.95
DISTRIBUTION OF FUNDS:		
CHECKING - GENERAL	130,855.02	
INDEXED MONEY MARKET	292,669.08	
PA GOV TRUST	1,919,149.91	
PA GOV TRUST-I SHARES	555,725.42	
INDEXED MONEY MARKET-RESTRICED	<u>101,821.52</u>	
FUNDS AVAILABLE MAY 31, 2019	\$ 3,000,220.95	

**SHARPSVILLE AREA SCHOOL DISTRICT
TREASURER'S REPORT
GENERAL FUND ACCOUNT**

MAY 31, 2019

INDEXED MONEY MARKET ACCOUNT

CURRENT INTEREST RATE: 2.25%

FUNDS AVAILABLE APRIL 30, 2019 \$ 292,110.87

5/31/2019	INVESTMENT #13	558.21
-----------	----------------	--------

FUNDS AVAILABLE MAY 31, 2019 \$ 292,669.08

PA GOVERNMENT TRUST INVESTMENTS

CURRENT INTEREST RATE: 2.22%

FUNDS AVAILABLE APRIL 30, 2019 \$ 885,382.24

5/5/2019	TO CHECKING	(4,664.76)
5/15/2019	TO CHECKING	(850,000.00)
5/21/2019	INVESTMENT #41	24,170.50
5/30/2019	INVESTMENT #42	79,743.28
5/31/2019	INVESTMENT #43	1,783,595.70
5/31/2019	INVESTMENT #44	922.95

FUNDS AVAILABLE MAY 31, 2019 \$ 1,919,149.91

PA GOVERNMENT TRUST I SHARES INVESTMENTS

CURRENT INTEREST RATE: 2.34%

FUNDS AVAILABLE APRIL 30, 2019 \$ 555,725.42

NO ACTIVITY IN MAY	0.00
--------------------	------

FUNDS AVAILABLE MAY 31, 2019 \$ 555,725.42

INDEXED MONEY MARKET ACCOUNT-RESTRICTED

CURRENT INTEREST RATE: 2.25%

FUNDS AVAILABLE APRIL 30, 2019 \$ 101,627.31

5/31/2019	INVESTMENT #12	194.21
-----------	----------------	--------

FUNDS AVAILABLE MAY 31, 2019 \$ 101,821.52

**SHARPSVILLE AREA SCHOOL DISTRICT
BANK RECONCILIATION
GENERAL FUND ACCOUNT**

MAY 31, 2019

BANK STATEMENT BALANCE	\$311,089.36
PLUS DEPOSIT(S) IN TRANSIT	606.39
LESS OUTSTANDING CHECKS:	

17621	20.00	20115	50.00
17699	39.75	20118	947.00
17756	100.00	20119	80.75
17861	50.36	20121	340.00
19037	6.35	20141	6,934.12
19497	17.00	20147	5,437.50
19540	300.00	20154	583.33
19646	53.00	20160	80.00
19710	250.00	20163	216.00
19724	48.00	20165	650.00
19768	72.00	20166	72.00
20041	115.00	20172	518.00
20057	173.00	20173	163.77
20083	242.60	20174	161,483.32
20092	200.00	20175	130.01
20096	487.45	20176	900.00
20114	80.42		900.00

	(180,840.73)
BANK BALANCE	\$130,855.02

	FOR THE MONTH MAY	YEAR- TO-DATE
BEGINNING BALANCE	\$188,069.67	\$233,762.86
RECEIPTS	2,101,548.61	17,504,890.94
INVESTMENTS REDEEMED	854,664.76	11,079,497.71
SUB-TOTAL	3,144,283.04	28,818,151.51
DISBURSEMENTS	(1,124,243.17)	(16,001,004.04)
INVESTMENTS PURCHASED	(1,889,184.85)	(12,686,292.45)
BANK BALANCE	\$130,855.02	\$130,855.02

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
10-1100 GENERAL FUND -						
100 PERSONNEL SERV-SALARIES	4,345,470.00	365,839.88	3,281,590.75	0.00	75.51	1,063,879.25
200 PERSONNEL EMPL BENEFITS	2,855,034.00	231,601.71	2,167,788.33	0.00	75.92	687,245.67
300 PURCHASED PROF & TECH	246,517.00	6,827.67	117,922.95	-349.88	47.69	128,943.93
400 PURCHASED PROPERTY SVC	45,129.00	3,919.65	35,586.06	3,618.35	86.87	5,924.59
500 OTHER PURCHASED SERVICE	183,608.00	19,860.80	199,208.82	4,371.19	110.87	-19,972.01
600 SUPPLIES	191,139.00	2,276.17	172,806.74	1,654.70	91.27	16,677.56
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	5,106.00	0.00	3,098.22	0.00	60.67	2,007.78
Total	7,872,003.00	630,325.88	5,978,001.87	9,294.36	76.05	1,884,706.77
10-1200 GENERAL FUND - SPEC PROG ELEMEN/SECOND						
100 PERSONNEL SERV-SALARIES	1,142,616.00	100,090.52	888,222.99	0.00	77.73	254,393.01
200 PERSONNEL EMPL BENEFITS	842,164.00	72,382.65	686,241.61	0.00	81.48	155,922.39
300 PURCHASED PROF & TECH	350,250.00	8,713.56	234,989.02	15,597.50	71.54	99,663.48
400 PURCHASED PROPERTY SVC	200.00	0.00	69.95	0.00	34.97	130.05
500 OTHER PURCHASED SERVICE	271,145.00	26,345.59	127,471.51	0.00	47.01	143,673.49
600 SUPPLIES	24,632.00	203.96	40,518.46	1,742.34	171.56	-17,628.80
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	3,430.00	1,086.40	2,532.40	0.00	73.83	897.60
Total	2,634,437.00	208,822.68	1,980,045.94	17,339.84	75.81	637,051.22
10-1300 GENERAL FUND - VOCATIONAL EDUCATION						
500 OTHER PURCHASED SERVICE	450,334.00	35,312.00	362,737.32	0.00	80.54	87,596.68
Total	450,334.00	35,312.00	362,737.32	0.00	80.54	87,596.68
10-1400 GENERAL FUND - OTHER INSTRUCTION PROG						
100 PERSONNEL SERV-SALARIES	5,000.00	1,755.78	5,142.91	0.00	102.85	-142.91
200 PERSONNEL EMPL BENEFITS	2,107.00	742.48	2,143.22	0.00	101.71	-36.22
300 PURCHASED PROF & TECH	14,614.00	0.00	0.00	0.00	0.00	14,614.00
500 OTHER PURCHASED SERVICE	35,960.00	3,559.35	19,523.52	0.00	54.29	16,436.48

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
600 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
Total	57,681.00	6,057.61	26,809.65	0.00	46.47	30,871.35
10-1500 GENERAL FUND - NONPUBLIC SCHOOL FGMS						
300 PURCHASED PROF & TECH	6,077.00	0.00	0.00	0.00	0.00	6,077.00
Total	6,077.00	0.00	0.00	0.00	0.00	6,077.00
10-2100 GENERAL FUND - SUPPORT SERV-PUPIL PERS						
100 PERSONNEL SERV-SALARIES	311,378.00	26,309.26	237,462.09	0.00	76.26	73,915.91
200 PERSONNEL EMPL BENEFITS	216,813.00	17,803.56	169,870.45	0.00	78.34	46,942.55
300 PURCHASED PROF & TECH	8,892.00	0.00	1,253.00	0.00	14.09	7,639.00
500 OTHER PURCHASED SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
600 SUPPLIES	2,513.00	0.00	4,337.79	394.90	188.32	-2,219.69
Total	539,596.00	44,112.82	412,923.33	394.90	76.59	126,277.77
10-2200 GENERAL FUND - SUPPORT SERVICES-INSTRU						
100 PERSONNEL SERV-SALARIES	253,562.00	21,061.97	216,896.25	0.00	85.53	36,665.75
200 PERSONNEL EMPL BENEFITS	169,058.00	13,247.96	145,103.99	300.00	86.00	23,654.01
300 PURCHASED PROF & TECH	37,603.00	688.50	39,788.60	1,100.00	108.73	-3,285.60
400 PURCHASED PROPERTY SVC	4,396.00	8.00	7,283.00	8.00	165.85	-2,895.00
500 OTHER PURCHASED SERVICE	7,588.00	440.00	12,572.24	0.00	165.68	-4,984.24
600 SUPPLIES	56,090.00	1,247.37	44,091.16	3,633.03	85.08	8,365.81
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	435.00	0.00	70.00	0.00	16.09	365.00
Total	528,732.00	36,693.80	465,805.24	5,041.03	89.05	57,885.73
10-2300 GENERAL FUND - SUPPORT SERVICES-ADMIN						
100 PERSONNEL SERV-SALARIES	582,312.00	45,022.16	517,144.38	0.00	88.80	65,167.62
200 PERSONNEL EMPL BENEFITS	414,224.00	32,697.95	368,452.30	1,200.00	89.23	44,571.70
300 PURCHASED PROF & TECH	66,763.00	4,863.62	63,368.26	583.33	95.78	2,811.41

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
400 PURCHASED PROPERTY SVC	3,087.00	262.47	2,820.62	247.00	99.37	19.38
500 OTHER PURCHASED SERVICE	29,637.00	284.64	17,944.48	0.00	60.54	11,692.52
600 SUPPLIES	27,912.00	1,435.73	17,579.61	701.14	65.49	9,631.25
800 OTHER OBJECTS	7,944.00	0.00	6,934.37	0.00	87.29	1,009.63
Total	1,131,879.00	84,566.57	994,244.02	2,731.47	88.08	134,903.51
10-2400 GENERAL FUND - SUPP SVC-PUBLIC HEALTH						
100 PERSONNEL SERV-SALARIES	97,068.00	8,845.04	78,585.15	0.00	80.95	18,482.85
200 PERSONNEL EMPL BENEFITS	61,397.00	5,386.43	49,739.89	0.00	81.01	11,657.11
300 PURCHASED PROF & TECH	3,013.00	80.11	1,807.30	0.00	59.98	1,205.70
500 OTHER PURCHASED SERVICE	210.00	0.00	306.00	0.00	145.71	-96.00
600 SUPPLIES	876.00	0.00	1,015.80	218.36	140.88	-358.16
Total	162,564.00	14,311.58	131,454.14	218.36	80.99	30,891.50
10-2500 GENERAL FUND -						
100 PERSONNEL SERV-SALARIES	131,641.00	10,816.00	118,976.00	0.00	90.37	12,665.00
200 PERSONNEL EMPL BENEFITS	89,814.00	7,219.69	79,373.84	475.00	88.90	9,965.16
300 PURCHASED PROF & TECH	25,348.00	130.00	24,042.43	30.00	94.96	1,275.57
400 PURCHASED PROPERTY SVC	1,110.00	95.53	900.32	33.08	84.09	176.60
500 OTHER PURCHASED SERVICE	3,150.00	15.93	1,229.72	0.00	39.03	1,920.28
600 SUPPLIES	1,690.00	56.43	533.64	0.00	31.57	1,156.36
800 OTHER OBJECTS	245.00	0.00	256.44	0.00	104.66	-11.44
Total	252,998.00	18,333.58	225,312.39	538.08	89.26	27,147.53
10-2600 GENERAL FUND -						
100 PERSONNEL SERV-SALARIES	613,942.00	50,373.95	510,212.74	0.00	83.10	103,729.26
200 PERSONNEL EMPL BENEFITS	476,196.00	37,572.99	398,472.42	0.00	83.67	77,723.58
300 PURCHASED PROF & TECH	29,350.00	30.00	13,028.13	30.00	44.49	16,291.87
400 PURCHASED PROPERTY SVC	127,443.00	12,504.83	133,319.01	5,939.61	109.27	-11,815.62
500 OTHER PURCHASED SERVICE	76,055.00	899.69	72,796.72	525.00	96.40	2,733.28
600 SUPPLIES	381,085.00	20,543.34	319,090.93	24,153.37	90.07	37,840.70

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
700 PROPERTY	0.00	0.00	10,140.00	0.00	0.00	-10,140.00
800 OTHER OBJECTS	150.00	0.00	0.00	0.00	0.00	150.00
Total	1,704,221.00	121,924.80	1,457,059.95	30,647.98	87.29	216,513.07
10-2700 GENERAL FUND -						
500 OTHER PURCHASED SERVICE	448,617.00	55,913.61	433,244.63	0.00	96.57	15,372.37
Total	448,617.00	55,913.61	433,244.63	0.00	96.57	15,372.37
10-2800 GENERAL FUND - SUPPORT SVCS-CENTRAL						
100 PERSONNEL SERV-SALARIES	140,766.00	11,603.67	127,640.37	0.00	90.67	13,125.63
200 PERSONNEL EMPL BENEFITS	99,643.00	8,174.54	89,857.87	300.00	90.48	9,485.13
300 PURCHASED PROF & TECH	0.00	0.00	0.00	0.00	0.00	0.00
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500 OTHER PURCHASED SERVICE	4,595.00	48.14	2,862.99	29.00	62.93	1,703.01
600 SUPPLIES	2,200.00	0.00	67.65	0.00	3.07	2,132.35
800 OTHER OBJECTS	595.00	0.00	595.00	0.00	100.00	0.00
Total	247,799.00	19,826.35	221,023.88	329.00	89.32	26,446.12
10-2900 GENERAL FUND -						
500 OTHER PURCHASED SERVICE	9,600.00	0.00	8,064.63	0.00	84.00	1,535.37
Total	9,600.00	0.00	8,064.63	0.00	84.00	1,535.37
10-3100 GENERAL FUND - FOOD SERVICES						
100 PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
200 PERSONNEL EMPL BENEFITS	0.00	141.90	1,229.93	0.00	0.00	-1,229.93
500 OTHER PURCHASED SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
600 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	141.90	1,229.93	0.00	0.00	-1,229.93
10-3200 GENERAL FUND - STUDENT ACTIVITIES						
100 PERSONNEL SERV-SALARIES	189,371.00	20,801.13	166,478.47	-250.00	87.77	23,142.53

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
200 PERSONNEL EMPL BENEFITS	79,585.00	8,682.74	66,566.33	0.00	83.64	13,018.67
300 PURCHASED PROF & TECH	85,204.00	4,743.00	56,698.84	3,666.00	70.84	24,839.16
400 PURCHASED PROPERTY SVC	7,900.00	210.69	6,219.70	0.00	78.73	1,680.30
500 OTHER PURCHASED SERVICE	53,355.00	9,143.46	52,306.13	523.39	99.01	525.48
600 SUPPLIES	60,237.00	2,234.56	37,849.41	3,105.79	67.99	19,281.80
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	13,613.00	-122.40	11,815.04	245.00	88.59	1,552.96
Total	489,265.00	45,693.18	397,933.92	7,290.18	82.82	84,040.90
10-4100 GENERAL FUND - SITE ACQUISITION SVCS						
700 PROPERTY	0.00	0.00	264.75	0.00	0.00	-264.75
Total	0.00	0.00	264.75	0.00	0.00	-264.75
10-4200 GENERAL FUND - EXISTING SITE IMPROVE						
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-4600 GENERAL FUND - EXISTING BLDG IMPROVE						
100 PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
200 PERSONNEL EMPL BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-5100 GENERAL FUND - OTHER EXPEND & FINANCE						
000	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	54,172.00	0.00	0.00	0.00	0.00	0.00
900 OTHER USES OF FUNDS	100,000.00	0.00	54,165.55	0.00	99.98	6.45
Total	154,172.00	0.00	100,000.00	0.00	100.00	0.00
10-5200 GENERAL FUND - FUND TRANSFERS						
	154,172.00	0.00	154,165.55	0.00	99.99	6.45

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
900 OTHER USES OF FUNDS	1,337,195.00	0.00	1,399,710.90	0.00	104.67	-62,515.90
Total	1,337,195.00	0.00	1,399,710.90	0.00	104.67	-62,515.90
10-5800 GENERAL FUND - SUSPENSE ACCOUNT						
100 PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
200 PERSONNEL EMPL BENEFITS	0.00	-493.51	-2,024.52	0.00	0.00	2,024.52
300 PURCHASED PROF & TECH	0.00	-89.04	31,093.96	0.00	0.00	-31,093.96
Total	0.00	-582.55	29,069.44	0.00	0.00	-29,069.44
10-5900 GENERAL FUND - BUDGETARY RESERVE						
800 OTHER OBJECTS	50,000.00	0.00	0.00	0.00	0.00	50,000.00
Total	50,000.00	0.00	0.00	0.00	0.00	50,000.00
10-6100 GENERAL FUND - TAXES LEVIED BY THE LEA						
000	-5,413,031.00	-139,996.65	-5,413,586.74	0.00	100.01	555.74
Total	-5,413,031.00	-139,996.65	-5,413,586.74	0.00	100.01	555.74
10-6400 GENERAL FUND - DELINQUENCIES TAXES LEV						
000	-216,447.00	-28,736.91	-242,726.46	0.00	112.14	26,279.46
Total	-216,447.00	-28,736.91	-242,726.46	0.00	112.14	26,279.46
10-6500 GENERAL FUND - EARNINGS ON INVESTMENTS						
000	-19,252.00	-1,992.04	-32,880.60	0.00	170.79	13,628.60
Total	-19,252.00	-1,992.04	-32,880.60	0.00	170.79	13,628.60
10-6700 GENERAL FUND - REV FROM STUDENT ACT						
000	-30,671.00	0.00	-29,198.00	0.00	95.19	-1,473.00
Total	-30,671.00	0.00	-29,198.00	0.00	95.19	-1,473.00
10-6800 GENERAL FUND - REV FROM INTERMEDIATE						
000	-332,436.00	-9,096.58	-130,308.39	-1,805.00	39.74	-200,322.61

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Total	-332,436.00	-9,096.58	-130,308.39	-1,805.00	39.74	-200,322.61
10-6900 GENERAL FUND - OTHER REV FROM LOCAL 000	-422,385.00	-2,094.26	-300,764.83	-6,001.66	72.62	-115,618.51
Total	-422,385.00	-2,094.26	-300,764.83	-6,001.66	72.62	-115,618.51
10-7100 GENERAL FUND - BASIC INSTRUCT & OPER 000	-6,412,000.00	-1,596,241.40	-6,384,316.40	0.00	99.56	-27,683.60
Total	-6,412,000.00	-1,596,241.40	-6,384,316.40	0.00	99.56	-27,683.60
10-7200 GENERAL FUND - SUBSIDIES SPECIAL ED 000	-758,077.00	-187,354.30	-753,639.30	0.00	99.41	-4,437.70
Total	-758,077.00	-187,354.30	-753,639.30	0.00	99.41	-4,437.70
10-7300 GENERAL FUND - SUBSIDIES NON-ED PGMS 000	-1,349,320.00	0.00	-955,850.51	0.00	70.83	-393,469.49
Total	-1,349,320.00	0.00	-955,850.51	0.00	70.83	-393,469.49
10-7500 GENERAL FUND - EXTRA GRANTS 000	-239,259.00	0.00	-239,259.00	0.00	100.00	0.00
Total	-239,259.00	0.00	-239,259.00	0.00	100.00	0.00
10-7800 GENERAL FUND - SUBSIDIES ST PAID BENE 000	-2,182,083.00	-73,536.33	-862,280.27	0.00	39.51	-1,319,802.73
Total	-2,182,083.00	-73,536.33	-862,280.27	0.00	39.51	-1,319,802.73
10-7900 GENERAL FUND - REVENUE FOR TECHNOLOGY 000	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-8500 GENERAL FUND - RESTRICT GRANTS-IN-AID						

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
000	-359,259.00	-24,170.50	-277,285.60	0.00	77.18	-81,973.40
Total	-359,259.00	-24,170.50	-277,285.60	0.00	77.18	-81,973.40
10-8600 GENERAL FUND - RESTRICT GRANTS-IN-AID	0.00	0.00	0.00	0.00	0.00	0.00
000	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-8700 GENERAL FUND -	0.00	0.00	0.00	0.00	0.00	0.00
000	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-8800 GENERAL FUND - MED ASSIST REIMBURSE	-96,500.00	0.00	-2,398.85	0.00	2.48	-94,101.15
000	-96,500.00	0.00	-2,398.85	0.00	2.48	-94,101.15
Total	-96,500.00	0.00	-2,398.85	0.00	2.48	-94,101.15
10-9200 GENERAL FUND - PROCEEDS EXTENDED TERM	0.00	0.00	0.00	0.00	0.00	0.00
000	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
10-9400 GENERAL FUND - SALE OF FIXED ASSETS	0.00	0.00	-571.00	0.00	0.00	571.00
000	0.00	0.00	-571.00	0.00	0.00	571.00
Total	0.00	0.00	-571.00	0.00	0.00	571.00
10-9500 GENERAL FUND - REFUND OF PRIOR YR EXP	0.00	0.00	-7,633.76	0.00	0.00	7,633.76
000	0.00	0.00	-7,633.76	0.00	0.00	7,633.76
Total	0.00	0.00	-7,633.76	0.00	0.00	7,633.76

Condensed IV Board Summary Report

From 05/01/2019 To 05/31/2019

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
Fund 10 - GENERAL FUND						
Total Expenditure	16,535,803.00	1,322,036.36	13,096,155.59	73,825.20	79.64	3,365,822.21
Total Other Expenditure	1,541,367.00	-582.55	1,582,945.89	0.00	102.69	-41,578.89
Total Revenue	-17,830,720.00	-2,063,218.97	-15,624,494.95	-7,806.66	87.67	-2,198,418.39
Total Other Revenue	0.00	0.00	-8,204.76	0.00	0.00	8,204.76
	246,450.00	-741,765.16	-953,598.23	66,018.54	-360.14	1,134,029.69
Grand Totals						
Total Expenditure	16,535,803.00	1,322,036.36	13,096,155.59	73,825.20	79.64	3,365,822.21
Total Other Expenditure	1,541,367.00	-582.55	1,582,945.89	0.00	102.69	-41,578.89
Total All Expenditures	18,077,170.00	1,321,453.81	14,679,101.48	73,825.20	81.61	3,324,243.32
Total Revenue	-17,830,720.00	-2,063,218.97	-15,624,494.95	-7,806.66	87.67	-2,198,418.39
Total Other Revenue	0.00	0.00	-8,204.76	0.00	0.00	8,204.76
Total All Revenues	-17,830,720.00	-2,063,218.97	-15,632,699.71	-7,806.66	87.71	-2,190,213.63
	246,450.00	-741,765.16	-953,598.23	66,018.54	-360.14	1,134,029.69

**SHARPSVILLE AREA SCHOOL DISTRICT
TREASURER'S REPORT
CAPITAL PROJECT FUND**

MAY 31, 2019

**MONTH OF
FEBRUARY**

YEAR-TO-DATE

BALANCE FORWARD APRIL 30, 2019	\$7,238,596.05	\$7,700,623.85
--------------------------------	----------------	----------------

RECEIPTS - MAY

5/13/2019	CD INTEREST	8,054.75
5/31/2019	MAY INTEREST	<u>6,471.71</u>

TOTAL RECEIPTS - MAY	14,526.46	137,504.77
----------------------	-----------	------------

DISBURSEMENTS - MAY

5/20/2019	CK #176 ECKLES ARCHITECTURE	8,911.49
-----------	-----------------------------	----------

TOTAL DISBURSEMENTS MAY	<u>8,911.49</u>	<u>593,917.60</u>
-------------------------	-----------------	-------------------

FUNDS AVAILABLE MAY 31, 2019	\$7,244,211.02	\$7,244,211.02
------------------------------	----------------	----------------

SUMMARY OF CAPITAL PROJECT FUNDS

PLGIT ARM ACCOUNT (CURRENT RATE: 2.32%)	3,558,211.02
PLGIT CERTIFICATES OF DEPOSIT - SEE ATTACHMENT	<u>3,686,000.00</u>

FUNDS AVAILABLE MAY 31, 2019	\$7,244,211.02
------------------------------	----------------

**SHARPSVILLE AREA SCHOOL DISTRICT
TREASURER'S REPORT
CAPITAL PROJECT FUND**

MAY 31, 2019

CERTIFICATES OF DEPOSIT:

<u>DATE</u>	<u>BANK</u>	<u>MATURITY</u>	<u>INTERST RATE</u>	<u>AMOUNT</u>
9/14/2018	Landmark Community Bank, Collierville, TN (34982)	6/11/2019	2.35%	245,000.00
9/14/2018	Prudential Savings Bank, Philadelphia,PA-(30011)	6/11/2019	2.35%	245,000.00
9/14/2018	First Internet Bank Of Indiana, Indianapolis,IN-(34607)	6/11/2019	2.33%	245,000.00
9/14/2018	First Western FSB, Rapid City, SD (31972)	6/11/2019	2.30%	245,000.00
12/14/2018	Modern Bank, New York, NY (22398)	6/12/2019	2.70%	246,000.00
12/14/2018	Unity National Bank of Houston, Houston, TX (26351)	6/12/2019	2.65%	246,000.00
12/14/2018	Northeast Community Bank, White Plains, NY (29147)	6/12/2019	2.60%	246,000.00
2/6/2019	Pacific Western Bank (Acquired Security Pacific Bank, Los Angeles, Ca), Los	8/5/2019	2.80%	246,000.00
2/6/2019	Flagler Bank, North Palm Beach,FL-(35218)	8/5/2019	2.80%	246,000.00
2/6/2019	First National Bank of McGregor TX	8/5/2019	2.65%	246,000.00
2/6/2019	Cibc (Acquired Privatebank & Trust Co.)	8/5/2019	2.65%	246,000.00
2/6/2019	First National Bank and Trust Weatherford, OK (19263)	8/5/2019	2.65%	246,000.00
2/6/2019	State Bank of New Richland	8/5/2019	2.60%	246,000.00
2/6/2019	Southern Sttes Bank, Anniston, AL	8/5/2019	2.60%	246,000.00
2/6/2019	First National Bank (Fka Fnb Damariscotta)	8/5/2019	2.55%	246,000.00
TOTAL				\$ 3,686,000.00

**SHARPSVILLE AREA SCHOOL DISTRICT
TREASURER'S REPORT
CAPITAL RESERVE ACCOUNT**

MAY 31, 2019

	MONTH OF MAY	YEAR-TO-DATE
BALANCE FORWARD APRIL 30, 2019	\$22,112.35	\$25,567.00
RECEIPTS - MAY		
5/31/2019 MAY INTEREST	42.21	
TOTAL RECEIPTS - MAY	42.21	30,576.56
DISBURSEMENTS - MAY		
NO DISBURSEMENTS		
TOTAL DISBURSEMENTS MAY	<u>0.00</u>	<u>33,989.00</u>
FUNDS AVAILABLE MAY 31, 2019	<u>\$22,154.56</u>	<u>\$22,154.56</u>

SUMMARY OF CAPITAL RESERVE FUNDS

CHECKING	35.81	
MONEY MARKET ACCOUNT [CURRENT INTEREST RATE: 2.25%]	<u>22,118.75</u>	
FUNDS AVAILABLE MAY 31, 2019		\$ 22,154.56

**SHARPSVILLE AREA SCHOOL DISTRICT
BOARD REPORT**

June 19, 2019

GENERAL FUND:

Total Bills to be Affirmed for May

932,250.30

Total Bills to be Approved for June

99,627.07

CAPITAL PROJECT FUND:

Total Bills to be Approved for June

155,564.89

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A. S. N.	Expended Amt
00020077	05/03/2019	L3157900001	00031696	70651000	10-2620-424-000-00-200-000-0000	126204242000000	876.32
00020077	05/03/2019	L3157900002	00031696	70756000	10-2620-424-000-00-500-000-0000	126204245000000	626.72
00020077	05/03/2019	L3157900003	00031696	70756000	10-2620-424-000-00-800-000-0000	126204248000000	765.98
Vendor: BOROUGSH - BOROUGH OF SHARPSVILLE							
00020078	05/03/2019	L3157900004	00031697	110005503740	Remit # 1 Check Date: 05/03/2019	Check Amount:	2,269.02
00020078	05/03/2019	L3157900005	00031697	110005508863	10-2620-622-000-00-200-000-0000	126206222000000	7,022.21
00020078	05/03/2019	L3157900006	00031697	110005508905	10-2620-622-000-00-980-000-0000	126206229800000	11.96
00020078	05/03/2019	L3157900007	00031697	110005508954	10-2620-622-000-00-980-000-0000	126206229800000	433.08
00020078	05/03/2019	L3157900008	00031697	110005508996	10-2620-622-000-00-980-000-0000	126206229800000	26.18
00020078	05/03/2019	L3157900009	00031697	110005503203	10-2620-622-000-00-500-000-0000	126206225000000	20.54
00020078	05/03/2019	L3157900010	00031697	110005503203	10-2620-622-000-00-800-000-0000	126206228000000	729.00
Vendor: PENNPO - PENN POWER							
00020079	05/03/2019	L3157900011	00031699	8274	Remit # 1 Check Date: 05/03/2019	Check Amount:	9,134.91
Vendor: STAPLE - STAPLES, INC.							
00020080	05/10/2019	L3160600001	00031716	Matsch	Remit # 1 Check Date: 05/03/2019	Check Amount:	19.74
Vendor: MATSKOCH - CHARLES MATSKO							
00020081	05/10/2019	L3160600002	00031717	Raschilla	Remit # 1 Check Date: 05/10/2019	Check Amount:	72.00
00020081	05/10/2019	L3160600003	00031717	Raschilla	10-3250-330-000-00-000-000-SBV0	330SBV	72.00
Vendor: RASCHILJO - JOE RASCHILLA							
00020082	05/10/2019	L3160600004	00031719	Tuskan	Remit # 1 Check Date: 05/10/2019	Check Amount:	108.00
Vendor: TUSKANJO - JOHN TUSKAN							
00020083	05/17/2019	L3165600003	00031724	SFJP-260319	Remit # 1 Check Date: 05/10/2019	Check Amount:	53.00
Vendor: BUHLPAC - BUHL PARK CORPORATION							
00020084	05/17/2019	L3165600004	00031759	104697454	Remit # 1 Check Date: 05/17/2019	Check Amount:	242.60
Vendor: FERRELLGA - FERRELL GAS							
00020085	05/17/2019	L3165600005	00031760	376318710	Remit # 1 Check Date: 05/17/2019	Check Amount:	3,667.35
00020085	05/17/2019	L3165600006	00031760	376318710	10-2620-621-000-00-200-000-0000	126206212000000	3,667.35
00020085	05/17/2019	L3165600007	00031760	376318710	10-2620-621-000-00-500-000-0000	126206215000000	369.46
00020085	05/17/2019	L3165600008	00031760	376318710	10-2620-621-000-00-800-000-0000	126206218000000	423.00
00020085	05/17/2019	L3165600009	00031782	6542151	10-2620-621-000-00-980-000-0000	126206219800000	517.76
00020086	05/14/2019	L3165600010	00031782	6542151	Remit # 1 Check Date: 05/17/2019	Check Amount:	12.61
Vendor: NATIONALFUEL - NATIONAL FUEL							
00020086	05/14/2019	L3165600009	00031782	6542151	Remit # 1 Check Date: 05/17/2019	Check Amount:	1,322.83
00020086	05/14/2019	L3165600010	00031782	6542151	10-2620-621-000-00-200-000-0000	126206212000000	631.36
00020086	05/14/2019	L3165600010	00031782	6542151	10-2620-621-000-00-500-000-0000	126206215000000	723.00

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

06/17/2019 04:18:18 PM

Sharpville Area School District

Page 1

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020086	05/14/2019	L3165600011	00031782	6542151	10-2620-621-000-00-800-000-000-0000	126206218000000	884.65
00020086	05/14/2019	L3165600012	00031782	6542151	10-2620-621-000-00-980-000-000-0000	126206219800000	21.56
Vendor: NATIONFUR - NATIONAL FUEL RESOURCES							
00020087	05/14/2019	L3165600013	00031761	110046135841	Remit # 1 Check Date: 05/17/2019	Check Amount:	2,260.57
Vendor: PENNPO - PENN POWER							
00020088	05/14/2019	L3165600014	00031762	337946301050619	Remit # 1 Check Date: 05/17/2019	Check Amount:	55.93
Vendor: TIMEWAC - TIME WARNER CABLE-NORTHEAST							
00020159	05/22/2019	L3168000001	00031802	SUF	Remit # 1 Check Date: 05/17/2019	Check Amount:	440.00
Vendor: SHIPPEUNF - SHIPPENSBURG UNIVERSITY FOUNDATION							
00020160	05/23/2019	L3168900003	00031661	BuhlPark-1	Remit # 1 Check Date: 05/22/2019	Check Amount:	405.00
00020160	05/23/2019	L3168900004	00031668	BuhlPark-2	Remit # 1 Check Date: 05/22/2019	Check Amount:	40.00
Vendor: BUHL PAC - BUHL PARK CORPORATION							
00020161	05/23/2019	L3168900001	00031799	Germano	Remit # 1 Check Date: 05/23/2019	Check Amount:	80.00
00020161	05/23/2019	L3168900002	00031799	Germano	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: GERMANBO - BOB GERMANO							
00020162	05/23/2019	L3169000001	00031798	Morar	Remit # 1 Check Date: 05/23/2019	Check Amount:	108.00
00020162	05/23/2019	L3169000002	00031798	Morar	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: MORARJO - JOE MORAR							
00020163	05/23/2019	L3169000003	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	108.00
00020163	05/23/2019	L3169000004	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
00020163	05/23/2019	L3169000005	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
00020163	05/23/2019	L3169000006	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: REGULADA2 - DAVID REGULA							
00020164	05/23/2019	L3169000007	00031805	SRB	Remit # 1 Check Date: 05/23/2019	Check Amount:	216.00
Vendor: SHARONROB - SHARON ROBOTICS BOOSTERS							
00020165	05/23/2019	L3169000008	00031806	SVS	Remit # 1 Check Date: 05/23/2019	Check Amount:	300.00
Vendor: SUDDENVAS - SUDDEN VALLEY SOUND							
00020166	05/23/2019	L3169000009	00031796	Thorn	Remit # 1 Check Date: 05/23/2019	Check Amount:	300.00
Vendor: THORNJA - JACK THORN							
00020167	05/23/2019	L3169000010	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	650.00
00020167	05/23/2019	L3169000011	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	650.00
00020167	05/23/2019	L3169000012	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	72.00
					Remit # 1 Check Date: 05/23/2019	Check Amount:	72.00
					Remit # 1 Check Date: 05/23/2019	Check Amount:	218.64
					Remit # 1 Check Date: 05/23/2019	Check Amount:	156.17
					Remit # 1 Check Date: 05/23/2019	Check Amount:	249.88

* Denotes Non-Negotiable Transaction

- Payable Transaction

p - Prenote

d - Direct Deposit

c - Credit Card Payment

06/17/2019 04:18:19 PM

Sharpville Area School District

Page 2

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expended Amt
Vendor: VERIZONBUS - VERIZON BUSINESS SERVICES								
00020168	05/23/2019	L3169000013	00031797	Wellendorf	Remit # 1 Check Date: 05/23/2019	10-3250-330-000-00-000-000-BAV0	330BAV	624.69
Vendor: WELLENKE - KEN WELLENDORF								
00020172	05/30/2019	L3171500001	00031816	Boston-05	Remit # 1 Check Date: 05/23/2019	10-0470-000-000-00-000-000-0000	10470	72.00
Vendor: BOSTONMU - BOSTON MUTUAL								
00020173	05/30/2019	L3171500002	00031817	544	Remit # 1 Check Date: 05/30/2019	10-0470-000-000-00-000-000-0000	10470	518.00
Vendor: CMREG - CM REGENT, LLC								
00020174	05/30/2019	L3171500003	00031813	Crown-06	Remit # 1 Check Date: 05/30/2019	10-0470-000-000-00-000-000-0000	10470	163.77
00020174	05/30/2019	L3171500004	00031815	Crown-06	Remit # 1 Check Date: 05/30/2019	10-0470-000-000-00-000-000-0000	10470	163.77
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION								
00020175	05/30/2019	L3171500005	00031820	Houck	Remit # 1 Check Date: 05/30/2019	10-2380-580-000-30-800-000-137-0000	1238058080000000	161,483.32
Vendor: HOUCKA - CAROL HOUCK								
00020176	05/31/2019	L3172400001	00031821	32304	Remit # 1 Check Date: 05/30/2019	10-3250-513-000-00-000-000-BAV0	513BAV	130.01
Vendor: CAMPBELL - CAMPBELL BUS LINES								
00020177	05/31/2019	L3172400002	00031772	Marks	Remit # 1 Check Date: 05/31/2019	10-1110-610-000-30-800-121-137-0000	111006108012100	130.01
00020177	05/31/2019	L3172400003	00031728	Marks	Remit # 1 Check Date: 05/31/2019	10-1110-430-000-20-500-000-127-0000	111004305000000	900.00
00020177	05/31/2019	L3172400004	00031728	Marks	Remit # 1 Check Date: 05/31/2019	10-1110-513-000-20-500-121-127-0000	111005135012100	900.00
Vendor: MARKSMU - MARKS MUSIC								
05052019	05/06/2019	L3169700022	00031574	Harrisbank-05	Remit # 1 Check Date: 05/31/2019	10-1110-438-000-20-500-000-402-6100	1110043850000061	2,440.00
05052019	05/06/2019	L3169700023	00031580	Harrisbank-05	Remit # 1 Check Date: 05/31/2019	10-1290-610-890-30-800-000-201-5900	1129061080000059	53.98
05052019	05/06/2019	L3169700025	00031617	Harrisbank-05	Remit # 1 Check Date: 05/31/2019	10-1243-610-000-20-500-000-201-0000	1124361050000000	14.99
05052019	05/06/2019	L3169700026	00031617	Harrisbank-05	Remit # 1 Check Date: 05/31/2019	10-1243-610-000-30-800-000-201-0000	1124361080000000	81.80
Vendor: AMAZON - HARRIS BANK								
05052020	05/06/2019	L3169700004	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2519-580-000-00-000-000-0000	1251958000000000	81.79
05052020	05/06/2019	L3169700005	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2519-442-000-00-000-000-0000	1251944200000000	232.56
05052020	05/06/2019	L3169700006	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-1243-894-000-30-800-000-201-0000	1124389480000000	15.93
05052020	05/06/2019	L3169700007	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2310-610-000-00-000-000-0000	1231061000000000	46.99
05052020	05/06/2019	L3169700008	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2310-610-000-00-000-000-0000	1231061000000000	655.00
05052020	05/06/2019	L3169700009	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	570.18
05052020	05/06/2019	L3169700010	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	89.96
05052020	05/06/2019	L3169700011	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	22.11
05052020	05/06/2019	L3169700012	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	49.99
05052020	05/06/2019	L3169700012	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	67.44
05052020	05/06/2019	L3169700012	00031729	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	10-2620-610-000-00-000-000-0000	1262061000000000	-5.72

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

06/17/2019 04:18:19 PM

Sharpville Area School District

Page 3

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
05052020	05/06/2019	L3169700013	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	69.99
05052020	05/06/2019	L3169700014	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	1,377.25
05052020	05/06/2019	L3169700015	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	79.92
05052020	05/06/2019	L3169700016	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	22.99
05052020	05/06/2019	L3169700017	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	60.90
05052020	05/06/2019	L3169700018	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	6.99
05052020	05/06/2019	L3169700019	00031729	Harrisbank-05	10-2620-610-000-00-000-0000	1262061000000000	52.92
05052020	05/06/2019	L3169700020	00031695	Harrisbank-05	10-1110-610-000-30-800-240-137-0000	111006108024000	426.77
Vendor: HARRISBA - HARRIS BANK							
05052021	05/06/2019	L3169700003	00031637	Harrisbank-05	Remit # 1 Check Date: 05/06/2019	Check Amount:	3,609.61
Vendor: JANNSNEC - HARRIS BANK							
05052022	05/06/2019	L3169700021	00031564	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	Check Amount:	95.74
Vendor: NJHS - HARRIS BANK							
05052023	05/06/2019	L3169700024	00031516	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	Check Amount:	708.55
Vendor: PIAA - PIAA DISTRICT 10							
05062019	05/06/2019	L3169700001	00031672	PSEA-04	Remit # 2 Check Date: 05/06/2019	Check Amount:	18.30
05062019	05/06/2019	L3169700002	00031672	PSEA-04	10-0470-000-000-00-000-0000-0000	10470	7,071.60
Vendor: PSEAHEW - PSEA HEALTH AND WELFARE FUND							
05162019	05/16/2019	L3170100001	00031770	SASDPR-05	Remit # 1 Check Date: 05/06/2019	Check Amount:	-503.08
Vendor: SASDPR - SHARPSVILLE AREA SCHOOL DISTRICT							
05192019	05/19/2019	L3170100002	00031651	Nationwide-05	Remit # 1 Check Date: 05/16/2019	Check Amount:	6,568.52
05192019	05/19/2019	L3170100003	00031651	Nationwide-05	10-2260-291-000-00-000-0000-0000	1226029000000000	728,903.71
05192019	05/19/2019	L3170100004	00031651	Nationwide-05	10-2360-291-000-00-000-0000-0000	1236029000000000	300.00
05192019	05/19/2019	L3170100005	00031651	Nationwide-05	10-2380-291-000-00-000-0000-0000	1238029000000000	300.00
05192019	05/19/2019	L3170100006	00031651	Nationwide-05	10-2515-291-000-00-000-0000-0000	1251529000000000	900.00
Vendor: NATION - NATIONWIDE							
05222019	05/22/2019	L3170400001	00031763	59030712	Remit # 1 Check Date: 05/19/2019	Check Amount:	475.00
05222019	05/22/2019	L3170400002	00031763	59030712	10-2620-626-000-00-000-0000-0000	1262062600000000	300.00
05222019	05/22/2019	L3170400003	00031763	59030712	10-2720-513-000-00-000-0000-3500	1272051300000035	2,275.00
Vendor: FLEETSE - WEX BANK							
05282019	05/28/2019	L3170400006	00031818	FSA-05	10-3250-627-000-00-000-0000-AD00	627AD	525.61
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
05282019	05/28/2019	L3170400006	00031818	FSA-05	Remit # 1 Check Date: 05/22/2019	Check Amount:	471.20
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
05282019	05/28/2019	L3170400006	00031818	FSA-05	Remit # 1 Check Date: 05/28/2019	Check Amount:	18.66
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
05282019	05/28/2019	L3170400006	00031818	FSA-05	10-0460-000-000-00-000-0000-0860	0860	1,015.47
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
05282019	05/28/2019	L3170400006	00031818	FSA-05	Remit # 1 Check Date: 05/28/2019	Check Amount:	906.10
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
05282019	05/28/2019	L3170400006	00031818	FSA-05	Remit # 1 Check Date: 05/28/2019	Check Amount:	906.10

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

06/17/2019 04:18:19 PM

d - Direct Deposit

c - Credit Card Payment

Sharpville Area School District

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
---------	-----------	--------	--------	-----------	--------------	--------	--------------

10-GENERAL FUND 932,250.30

Grand Total Manual Checks : 0.00

Grand Total Regular Checks : 932,250.30

Grand Total Direct Deposits: 0.00

Grand Total Credit Card Payments: 0.00

Grand Total All Checks : 932,250.30

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020077	05/03/2019	L3157900001	00031696	70651000	10-2620-424-000-00-200-000-000-0000	126204242000000	876.32
00020077	05/03/2019	L3157900002	00031696	70756000	10-2620-424-000-00-500-000-000-0000	126204245000000	626.72
00020077	05/03/2019	L3157900003	00031696	70756000	10-2620-424-000-00-800-000-000-0000	126204248000000	765.98
Vendor: BOROUGH - BOROUGH OF SHARPSVILLE							
00020078	05/03/2019	L3157900004	00031697	110005503740	Remit # 1 Check Date: 05/03/2019	Check Amount:	2,269.02
00020078	05/03/2019	L3157900005	00031697	110005508863	10-2620-622-000-00-200-000-000-0000	126206222000000	7,022.21
00020078	05/03/2019	L3157900006	00031697	110005508905	10-2620-622-000-00-980-000-000-0000	126206222980000	11.96
00020078	05/03/2019	L3157900007	00031697	110005508954	10-2620-622-000-00-980-000-000-0000	126206222980000	433.08
00020078	05/03/2019	L3157900008	00031697	110005508996	10-2620-622-000-00-980-000-000-0000	126206222980000	26.18
00020078	05/03/2019	L3157900009	00031697	110005503203	10-2620-622-000-00-500-000-000-0000	126206225000000	20.54
00020078	05/03/2019	L3157900010	00031697	110005503203	10-2620-622-000-00-800-000-000-0000	126206228000000	729.00
Vendor: PENNPO - PENN POWER							
00020079	05/03/2019	L3157900011	00031699	8274	Remit # 1 Check Date: 05/03/2019	Check Amount:	9,134.91
00020080	05/10/2019	L3160600001	00031716	Matsch	10-2310-610-000-00-000-000-000-0000	123106100000000	19.74
Vendor: MATSKOCH - CHARLES MATSKO							
00020081	05/10/2019	L3160600002	00031717	Raschilla	Remit # 1 Check Date: 05/10/2019	Check Amount:	19.74
00020081	05/10/2019	L3160600003	00031717	Raschilla	10-3250-330-000-00-000-000-000-SBV0	330SBV	72.00
Vendor: RASCHIJO - JOE RASCHILLA							
00020082	05/10/2019	L3160600004	00031719	Tuskan	Remit # 1 Check Date: 05/10/2019	Check Amount:	72.00
00020083	05/17/2019	L3165600003	00031724	SEJP-260319	10-3250-330-000-00-000-000-SBJ0	330SBJ	54.00
Vendor: TUSKANJO - JOHN TUSKAN							
00020084	05/17/2019	L3165600004	00031759	104697454	10-3250-330-000-00-000-000-SBV0	330SBV	54.00
Vendor: FERRELLGA - FERRELL GAS							
00020085	05/17/2019	L3165600005	00031760	376318710	Remit # 1 Check Date: 05/17/2019	Check Amount:	108.00
00020085	05/17/2019	L3165600006	00031760	376318710	10-2620-621-000-00-200-000-000-0000	126206212000000	53.00
00020085	05/17/2019	L3165600007	00031760	376318710	10-2620-621-000-00-500-000-000-0000	126206215000000	53.00
00020085	05/17/2019	L3165600008	00031760	376318710	10-2620-621-000-00-800-000-000-0000	126206218000000	242.60
Vendor: NATIONAFU - NATIONAL FUEL							
00020086	05/14/2019	L3165600009	00031782	6542151	Remit # 1 Check Date: 05/17/2019	Check Amount:	242.60
00020086	05/14/2019	L3165600010	00031782	6542151	10-2620-621-000-00-200-000-000-0000	126206212000000	3,667.35
					10-2620-621-000-00-500-000-000-0000	126206215000000	3,667.35
					Remit # 1 Check Date: 05/17/2019	Check Amount:	3,667.35
					10-2620-621-000-00-200-000-000-0000	126206212000000	369.46
					10-2620-621-000-00-500-000-000-0000	126206215000000	423.00
					10-2620-621-000-00-800-000-000-0000	126206218000000	517.76
					10-2620-621-000-00-980-000-000-0000	126206219800000	12.61
					Remit # 1 Check Date: 05/17/2019	Check Amount:	1,322.83
					10-2620-621-000-00-200-000-000-0000	126206212000000	631.36
					10-2620-621-000-00-500-000-000-0000	126206215000000	723.00

* Denotes Non-Negotiable Transaction

P - Prenote

C - Credit Card Payment

- Payable Transaction

06/07/2019 02:19:17 PM

Sharpville Area School District

Page 1

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020086	05/14/2019	L3165600011	00031782	6542151	10-2620-621-000-00-800-000-000-0000	126206218000000	884.65
00020086	05/14/2019	L3165600012	00031782	6542151	10-2620-621-000-00-980-000-000-0000	126206219800000	21.56
Vendor: NATIONFUR - NATIONAL FUEL RESOURCES							
00020087	05/14/2019	L3165600013	00031761	110046135841	Remit # 1 Check Date: 05/17/2019	Check Amount:	2,260.57
Vendor: PENNPO - PENN POWER							
00020088	05/14/2019	L3165600014	00031762	337946301050619	Remit # 1 Check Date: 05/17/2019	Check Amount:	55.93
Vendor: TIMEWAC - TIME WARNER CABLE-NORTHEAST							
00020159	05/22/2019	L3168000001	00031802	SUF	Remit # 1 Check Date: 05/17/2019	Check Amount:	440.00
Vendor: SHIPPEUNF - SHIPPENSBURG UNIVERSITY FOUNDATION							
00020160	05/23/2019	L3168900003	00031661	BuhlPark-1	Remit # 1 Check Date: 05/22/2019	Check Amount:	405.00
00020160	05/23/2019	L3168900004	00031668	BuhlPark-2	Remit # 1 Check Date: 05/22/2019	Check Amount:	40.00
Vendor: BUHLPAC - BUHL PARK CORPORATION							
00020161	05/23/2019	L3168900001	00031799	Germano	Remit # 1 Check Date: 05/23/2019	Check Amount:	80.00
00020161	05/23/2019	L3168900002	00031799	Germano	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: GERMANBO - BOB GERMANO							
00020162	05/23/2019	L3169000001	00031798	Morar	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
00020162	05/23/2019	L3169000002	00031798	Morar	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: MORARJO - JOE MORAR							
00020163	05/23/2019	L3169000003	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	108.00
00020163	05/23/2019	L3169000004	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
00020163	05/23/2019	L3169000005	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
00020163	05/23/2019	L3169000006	00031800	Regula	Remit # 1 Check Date: 05/23/2019	Check Amount:	54.00
Vendor: REGULADA2 - DAVID REGULA							
00020164	05/23/2019	L3169000007	00031805	SRB	Remit # 1 Check Date: 05/23/2019	Check Amount:	216.00
Vendor: SHARONROB - SHARON ROBOTICS BOOSTERS							
00020165	05/23/2019	L3169000008	00031806	SVS	Remit # 1 Check Date: 05/23/2019	Check Amount:	300.00
Vendor: SUDDENVAS - SUDDEN VALLEY SOUND							
00020166	05/23/2019	L3169000009	00031796	Thorn	Remit # 1 Check Date: 05/23/2019	Check Amount:	300.00
Vendor: THORNJA - JACK THORN							
00020167	05/23/2019	L3169000010	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	650.00
00020167	05/23/2019	L3169000011	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	650.00
00020167	05/23/2019	L3169000012	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	72.00
Vendor: THORNJA - JACK THORN							
00020167	05/23/2019	L3169000010	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	72.00
00020167	05/23/2019	L3169000011	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	218.64
00020167	05/23/2019	L3169000012	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	156.17
00020167	05/23/2019	L3169000012	00031793	7112350	Remit # 1 Check Date: 05/23/2019	Check Amount:	249.88

* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

06/07/2019 02:19:17 PM

Sharpville Area School District

Page 2

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A. S. N.	Expended Amt
Vendor: VERIZONBUS - VERIZON BUSINESS SERVICES							
00020168	05/23/2019	L3169000013	00031797	Wellendorf	Remit # 1 Check Date: 05/23/2019 10-3250-330-000-00-000-000-BAV0	Check Amount: 330BAV	624.69
Vendor: WELLENKE - KEN WELLENDORF							
00020172	05/30/2019	L3171500001	00031816	Boston-05	Remit # 1 Check Date: 05/23/2019 10-0470-000-000-00-000-000-0000	Check Amount: 10470	72.00
Vendor: BOSTONMU - BOSTON MUTUAL							
00020173	05/30/2019	L3171500002	00031817	544	Remit # 1 Check Date: 05/30/2019 10-0470-000-000-00-000-000-0000	Check Amount: 10470	518.00
Vendor: CMREG - CM REGENT, LLC							
00020174	05/30/2019	L3171500003	00031813	Crown-06	Remit # 1 Check Date: 05/30/2019 10-0470-000-000-00-000-000-0000	Check Amount: 10470	518.00
00020174	05/30/2019	L3171500004	00031815	Crown-06	Remit # 1 Check Date: 05/30/2019 10-0470-000-000-00-000-000-0000	Check Amount: 10470	163.77
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
00020175	05/30/2019	L3171500005	00031820	Houck	Remit # 1 Check Date: 05/30/2019 10-2380-580-000-30-800-000-137-0000	Check Amount: 12380580000000	161,483.32
Vendor: HOUCKA - CAROL HOUCK							
00020176	05/31/2019	L3172400001	00031821	32304	Remit # 1 Check Date: 05/30/2019 10-3250-513-000-00-000-000-BAV0	Check Amount: 513BAV	130.01
Vendor: CAMPBELL - CAMPBELL BUS LINES							
00020177	05/31/2019	L3172400002	00031772	Marks	Remit # 1 Check Date: 05/31/2019 10-1110-610-000-30-800-121-137-0000	Check Amount: 111006108012100	900.00
00020177	05/31/2019	L3172400003	00031728	Marks	10-1110-430-000-20-500-000-127-0000	111004305000000	1,645.00
00020177	05/31/2019	L3172400004	00031728	Marks	10-1110-513-000-20-500-121-127-0000	111005135012100	750.00
Vendor: MARKSMU - MARKS MUSIC							
05052019	05/06/2019	L3169700022	00031574	Harrisbank-05	Remit # 1 Check Date: 05/31/2019 10-1110-438-000-20-500-000-402-6100	Check Amount: 111004385000061	45.00
05052019	05/06/2019	L3169700023	00031580	Harrisbank-05	10-1290-610-890-30-800-000-201-5900	112906108000059	2,440.00
05052019	05/06/2019	L3169700025	00031617	Harrisbank-05	10-1243-610-000-20-500-000-201-0000	112436105000000	53.98
05052019	05/06/2019	L3169700026	00031617	Harrisbank-05	10-1243-610-000-30-800-000-201-0000	112436108000000	14.99
Vendor: AMAZON - HARRIS BANK							
05052020	05/06/2019	L3169700004	00031758	Harrisbank-05	Remit # 2 Check Date: 05/06/2019 10-2519-580-000-00-000-000-000-0000	Check Amount: 1251958000000000	81.80
05052020	05/06/2019	L3169700005	00031758	Harrisbank-05	10-2519-442-000-00-000-000-000-0000	125194420000000	81.79
05052020	05/06/2019	L3169700006	00031758	Harrisbank-05	10-1243-894-000-30-800-000-201-0000	112438948000000	232.56
05052020	05/06/2019	L3169700007	00031758	Harrisbank-05	10-2310-610-000-00-000-000-000-0000	123106100000000	15.93
05052020	05/06/2019	L3169700008	00031758	Harrisbank-05	10-2310-610-000-00-000-000-000-0000	123106100000000	46.99
05052020	05/06/2019	L3169700009	00031729	Harrisbank-05	10-2310-610-000-00-000-000-000-0000	123106100000000	655.00
05052020	05/06/2019	L3169700010	00031729	Harrisbank-05	10-2620-610-000-00-000-000-000-0000	126206100000000	570.18
05052020	05/06/2019	L3169700011	00031729	Harrisbank-05	10-2620-610-000-00-000-000-000-0000	126206100000000	89.96
05052020	05/06/2019	L3169700012	00031729	Harrisbank-05	10-2620-610-000-00-000-000-000-0000	126206100000000	22.11
							49.99
							67.44
							-5.72

* Denotes Non-Negotiable Transaction

- Payable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

06/07/2019 02:19:18 PM

Sharpville Area School District

Page 3

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackgrc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
05052020	05/06/2019	L3169700013	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	69.99
05052020	05/06/2019	L3169700014	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	1,377.25
05052020	05/06/2019	L3169700015	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	79.92
05052020	05/06/2019	L3169700016	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	22.99
05052020	05/06/2019	L3169700017	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	60.90
05052020	05/06/2019	L3169700018	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	6.99
05052020	05/06/2019	L3169700019	00031729	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	52.92
05052020	05/06/2019	L3169700020	00031695	Harrisbank-05	10-1110-610-000-30-800-240-137-0000	1110061080240000	426.77
Vendor: HARRISBA - HARRIS BANK							
05052021	05/06/2019	L3169700003	00031637	Harrisbank-05	Remit # 1 Check Date: 05/06/2019	Check Amount:	3,609.61
Vendor: JANNSENEC - HARRIS BANK							
05052022	05/06/2019	L3169700021	00031564	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	Check Amount:	95.74
Vendor: NJHS - HARRIS BANK							
05052023	05/06/2019	L3169700024	00031516	Harrisbank-05	Remit # 2 Check Date: 05/06/2019	Check Amount:	708.55
Vendor: PIAA - PIAA DISTRICT 10							
05062019	05/06/2019	L3169700001	00031672	PSEA-04	Remit # 2 Check Date: 05/06/2019	Check Amount:	18.30
05062019	05/06/2019	L3169700002	00031672	PSEA-04	10-0470-000-00-000-000-0000	10470	7,071.60
Vendor: PSEAHEW - PSEA HEALTH AND WELFARE FUND							
05162019	05/16/2019	L3170100001	00031770	SASDPR-05	10-5800-272-000-00-000-000-0000	15800272	-503.08
Vendor: SASDPR - SHARPSVILLE AREA SCHOOL DISTRICT							
05192019	05/19/2019	L3170100002	00031651	Nationwide-05	Remit # 1 Check Date: 05/16/2019	Check Amount:	6,568.52
05192019	05/19/2019	L3170100003	00031651	Nationwide-05	10-0102-000-00-000-000-0000	10102	728,903.71
05192019	05/19/2019	L3170100004	00031651	Nationwide-05	Remit # 1 Check Date: 05/16/2019	Check Amount:	728,903.71
05192019	05/19/2019	L3170100005	00031651	Nationwide-05	10-2260-291-000-00-000-000-0000	1226029000000000	300.00
05192019	05/19/2019	L3170100006	00031651	Nationwide-05	10-2360-291-000-00-000-000-0000	1236029000000000	300.00
05192019	05/19/2019	L3170100007	00031651	Nationwide-05	10-2380-291-000-00-000-000-0000	1238029000000000	900.00
05192019	05/19/2019	L3170100008	00031651	Nationwide-05	10-2515-291-000-00-000-000-0000	1251529000000000	475.00
05192019	05/19/2019	L3170100009	00031651	Nationwide-05	10-2818-291-000-00-000-000-0000	1281829000000000	300.00
Vendor: NATION - NATIONWIDE							
05222019	05/22/2019	L3170400001	00031763	59030712	Remit # 1 Check Date: 05/19/2019	Check Amount:	2,275.00
05222019	05/22/2019	L3170400002	00031763	59030712	10-2620-626-000-00-000-000-0000	1262062600000000	525.61
05222019	05/22/2019	L3170400003	00031763	59030712	10-2720-513-000-00-000-000-0000	1272051300000035	471.20
05222019	05/22/2019	L3170400004	00031763	59030712	10-3250-627-000-00-000-000-0000	AD00 627AD	18.66
Vendor: FLEETSE - WEX BANK							
05282019	05/28/2019	L3170400006	00031818	FSA-05	Remit # 1 Check Date: 05/22/2019	Check Amount:	1,015.47
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
					10-0460-000-00-000-000-0000	0860	906.10
					Remit # 1 Check Date: 05/28/2019	Check Amount:	906.10

* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

- Payable Transaction

Sharpville Area School District

Page 4

06/07/2019 02:19:18 PM

Fund Accounting Check Register

GENERAL FUND - From 05/01/2019 To 05/31/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
					10-GENERAL FUND		932,250.30
					Grand Total Manual Checks :		0.00
					Grand Total Regular Checks :		932,250.30
					Grand Total Direct Deposits:		0.00
					Grand Total Credit Card Payments:		0.00
					Grand Total All Checks :		932,250.30

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020188	06/19/2019	L3167700012	00031810	423482	10-1110-562-000-30-800-000-109-0000	111005628000000	874.24
Vendor: 21CCCS - 21ST CENTURY CYBER CHARTER SCL					Remit # 1 Check Date: 06/19/2019	Check Amount:	874.24
00020189	06/19/2019	L3167700067	00031870	555277	10-1110-562-000-10-200-000-109-0000	111005622000000	1,748.47
00020189	06/19/2019	L3167700068	00031870	555277	10-1110-562-000-30-800-000-109-0000	111005628000000	874.24
Vendor: AGORACYC - AGORA CYBER CHARTER SCHOOL					Remit # 1 Check Date: 06/19/2019	Check Amount:	2,622.71
00020190	06/19/2019	L3167700048	00031738	INV0294315	10-3210-610-000-20-500-000-127-0000	132106105000000	149.39
00020190	06/19/2019	L3167700049	00031738	INV0294617	10-3210-610-000-20-500-000-127-0000	132106105000000	1,659.90
Vendor: AKJED - AKJ EDUCATION					Remit # 1 Check Date: 06/19/2019	Check Amount:	1,809.29
00020191	06/19/2019	L3167700064	00031415	390256	10-1243-610-000-20-500-000-201-0000	112436105000000	262.50
00020191	06/19/2019	L3167700065	00031415	390256	10-1243-610-000-30-800-000-201-0000	112436108000000	262.50
Vendor: ANDERSEN - ANDERSON ENTERPRISES					Remit # 1 Check Date: 06/19/2019	Check Amount:	525.00
00020192	06/19/2019	L3167700066	00031871	10900	10-2350-330-271-00-000-000-000-2200	123503300000022	180.00
Vendor: ANDREWPER - ANDREWS & PRICE					Remit # 1 Check Date: 06/19/2019	Check Amount:	180.00
00020193	06/19/2019	L3167700046	00031822	BUTLER	10-3250-810-000-00-000-000-000-TRV0	810TRV	120.00
Vendor: BUTLESEH - BUTLER SENIOR HIGH SCHOOL					Remit # 1 Check Date: 06/19/2019	Check Amount:	120.00
00020194	06/19/2019	L3167700069	00031872	CAMPBELL	10-3250-580-000-00-000-000-000-CCV0	580CCV	216.85
Vendor: CAMPBELL - BRIAN CAMPBELL					Remit # 1 Check Date: 06/19/2019	Check Amount:	216.85
00020195	06/19/2019	L3167700052	00031834	32310	10-3250-513-000-00-000-000-000-BAV0	513BAV	900.00
Vendor: CAMPBELL - CAMPBELL BUS LINES					Remit # 1 Check Date: 06/19/2019	Check Amount:	900.00
00020196	06/19/2019	L3167700070	00031873	90002588	10-1233-561-000-30-800-000-109-0000	112335618000000	2,268.00
Vendor: CANONMCS - CANON-MCMILLAN SCHOOL DISTRICT					Remit # 1 Check Date: 06/19/2019	Check Amount:	2,268.00
00020197	06/19/2019	L3167700013	00031811	CAPABLE KIDS	10-1225-330-000-30-800-000-109-0000	112253308000000	7,178.00
00020197	06/19/2019	L3167700014	00031811	CAPABLE KIDS	10-1290-330-000-00-000-000-109-0000	112903300000000	6,419.50
00020197	06/19/2019	L3167700137	00031899	4281	10-1225-330-000-10-200-000-109-0000	112253302000000	3,959.00
00020197	06/19/2019	L3167700138	00031899	4281	10-1225-330-000-30-800-000-109-0000	112253308000000	3,959.00
00020197	06/19/2019	L3167700139	00031899	4281	10-1290-330-000-00-000-000-109-0000	112903300000000	5,092.00
Vendor: CAPABLI - CAPABLE KIDS, LLC					Remit # 1 Check Date: 06/19/2019	Check Amount:	26,607.50
00020198	06/19/2019	L3167700071	00031874	555774	10-1110-562-000-30-800-000-109-0000	111005628000000	874.24
Vendor: COMMONCHA - COMMONWEALTH CHARTER ACADEMY					Remit # 1 Check Date: 06/19/2019	Check Amount:	874.24
00020199	06/19/2019	L3167700140	00031901	CONSTANT	10-3210-390-000-00-500-000-127-0000	132103905000000	400.00
Vendor: CONSTAMA - MARTHA ANASTASIA CONSTANT					Remit # 1 Check Date: 06/19/2019	Check Amount:	400.00
00020200	06/19/2019	L3167700072	00031875	2365	10-1442-569-000-20-500-000-000-0000	114425695000000	3,851.10

* Denotes Non-Negotiable Transaction

- Payable Transaction P - Prenote

d - Direct Deposit

c - Credit Card Payment

06/17/2019 02:27:44 PM

Sharpville Area School District

Page 1

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: CROSSGRH - CROSSROADS GROUP HOMES							
00020201	06/19/2019	L3176500001	00031479	SASD-0125	Remit # 1 Check Date: 06/19/2019 10-2519-340-000-00-000-000-0000	Check Amount: 1251934000000000	3,851.10
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION							
00020202	06/19/2019	L3167700001	00030015	DADICH	Remit # 1 Check Date: 06/19/2019 10-2620-538-000-00-000-000-0000	Check Amount: 1262053800000000	90.00
Vendor: DADICHTIJ - TIMOTHY J DADICH							
00020203	06/19/2019	L3167700033	00030016	63766088	Remit # 1 Check Date: 06/19/2019 10-1110-448-000-10-200-000-117-0000	Check Amount: 1110044820000000	25.00
00020203	06/19/2019	L3167700034	00030016	63766088	10-1110-448-000-20-500-000-127-0000	1110044850000000	974.00
00020203	06/19/2019	L3167700035	00030016	63766088	10-1110-448-000-30-800-000-137-0000	1110044880000000	793.00
00020203	06/19/2019	L3167700036	00030016	63766088	10-2250-448-000-30-800-000-137-0000	1225044880000000	793.00
00020203	06/19/2019	L3167700037	00030016	63766088	10-2260-448-000-00-000-000-201-0000	1226044800000000	4.00
00020203	06/19/2019	L3167700038	00030016	63766088	10-2360-448-000-00-000-000-000-0000	1236044800000000	4.00
00020203	06/19/2019	L3167700039	00030016	63766088	10-2380-448-000-10-200-000-117-0000	1238044820000000	33.00
00020203	06/19/2019	L3167700040	00030016	63766088	10-2380-448-000-20-500-000-127-0000	1238044850000000	82.00
00020203	06/19/2019	L3167700041	00030016	63766088	10-2380-448-000-30-800-000-137-0000	1238044880000000	37.00
00020203	06/19/2019	L3167700042	00030016	63766088	10-2519-448-000-00-000-000-000-0000	1251944800000000	95.00
Vendor: DELAGELAF - DE LAGE LANDEN FINANCIAL SERVICES INC							
00020204	06/19/2019	L3167700073	00031876	218129	Remit # 1 Check Date: 06/19/2019 10-1110-448-000-10-200-000-117-0000	Check Amount: 1110044820000000	2,848.08
00020204	06/19/2019	L3167700074	00031876	218129	10-1110-448-000-20-500-000-127-0000	1110044850000000	421.19
00020204	06/19/2019	L3167700075	00031876	218129	10-1110-448-000-30-800-000-137-0000	1110044880000000	331.12
00020204	06/19/2019	L3167700076	00031876	218129	10-2360-448-000-00-000-000-000-0000	1236044800000000	167.68
00020204	06/19/2019	L3167700077	00031876	218129	10-2519-448-000-00-000-000-000-0000	1251944800000000	6.50
Vendor: DIRECTIM - DIRECT IMAGE							
00020205	06/19/2019	L3167700053	00031836	DONOFRIOS	Remit # 1 Check Date: 06/19/2019 10-1110-610-000-30-800-240-137-0000	Check Amount: 111006108024000	6.49
Vendor: DONOFROC - DONOFRIO'S FOOD CENTER							
00020206	06/19/2019	L3167700028	00031789	591393	Remit # 1 Check Date: 06/19/2019 10-2380-610-000-20-500-000-127-0000	Check Amount: 1238061050000000	932.98
00020206	06/19/2019	L3167700043	00031824	591370	10-1110-390-000-30-800-121-137-0000	111003908012100	165.71
Vendor: ENGRAVPL - THE ENGRAVING PLACE							
00020207	06/19/2019	L3167700078	00031877	ERDOS	Remit # 1 Check Date: 06/19/2019 10-2720-513-000-00-000-000-3700	Check Amount: 1272051300000037	165.71
00020207	06/19/2019	L3167700079	00031877	ERDOS	10-2720-513-271-00-000-000-2200	1272051300000022	24.00
00020207	06/19/2019	L3167700080	00031877	ERDOS	10-2750-513-000-00-000-000-0000	1275051300000000	96.00
00020207	06/19/2019	L3167700141	00031900	ERDOS TRANSPORT	10-2720-513-271-00-000-000-2200	1272051300000022	120.00
							735.00
							2,581.00
							2,418.00
							264.00

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

06/17/2019 02:27:44 PM

Sharpville Area School District

Page 2

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020207	06/19/2019	L3167700142	00031900	ERDOS TRANSPORT	10-2750-513-000-00-000-000-0000	1275051300000000	378.00
Vendor: ERDOSTR - ERDOS TRANSPORT SERVICES					Remit # 1 Check Date: 06/19/2019	Check Amount:	6,376.00
00020208	06/19/2019	L3167700002	00030028	ERIC RYAN CORP	10-2620-340-000-00-000-000-0000	1262034000000000	30.00
Vendor: ERICRY - THE ERIC RYAN CORPORATION					Remit # 1 Check Date: 06/19/2019	Check Amount:	30.00
00020209	06/19/2019	L3167700081	00031878	Q906870296	10-3210-525-000-00-000-000-0000	1321052500000000	100.00
Vendor: ERIEINE - ERIE INSURANCE EXCHANGE					Remit # 1 Check Date: 06/19/2019	Check Amount:	100.00
00020210	06/19/2019	L3167700082	00031852	160607	10-2620-610-000-00-000-000-0000	1262061000000000	310.16
Vendor: FAGANSAS - FAGAN SANITARY SUPPLY					Remit # 1 Check Date: 06/19/2019	Check Amount:	310.16
00020211	06/19/2019	L3167700003	00031457	438939	10-2250-640-000-30-800-000-137-0000	1225064080000000	771.00
00020211	06/19/2019	L3167700136	00031561	458682	10-2250-640-000-30-800-000-137-0000	1225064080000000	653.07
Vendor: FOLLETS - FOLLETT SCHOOL SOLUTIONS INC					Remit # 1 Check Date: 06/19/2019	Check Amount:	1,424.07
00020212	06/19/2019	L3167700083	00031850	14930	10-2620-430-000-00-800-000-000-0000	1262043080000000	195.00
Vendor: GREENELI - GREEN ELEVATOR INSPECTION CO.					Remit # 1 Check Date: 06/19/2019	Check Amount:	195.00
00020213	06/19/2019	L3167700004	00031236	HAWTHORNE	10-2620-538-000-00-000-000-0000	1262053800000000	50.00
Vendor: HAWTHOCA - CARLA HAWTHORNE					Remit # 1 Check Date: 06/19/2019	Check Amount:	50.00
00020214	06/19/2019	L3167700005	00030017	HOAGLAND	10-2620-538-000-00-000-000-0000	1262053800000000	50.00
Vendor: HOAGLAWA - WADE HOAGLAND					Remit # 1 Check Date: 06/19/2019	Check Amount:	50.00
00020215	06/19/2019	L3167700006	00030025	HOUCK	10-2620-538-000-00-000-000-0000	1262053800000000	25.00
Vendor: HOUCKCA - CAROL HOUCK					Remit # 1 Check Date: 06/19/2019	Check Amount:	25.00
00020216	06/19/2019	L3167700084	00031853	163776	10-2620-430-000-00-000-000-0000	1262043000000000	812.58
Vendor: ICEL - I.C. ELECTRIC					Remit # 1 Check Date: 06/19/2019	Check Amount:	812.58
00020217	06/19/2019	L3167700030	00030018	3088567	10-2620-430-000-00-000-000-0000	1262043000000000	168.00
Vendor: JCEH - J.C. EHRLICH CO., INC.					Remit # 1 Check Date: 06/19/2019	Check Amount:	168.00
00020218	06/19/2019	L3167700047	00031826	KING	10-2380-610-000-20-500-000-127-0000	1238061050000000	36.45
Vendor: KINGMA - MATT KING					Remit # 1 Check Date: 06/19/2019	Check Amount:	36.45
00020219	06/19/2019	L3167700085	00031879	LINCOLN PARK	10-1110-562-000-30-800-000-109-0000	1110056280000000	1,748.47
00020219	06/19/2019	L3167700086	00031879	LINCOLN PARK	10-1290-562-000-30-800-000-109-0000	1129056280000000	1,728.55
Vendor: LINCOLNPP - THE LINCOLN PARK PERFORMING					Remit # 1 Check Date: 06/19/2019	Check Amount:	3,477.02
00020220	06/19/2019	L3167700015	00031788	12921	10-3210-513-000-00-800-000-137-0000	1321051380000000	85.32
00020220	06/19/2019	L3167700016	00031788	12924	10-3210-513-000-00-800-000-137-0000	1321051380000000	84.33
Vendor: LUMPRRE - LUMPP RENT-A-CAR INC					Remit # 1 Check Date: 06/19/2019	Check Amount:	169.65
00020221	06/19/2019	L3167700054	00031838	22032	10-1110-430-000-30-800-000-137-0000	1110043080000000	21.95

* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

C - Credit Card Payment

06/17/2019 02:27:45 PM

Sharpville Area School District

Page 3

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020221	06/19/2019	L3167700055	00031838	22092	10-1110-430-000-30-800-000-137-0000	111004308000000	60.00
Vendor:	MARKSMU	- MARKS MUSIC			Remit # 1 Check Date: 06/19/2019	Check Amount:	81.95
00020222	06/19/2019	L3167700007	00030014	MARSHALL	10-2620-538-000-00-000-000-000-0000	126205380000000	25.00
Vendor:	MARSHAH	- HEIDI MARSHALL			Remit # 1 Check Date: 06/19/2019	Check Amount:	25.00
00020223	06/19/2019	L3167700087	00031880	MCKNIGHT	10-2330-618-000-00-000-000-000-0000	123306180000000	150.00
Vendor:	MCKNIGLO	- LORI MCKNIGHT			Remit # 1 Check Date: 06/19/2019	Check Amount:	150.00
00020224	06/19/2019	L3167700017	00031791	MEHLER	10-3250-330-000-00-000-000-000-BAV0	330BAV	25.00
00020224	06/19/2019	L3167700018	00031791	MEHLER	10-3250-330-000-00-000-000-BAV0	330BAV	25.00
00020224	06/19/2019	L3167700019	00031791	MEHLER	10-3250-330-000-00-000-000-BAV0	330BAV	25.00
00020224	06/19/2019	L3167700020	00031791	MEHLER	10-3250-330-000-00-000-000-SBV0	330SBV	25.00
00020224	06/19/2019	L3167700021	00031791	MEHLER	10-3250-330-000-00-000-000-SBV0	330SBV	25.00
00020224	06/19/2019	L3167700022	00031794	MEHLER	10-3250-330-000-00-000-000-SBV0	330SBV	25.00
Vendor:	MEHLERGE	- GEORGE MEHLER			Remit # 1 Check Date: 06/19/2019	Check Amount:	150.00
00020225	06/19/2019	L3167700023	00031809	MILLER	10-2836-580-000-00-000-000-0000	128365800000000	29.00
Vendor:	MILLERKR	- KRYSTAL MILLER			Remit # 1 Check Date: 06/19/2019	Check Amount:	29.00
00020226	06/19/2019	L3167700056	00031837	25285	10-3210-610-000-30-800-000-137-2300	132106108000023	328.81
Vendor:	MINUTEPR	- MINUTEMAN PRESS			Remit # 1 Check Date: 06/19/2019	Check Amount:	328.81
00020227	06/19/2019	L3167700024	00031808	1417	10-1290-322-000-10-200-000-109-0000	112903220000000	2,000.00
00020227	06/19/2019	L3167700029	00031819	1428	10-2220-348-000-00-000-000-402-0000	122203480000000	1,100.00
00020227	06/19/2019	L3167700088	00031881	1577	10-1243-894-000-10-200-000-201-0000	112438942000000	144.00
00020227	06/19/2019	L3167700089	00031881	1577	10-1243-894-000-30-800-000-201-0000	112438948000000	48.00
Vendor:	MIUIV	- MIDWESTERN IO IV			Remit # 1 Check Date: 06/19/2019	Check Amount:	3,292.00
00020228	06/19/2019	L3167700090	00031854	54386	10-2620-610-000-00-000-000-0000	126206100000000	115.60
Vendor:	MUNICISIS	- MUNICIPAL SIGNS & SALES			Remit # 1 Check Date: 06/19/2019	Check Amount:	115.60
00020229	06/19/2019	L3167700044	00031825	JAKLIC	10-1110-390-000-30-800-121-137-0000	111003908012100	300.00
Vendor:	MURRAYMA	- MAUREEN MURRAY-JAKLIC			Remit # 1 Check Date: 06/19/2019	Check Amount:	300.00
00020230	06/19/2019	L3167700025	00031790	1856875	10-3210-610-000-30-800-000-137-2300	132106108000023	40.77
Vendor:	OAKHAI	- OAK HALL INDUSTRIES, L.P.			Remit # 1 Check Date: 06/19/2019	Check Amount:	40.77
00020231	06/19/2019	L3167700031	00031721	315277386001	10-1110-610-000-20-500-150-127-0000	111006105015000	31.68
Vendor:	OFFICEDE	- OFFICE DEPOT			Remit # 1 Check Date: 06/19/2019	Check Amount:	31.68
00020232	06/19/2019	L3167700008	00031727	3345729	10-2380-610-000-20-500-000-127-0000	123806105000000	239.60
Vendor:	OFFICESU	- OFFICE SUPPLY.COM			Remit # 1 Check Date: 06/19/2019	Check Amount:	239.60

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

06/17/2019 02:27:45 PM

Sharpville Area School District

Page 4

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020233	06/19/2019	L3167700091	00031882	554677	10-1110-562-000-30-800-000-109-0000	1110056280000000	874.24
Vendor: PALECS - PA LEADERSHIP CHARTER SCHOOL					Remit # 1 Check Date: 06/19/2019	Check Amount:	874.24
00020234	06/19/2019	L3167700026	00031807	PA VIRTUAL	10-1110-562-000-10-200-000-109-0000	1110056220000000	2,622.71
00020234	06/19/2019	L3167700027	00031807	PA VIRTUAL	10-1110-562-000-30-800-000-109-0000	1110056280000000	874.24
Vendor: PAVIC - PA VIRTUAL CHARTER SCHOOL					Remit # 1 Check Date: 06/19/2019	Check Amount:	3,496.95
00020235	06/19/2019	L3167700092	00031889	1000010877	10-1110-329-000-10-200-000-000-0000	1110032920000000	932.56
00020235	06/19/2019	L3167700093	00031889	1000010877	10-1110-329-000-20-500-000-000-0000	1110032950000000	803.26
00020235	06/19/2019	L3167700094	00031889	1000010877	10-1110-329-000-30-800-000-000-0000	1110032980000000	1,549.13
00020235	06/19/2019	L3167700095	00031889	1000010877	10-1290-329-000-30-800-000-000-0000	1129032980000000	479.50
00020235	06/19/2019	L3167700096	00031889	1000010877	10-2360-329-000-00-000-000-000-0000	1236032900000000	369.90
00020235	06/19/2019	L3167700097	00031889	1000010877	10-2380-329-000-30-800-000-000-0000	1238032980000000	116.45
00020235	06/19/2019	L3167700098	00031889	1000010877	10-2620-413-000-00-000-000-000-0000	1262041300000000	369.20
00020235	06/19/2019	L3167700099	00031890	1000010938	10-1110-329-000-10-200-000-000-0000	1110032920000000	1,147.50
00020235	06/19/2019	L3167700100	00031890	1000010938	10-1110-329-000-20-500-000-000-0000	1110032950000000	459.00
00020235	06/19/2019	L3167700101	00031890	1000010938	10-1110-329-000-30-800-000-000-0000	1110032980000000	1,377.01
00020235	06/19/2019	L3167700102	00031890	1000010938	10-1211-329-000-30-800-000-000-0000	1121132980000000	114.75
00020235	06/19/2019	L3167700103	00031890	1000010938	10-1233-329-000-10-200-000-000-0000	1123332920000000	306.56
00020235	06/19/2019	L3167700104	00031890	1000010938	10-1233-329-000-30-800-000-000-0000	1123332980000000	287.70
00020235	06/19/2019	L3167700105	00031890	1000010938	10-1241-329-000-20-500-000-000-0000	1124132950000000	114.75
00020235	06/19/2019	L3167700106	00031890	1000010938	10-1290-329-000-10-200-000-000-0000	1129032920000000	54.80
00020235	06/19/2019	L3167700107	00031890	1000010938	10-1290-329-000-30-800-000-000-0000	1129032980000000	575.40
00020235	06/19/2019	L3167700108	00031890	1000010938	10-2250-329-000-00-000-000-000-0000	1225032900000000	114.75
00020235	06/19/2019	L3167700109	00031890	1000010938	10-2250-329-000-30-800-000-000-0000	1225032980000000	109.60
00020235	06/19/2019	L3167700110	00031890	1000010938	10-2270-329-000-30-800-000-000-0000	1227032980000000	172.13
00020235	06/19/2019	L3167700111	00031890	1000010938	10-2360-329-000-00-000-000-000-0000	1236032900000000	404.15
00020235	06/19/2019	L3167700112	00031891	1000011001	10-1110-329-000-10-200-000-000-0000	1110032920000000	1,147.51
00020235	06/19/2019	L3167700113	00031891	1000011001	10-1110-329-000-20-500-000-000-0000	1110032950000000	1,090.13
00020235	06/19/2019	L3167700114	00031891	1000011001	10-1110-329-000-30-800-000-000-0000	1110032980000000	631.13
00020235	06/19/2019	L3167700115	00031891	1000011001	10-1233-329-000-30-800-000-000-0000	1123332980000000	114.75
00020235	06/19/2019	L3167700116	00031891	1000011001	10-1241-329-000-10-200-000-000-0000	1124132920000000	57.38
00020235	06/19/2019	L3167700117	00031891	1000011001	10-1290-329-000-10-200-000-000-0000	1129032920000000	143.85
00020235	06/19/2019	L3167700118	00031891	1000011001	10-1290-329-000-30-800-000-000-0000	1129032980000000	866.53

* Denotes Non-Negotiable Transaction

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00020235	06/19/2019	L3167700119	00031891	1000011001	10-2360-329-000-00-000-000-0000	1236032900000000	479.50
00020235	06/19/2019	L3167700120	00031891	1000011001	10-2519-348-000-00-000-000-0000	1251934800000000	-3,489.56
00020235	06/19/2019	L3167700143	00031893	1000011065	10-1110-329-000-10-200-000-000-0000	1110032920000000	803.25
00020235	06/19/2019	L3167700144	00031893	1000011065	10-1290-329-000-10-200-000-000-0000	1129032920000000	47.95
00020235	06/19/2019	L3167700145	00031893	1000011065	10-1290-329-000-30-800-000-000-0000	1129032980000000	527.45
00020235	06/19/2019	L3167700146	00031893	1000011065	10-2360-329-000-00-000-000-000-0000	1236032900000000	191.80
00020235	06/19/2019	L3167700147	00031893	1000011065	10-2620-413-000-00-000-000-000-0000	1262041300000000	255.60
00020235	06/19/2019	L3167700148	00031894	1000011127	10-2620-413-000-00-000-000-000-0000	1262041300000000	113.60
Vendor: PRECISHUR - PRECISION HUMAN RESOURCE SOLUTIONS							
00020236	06/19/2019	L3167700149	00031898	556350	10-1110-562-000-10-200-000-109-0000	1110056220000000	12,838.97
00020236	06/19/2019	L3167700150	00031898	556350	10-1110-562-000-30-800-000-109-0000	1110056280000000	874.24
00020236	06/19/2019	L3167700151	00031898	556350	10-1290-561-000-10-200-000-109-0000	1129056120000000	874.24
Vendor: REACHCYC - REACH CYBER CHARTER SCHOOL							
00020237	06/19/2019	L3167700057	00031833	7470	10-2310-610-000-00-000-000-000-0000	1231061000000000	1,728.55
00020237	06/19/2019	L3167700058	00031833	7469	10-2310-610-000-00-000-000-000-0000	1231061000000000	3,477.03
Vendor: REGISTEX - REGISTRY FOR EXCELLENCE							
00020238	06/19/2019	L3167700009	00030019	ROBERTS	10-2620-538-000-00-000-000-000-0000	1262053800000000	185.87
00020238	06/19/2019	L3167700121	00031888	ROBERTS	10-2519-580-000-00-000-000-000-0000	1251958000000000	41.30
Vendor: ROBERTJAL - JAIME L. ROBERTS							
00020239	06/19/2019	L3167700122	00031851	1001480962	10-2620-430-000-00-800-000-000-0000	1262043080000000	227.17
Vendor: ROTHBR - ROTH BROS INC							
00020240	06/19/2019	L3167700061	00031843	921819	10-3210-635-000-30-800-000-137-0000	1321063580000000	50.00
00020240	06/19/2019	L3167700062	00031843	911819	10-3210-635-000-30-800-000-137-0000	1321063580000000	93.10
00020240	06/19/2019	L3167700124	00031884	481819	10-2360-635-000-00-000-000-000-0000	1236063500000000	143.10
00020240	06/19/2019	L3167700125	00031884	261819	10-3210-635-000-10-200-000-117-0000	1321063520000000	508.66
00020240	06/19/2019	L3167700126	00031884	321819	10-2380-635-000-30-800-000-137-0000	1238063580000000	508.66
00020240	06/19/2019	L3167700127	00031884	871819	10-2310-635-000-00-000-000-000-0000	1231063500000000	251.78
00020240	06/19/2019	L3167700128	00031884	831819	10-2360-635-000-00-000-000-000-0000	1236063500000000	280.52
00020240	06/19/2019	L3167700129	00031884	931819	10-2310-635-000-00-000-000-000-0000	1231063500000000	21.00
00020240	06/19/2019	L3167700130	00031848	5/31/19	10-1290-610-000-00-000-000-201-0000	1129061000000000	381.24
Vendor: SASDCAF - SHARPSVILLE AREA SCHOOL DIST.							
00020241	06/19/2019	L3167700131	00031849	7152928690	10-2620-430-000-00-500-000-000-0000	1262043050000000	494.60
							36.00
							21.00
							465.19
							18.00
							1,969.33
							760.26

* Denotes Non-Negotiable Transaction

P - Prenote

- Payable Transaction

d - Direct Deposit

c - Credit Card Payment

06/17/2019 02:27:45 PM

Sharpville Area School District

Page 6

Fund Accounting Check Register

GENERAL FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
Vendor: SCHINDEL - SCHINDLER ELEVATOR CORP.							
00020242	06/19/2019	L3167700059	00031831	219315	Remit # 1 Check Date: 06/19/2019	Check Amount:	760.26
					10-2310-549-000-00-000-000-0000	1231054900000000	99.19
Vendor: SHARONHE - SHARON HERALD CO.							
00020243	06/19/2019	L3167700123	00031501	4	Remit # 1 Check Date: 06/19/2019	Check Amount:	99.19
					10-3250-330-000-00-000-000-AT00	330AT	3,300.00
Vendor: SHARONREM - SHARON REGIONAL MEDICAL CENTER							
00020244	06/19/2019	L3167700060	00031839	4065	Remit # 1 Check Date: 06/19/2019	Check Amount:	3,300.00
					10-3210-610-000-30-800-000-137-2300	132106108000023	200.00
Vendor: SHARPSFLS - SHARPSVILLE FLORAL SHOP							
00020245	06/19/2019	L3167700050	00031666	70056257	Remit # 1 Check Date: 06/19/2019	Check Amount:	200.00
					10-3210-513-000-00-500-000-127-0000	1321051350000000	263.18
00020245	06/19/2019	L3167700051	00031666	70056257	10-3210-513-000-00-800-000-137-0000	1321051380000000	263.18
00020245	06/19/2019	L3167700132	00031885	27095009	10-1290-390-890-00-000-000-201-5900	1129039000000059	1,508.75
00020245	06/19/2019	L3167700133	00031886	70056232	10-1233-513-000-10-200-000-201-0000	1123351320000000	315.38
00020245	06/19/2019	L3167700134	00031887	70056237	10-3210-513-000-00-800-000-137-0000	1321051380000000	196.05
00020245	06/19/2019	L3167700152	00031902		10-3210-513-000-00-800-000-137-0000	1321051380000000	176.87
Vendor: STA - STA CENTRAL REGION							
00020246	06/19/2019	L3167700010	00030022	TESONE	Remit # 1 Check Date: 06/19/2019	Check Amount:	2,723.41
					10-2350-330-000-00-000-000-000-0000	1235033000000000	583.33
00020246	06/19/2019	L3167700135	00031883	TESEONE	10-2350-330-000-00-000-000-000-0000	1235033000000000	3,781.25
Vendor: TESONEROJ - ROBERT J. TESONE							
00020247	06/19/2019	L3167700045	00031823	978244	Remit # 1 Check Date: 06/19/2019	Check Amount:	4,364.58
					10-2620-411-000-00-000-000-000-0000	1262041100000000	785.00
Vendor: TRICOUINI - TRI-COUNTY INDUSTRIES INC							
00020248	06/19/2019	L3167700063	00031830	24721	Remit # 1 Check Date: 06/19/2019	Check Amount:	785.00
					10-0485-000-000-00-000-000-000-0000	10485	190.15
Vendor: VALLEYSIS - VALLEY SILK SCREENING							
00020249	06/19/2019	L3167700011	00030023	VANNOY	Remit # 1 Check Date: 06/19/2019	Check Amount:	190.15
					10-2620-538-000-00-000-000-000-0000	1262053800000000	50.00
Vendor: VANNOYJO - JOHN VANNOY							
00020250	06/19/2019	L3167700032	00031731	ARINV48698821	Remit # 1 Check Date: 06/19/2019	Check Amount:	50.00
					10-1110-610-000-20-500-121-127-0000	111006105012100	179.99
Vendor: WOODWIBR - WOODWIND & BRASSWIND							
					Remit # 1 Check Date: 06/19/2019	Check Amount:	179.99

10-GENERAL FUND 99,627.07

Grand Total Manual Checks : 0.00
 Grand Total Regular Checks : 99,627.07
 Grand Total Direct Deposits: 0.00
 Grand Total Credit Card Payments: 0.00
 Grand Total All Checks : 99,627.07

Fund Accounting Check Register

CAPITAL PROJECT FUND - From 06/19/2019 To 06/19/2019

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00000177	06/19/2019	L3178000001	00031863	3321	39-4600-330-000-00-980-000-0000	CP460033098	664.57
00000177	06/19/2019	L3178000002	00031864	3335	39-4600-330-000-00-800-000-0000	CP460033080	154,900.32
Vendor: ECKLESARE - ECKLES ARCHITECTURE AND ENGINEERING, INC.					Remit # 1 Check Date: 06/19/2019	Check Amount:	155,564.89
39-CAPITAL PROJECT FUND							155,564.89
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							155,564.89
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							155,564.89

SHARPSVILLE AREA SCHOOL DISTRICT BUDGET TRANSFERS

JUNE 19, 2019

Function	Object	Description		Amount
1100	400	Regular Programs	Technical Services	(1,277)
1100	500	Regular Programs	Other Prof. Services	(211)
1100	600	Regular Programs	Supplies/Books/Technology	3,158
1100	800	Regular Programs	Fees/Memberships	52
1200	500	Special Education	Other Prof. Services	161
1200	600	Special Education	Supplies/Books/Technology	(1,665)
1200	800	Special Education	Fees/Memberships	26
2100	300	Student Support Services	Contracted Services	(3,679)
2100	600	Student Support Services	Supplies/Books/Technology	2,039
2200	300	Instr. Staff Support Services	Contracted Services	1,386
2200	400	Instr. Staff Support Services	Technical Services	2,895
2200	500	Instr. Staff Support Services	Other Prof. Services	3,281
2200	600	Instr. Staff Support Services	Supplies/Books/Technology	(1,580)
2300	400	Administration Support Services	Technical Services	36
2300	600	Administration Support Services	Supplies/Books/Technology	(887)
2400	600	Pupil Health Support Services	Supplies/Books/Technology	361
2800	600	Central Support Services	Supplies/Books/Technology	(2,132)
3200	300	Student Activities	Contracted Services	(2,751)
3200	400	Student Activities	Technical Services	281
3200	600	Student Activities	Supplies/Books/Technology	1,864
3200	800	Student Activities	Fees/Memberships	864
5200	900	Fund Transfers	Other Uses of Funds	663
5900	800	Budgetary Reserve	Contingency	(2,885)

Student Activity Account Summary

From 05/01/2019 to 05/31/2019

fastusum

Fund 82 - MS ACTIVITY FUND

Activity Fund	Beginning Balance 05/01/2019	Received	Expended	Adjustments	Ending Balance 05/31/2019
MSCH MS CHEERLEADING	880.10	0.00	0.00	0.00	880.10
MSNH MS NJHS	388.13	0.00	15.28	0.00	372.85
MSST MS STUDENT COUNCIL	1,222.85	-147.67	0.00	0.00	1,370.52
MSYB MS YEARBOOK	1.72	0.00	0.00	0.00	1.72
Fund 82 - MS ACTIVITY FUND					
Fund Totals:	2,492.80	-147.67	15.28	0.00	2,625.19
Grand Totals:	2,492.80	-147.67	15.28	0.00	2,625.19

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 82 - MS ACTIVITY FUND MSCH-MS CHEERLEADING

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

82-0496-000-000-000-000-000-MSCH (Inactive with budget)

Beginning balance:	880.10
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	880.10

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 82 - MS ACTIVITY FUND MSST-MS STUDENT COUNCIL

Date Trans. No. Vendor Name Check No. Description

Exp/Rec Amount

82-0496-000-000-00-000-000-000-MSST

05/20/2019	R3174400001		MS STUDENT COUNCIL	-6.70
05/20/2019	R3174400002		MS STUDENT COUNCIL	-27.75
05/20/2019	R3174400003		MS STUDENT COUNCIL	-111.64
05/31/2019	R3178800001		MS STUDENT COUNCIL	-1.58

Beginning balance: 1,222.85
 Received: -147.67
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 1,370.52

MS ACTIVITY ACCOUNT BANK RECONCILIATION

SHARPSVILLE AREA SCHOOL DISTRICT		RECONCILIATION DATE: 31-May-19	
FNB BANK		PREPARED BY: Barbara Gooch	
BALANCE PER BANK STATEMENT	CHECK #	DESCRIPTION	AMOUNT
AS OF: 31-May-19			
ADD DEPOSITS IN TRANSIT			
			27.75
			6.70
			111.64
			146.09
SUBTOTAL			146.09
LESS CHECKS OUTSTANDING:			
(SEE LIST)			
TOTAL:			
BANK BALANCE PER STATEMENT RECONCILIATION			\$2,479.10
GENERAL LEDGER ACCOUNT			
BALANCE			2,492.80
ADD DEBITS:			
RECEIPTS			147.67
TOTAL DEBITS			
SUBTOTAL			
LESS CREDITS:			
DISBURSEMENTS			15.28
TOTAL CREDITS			
BALANCE PER ACTIVITY ACCOUNT			\$2,626.19
TOTAL			

Fund 81 - ACTIVITY FUND

From 05/01/2019 to 05/31/2019

fastusum

Student Activity Account Summary

Activity Fund	Beginning Balance 05/01/2019	Received	Expended	Adjustments	Ending Balance 05/31/2019
2019 CLASS OF 2019	3,341.80	-1,760.00	3,609.50	0.00	1,492.30
2020 CLASS OF 2020	5,573.85	-840.00	5,678.14	0.00	735.71
2021 CLASS OF 2021	1,298.02	0.00	0.00	0.00	1,298.02
2022 CLASS OF 2022	70.00	-10,225.00	7,018.00	0.00	3,277.00
BBBC BBB CHEERLEADERS	7.19	0.00	0.00	0.00	7.19
BOOK BOOK CLUB	108.00	0.00	0.00	0.00	108.00
CHES CHES	618.98	0.00	206.24	0.00	412.74
CHOI CHOIR	2,903.50	-771.00	665.50	0.00	3,009.00
DADV DEVILS ADVOCATE	107.34	0.00	0.00	0.00	107.34
DLOG DEVILS LOG	11,428.77	-280.00	86.76	0.00	11,622.01
FBCH FOOTBALL CHEERLEADERS	21.61	0.00	0.00	0.00	21.61
FOCL FAM CAREER & COM LEADER	854.35	-361.50	278.00	0.00	937.85
LEAD LEAD Team	2,036.93	-5,504.00	4,434.96	0.00	3,155.97
NHEL NATURAL HELPERS	1,808.16	0.00	606.00	0.00	1,202.16
NHSO NATIONAL HONOR SOCIETY	165.00	0.00	165.00	0.00	0.00
ROBO ROBOTICS CLUB	56.18	0.00	0.00	0.00	56.18
SCIE SCIENCE CLUB	175.48	-230.00	0.00	0.00	405.48
SPAN SPANISH CLUB	1,131.50	0.00	471.13	0.00	660.37
STUC STUDENT COUNCIL	1,416.79	-41.21	143.20	0.00	1,314.80
TECH TECHNOLOGY CLUB	154.75	0.00	0.00	0.00	154.75
TEEN TEENS THAT CARE	1,505.63	0.00	0.00	0.00	1,505.63
THES THESPIANS	20,740.23	0.00	0.00	0.00	20,740.23
TRAC TRACK CLUB	4,395.86	-435.00	2,954.05	0.00	1,876.81
UNIS UNIFIED SPORTS	100.00	0.00	35.00	0.00	65.00
WRCH WRESTLING CHEERLEADERS	788.19	0.00	756.00	0.00	32.19

Fund 81 - ACTIVITY FUND

Fund Totals: 60,858.11

Grand Totals: 60,858.11

0.00

0.00

54,198.34

54,198.34

06/13/2019 07:44:26 AM

Sharpville Area School District

Page 1

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND 2019-CLASS OF 2019

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2019					
05/16/2019	R3165200004			CLASS OF 2019 Cap and gown money	-340.00
05/16/2019	R3165200005			CLASS OF 2019 Cap and Gown Money	-220.00
05/21/2019	C3167100001	PITSCO INC	00004701	CLASS OF 2019 GOLD HONOR CORDS	545.50
05/21/2019	C3167100002	OAK HALL INDUSTRIES, L.P.	00004700	CLASS OF 2019 2019 CAPS AND GOWNS	2,355.20
05/21/2019	M3167800001	PITSCO INC	00004701	CLASS OF 2019 GOLD HONOR CORDS	-545.50
05/23/2019	C3168300009	VALLEY SILK SCREENING	00004712	CLASS OF 2019 SENIOR CLASS T-SHIRTS	708.80
05/23/2019	C3168300011	PITTSBURGH BALFOUR COMEANY	00004708	CLASS OF 2019 HONOR CORDS	545.50
05/24/2019	R3170700002			CLASS OF 2019 capand gown payment	-1,100.00
05/24/2019	R3170700007			CLASS OF 2019 capand gown money	-100.00

Beginning balance:
 Received:
 Expended:
 Adjustments:
 Ending balance:

3,341.80
 -1,760.00
 3,609.50
 0.00
 1,492.30

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND 2020-CLASS OF 2020

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2020					
05/06/2019	R3158600003			CLASS OF 2020 Prom Ticket Sales	-390.00
05/06/2019	R3158600004			CLASS OF 2020 Prom Ad	-100.00
05/06/2019	R3158600005			CLASS OF 2020 Prom ticket sales	-60.00
05/06/2019	R3158600006			CLASS OF 2020 Prom Tickets	-290.00
05/06/2019	C3158700003	FARAONE BROTHERS	00004681	CLASS OF 2020 DISC JOCKY SERVICE PROM	400.00
05/06/2019	C3158700004	THE BOOTH PHOTO BOOTH CO	00004680	CLASS OF 2020 PHOTO BOOTH FOR PROM	50.00
05/07/2019	C3158900007	DILRENZO'S CATERING & DELI	00004685	CLASS OF 2020 COOKIES FOR PROM	200.00
05/14/2019	C3163200001	THE CORINTHIAN INC	00004694	CLASS OF 2020 PROM 2019	4,830.00
05/14/2019	C3163200002	MARTHA SMITH	00004695	CLASS OF 2020 REIMBURSEMENT PROM	198.14
Beginning balance:					5,573.85
Received:					-840.00
Expended:					5,678.14
Adjustments:					0.00
Ending balance:					735.71

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND 2021-CLASS OF 2021

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-800-000-000-2021 (Inactive with budget)

Beginning balance:	1,298.02
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	1,298.02

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND 2022-CLASS OF 2022

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
05/24/2019	R3170700001			CLASS OF 2022 cookie dough fundraiser	-10,225.00
05/30/2019	C3171100001	GREAT AMERICAN OPPORTUNITIES	00004716	CLASS OF 2022 COOKIE DOUGH FUNDRAISER	7,018.00
Beginning balance:					70.00
Received:					-10,225.00
Expended:					7,018.00
Adjustments:					0.00
Ending balance:					3,277.00

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND BBBC-BBB CHEERLEADERS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-00-800-000-000-BBBC				(Inactive with budget)	

Beginning balance: 7.19
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 7.19

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

Fund 81 - ACTIVITY FUND BOOK-BOOK CLUB

fastudet

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-BOOK		(Inactive with budget)			

Beginning balance: 108.00
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 108.00

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND CHES-CHES

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-CHES					
05/21/2019	C3167100003	KAREN ZAGGER	00004703	CHES CLUB END OF YEAR PARTY	185.27
05/23/2019	C3168300006	KEVIN & HEATHER WHITE	60004713	CHES CLUB YEAR END PIZZA PARTY	20.97
				Beginning balance:	618.98
				Received:	0.00
				Expended:	206.24
				Adjustments:	0.00
				Ending balance:	412.74

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND CHOI-CHOIR

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-00-800-000-000-CHOI					
05/21/2019	C3167100005	DAFFIN'S CANDIES	000004697	CHOIR BALANCE DUE ON FJNDRAISER	216.00
05/23/2019	C3168300010	VALLEY SILK SCREENING	000004712	CHOIR T-SHIRTS	449.50
05/24/2019	R3170700003			CHOIR Kennywood Trip	-771.00
Beginning balance:					2,903.50
Received:					-771.00
Expended:					665.50
Adjustments:					0.00
Ending balance:					3,009.00

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND DADV-DEVILS ADVOCATE

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-00-800-000-000-DADY (Inactive with budget)

Beginning balance: 107.34
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 107.34

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND DLOG-DEVILS LOG

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-00-800-000-000-DLOG

05/06/2019	R3158600002		DEVIL'S LOG Yearbook sales	-55.00
05/23/2019	C3168300003	SUE ELLEN SUMMERVILLE	DEVIL'S LOG OVERPAYMENT REFUND	41.76
05/23/2019	C3168300004	MICHELE CANON	DEVIL'S LOG REFUND OVERPAYMENT	45.00
05/24/2019	R3170700006		DEVIL'S LOG Yearbook sales	-225.00
Beginning balance:				11,428.77
Received:				-280.00
Expended:				86.76
Adjustments:				0.00
Ending balance:				11,622.01

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND FBCH-FOOTBALL CHEERLEADERS
 81-0496-000-00-800-000-000-FBCH (Inactive with budget)

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
				Beginning balance:	21.61
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	21.61

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND FCCL-FAM CAREER & COM LEADER

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
------	------------	-------------	-----------	-------------	----------------

81-0496-000-000-00-800-000-000-FCCL

05/07/2019	C3158900006	SEVEN SPRINGS	00004690	FAM CAREER & COMM LEADR OF AM ROOM	80.00
05/23/2019	C3168300007	DAFFIN'S CANDIES	00004706	FAM CAREER & COMM LEADR OF AM CANDY	198.00
05/24/2019	R3170700004			FAM CAREER & COMM LEADR OF AM meat	-361.50
Beginning balance:					854.35
Received:					-361.50
Expended:					278.00
Adjustments:					0.00
Ending balance:					937.85

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND LEAD-LEAD Team

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
05/06/2019	R315860001	81-0496-000-000-800-000-000-LEAD			
05/07/2019	C3158900002	VALLEY SILK SCREENING	00004692	LEAD TEAM 5K Race for Autism	-4,879.00
05/07/2019	C3158900003	MILES OF SMILES	00004689	LEAD TEAM TEE SHIRTS FOR 5K	1,553.20
05/21/2019	C3167100004	THE ENGRAVING PLACE	00004698	LEAD TEAM TIMING SERVICES	400.00
05/21/2019	C3167100007	GRAFTON INTEGRATED HEALTH NETWORK	00004699	LEAD TEAM MEDALS FOR 5K	166.95
05/23/2019	C3168300005	OLYMPIC FUN CENTER	00004707	LEAD TEAM YEARLY UPDATE FOR AUTISM	862.06
05/23/2019	C3168300008	VALLEY SILK SCREENING	00004712	LEAD TEAM SPECIAL GAMES FRACILITY	1,000.00
05/24/2019	R3170700005			LEAD TEAM SHIRTS FOR 5K	452.75
				LEAD TEAM 5K	-625.00
				Beginning balance:	2,086.93
				Received:	-5,504.00
				Expended:	4,434.96
				Adjustments:	0.00
				Ending balance:	3,155.97

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND NHEL-NATURAL HELPERS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-NHEL					
05/21/2019	C3167100006	VALLEY SILK SCREENING	00004702	NATURAL HELPERS PROM PROMISE SHIRTS	606.00
				Beginning balance:	1,808.16
				Received:	0.00
				Expended:	606.00
				Adjustments:	0.00
				Ending balance:	1,202.16

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND NHSO-NATIONAL HONOR SOCIETY

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-NHSO					
05/07/2019	C3158900005	MICHAEL KALPICH	00004688	NATIONAL HONOR SOCIETY HONOR CORDS	165.00
				Beginning balance:	165.00
				Received:	0.00
				Expended:	165.00
				Adjustments:	0.00
				Ending balance:	0.00

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

Fund 81 - ACTIVITY FUND ROBO-ROBOTICS CLUB

fastudet

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-ROBO				(Inactive with budget)	

Beginning balance: 56.18
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 56.18

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND SCIE-SCIENCE CLUB

Date Trans. No. Vendor Name
81-0496-000-000-800-000-000-SCIE
05/16/2019 R3165200001

Date	Trans. No.	Check No.	Description	Exp/Rec Amount
			SCIENCE CLUB T-Shirt money	-230.00
			Beginning balance:	175.48
			Received:	-230.00
			Expended:	0.00
			Adjustments:	0.00
			Ending balance:	405.48

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND SPAN-SPANISH CLUB

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
05/07/2019	C3158900004	GATEWAY CLIPPER FLEET	00004686	SPANISH CLUB FINAL PAYMENT	471.13
Beginning balance:					1,131.50
Received:					0.00
Expended:					471.13
Adjustments:					0.00
Ending balance:					660.37

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND STUC-STUDENT COUNCIL

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
05/23/2019	C3168300012	10 PIN ALLEY	00004704	HS STUDENT COUNCIL SPIRIT DAY	143.20
05/31/2019	R3177300001			HS STUDENT COUNCIL BANK INTEREST	-41.21
Beginning balance:					1,416.79
Received:					-41.21
Expended:					143.20
Adjustments:					0.00
Ending balance:					1,314.80

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND TECH-TECHNOLOGY CLUB

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-TECH				(Inactive with budget)	

Beginning balance: 154.75
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 154.75

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND TEEN-TEENS THAT CARE

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-800-000-000-TEEN (Inactive with budget)

Beginning balance:	1,505.63
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	1,505.63

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND THES-THESPIANS

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-00-800-000-000-THES (Inactive with budget)

Beginning balance: 20,740.23
 Received: 0.00
 Expended: 0.00
 Adjustments: 0.00
 Ending balance: 20,740.23

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND			TRAC-TRACK CLUB		
Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-TRAC					
05/06/2019	C3158700001	SPORTING GOODS, INC.	00004682	TRACK CLUB FEMALE UNIFORMS	376.00
05/06/2019	C3158700002	VALLEY SILK SCREENING	00004683	TRACK CLUB 2019 SPIRIT SALE	1,233.45
05/07/2019	C3158900008	BSN SPORTS	00004684	TRACK CLUB JR TRACK T -SHIRTS	222.60
05/07/2019	C3158900009	GROVE CITY TRACK & FIELD BOOSTERS	00004687	TRACK CLUB INVITATIONAL FEE	250.00
05/15/2019	C3163700001	ANYZER DESIGNS	00004696	TRACK CLUB D-10 T-SHIRTS	262.00
05/16/2019	R3165200002			TRACK CLUB Fraley reimbursement	-250.00
05/16/2019	R3165200003			TRACK CLUB JR high T-Shirts	-185.00
05/23/2019	C3168300001	SPEARWERX	00004710	TRACK CLUB blue white girls etching	400.00
05/23/2019	C3168300002	SOUP CITY DESIGNS	00004709	TRACK CLUB JH TRACK SHIRTS	210.00
Beginning balance:					4,395.86
Received:					-435.00
Expended:					2,954.05
Adjustments:					0.00
Ending balance:					1,876.81

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

Fund 81 - ACTIVITY FUND UNIS-UNIFIED SPORTS

fastudet

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-UNIS					
05/13/2019	C3161800001	SRHS WELLNESS CLUB	00004693	UNIFIED SPORTS Field Day TShirts	35.00
				Beginning balance:	100.00
				Received:	0.00
				Expended:	35.00
				Adjustments:	0.00
				Ending balance:	65.00

Student Activity Account Detail

From 05/01/2019 to 05/31/2019

fastudet

Fund 81 - ACTIVITY FUND WRCH-WRESTLING CHEERLEADERS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
05/07/2019	C3158900001	SPORTING GOODS, INC.	00004691	WRESTLING CHEERLEADERS WARM UPS	756.00
				Beginning balance:	788.19
				Received:	0.00
				Expended:	756.00
				Adjustments:	0.00
				Ending balance:	32.19

Fund 81 - ACTIVITY FUND

	Beginning Balance 05/01/2019	Received	Expended	Adjustments	Ending Balance 05/31/2019
Fund Totals:	60,858.11	-20,447.71	27,107.48	0.00	54,198.34
	Beginning Balance 05/01/2019	Received	Expended	Adjustments	Ending Balance 05/31/2019
Grand Totals:	60,858.11	-20,447.71	27,107.48	0.00	54,198.34

HS ACTIVITY ACCOUNT

BANK RECONCILIATION

SHARPSVILLE AREA SCHOOL DISTRICT
FNB BANK

RECONCILIATION DATE:

13-Jun-19

PREPARED BY:

Karen Zagger

BALANCE PER BANK STATEMENT

AS OF: 31-May-19

\$64,565.87

ADD DEPOSITS IN TRANSIT

24.00		

0.00

SUBTOTAL..... 24.00

LESS CHECKS OUTSTANDING:

(SEE LIST) 10,391.53

TOTAL: 10,391.53

10,391.53

BANK BALANCE PER
STATEMENT RECONCILIATION

\$54,198.34

GENERAL LEDGER ACCOUNT
BALANCE

60,858.11

ADD DEBITS:

RECEIPTS

20,447.71

TOTAL DEBITS

SUBTOTAL..... 20,447.71

LESS CREDITS:

DISBURSEMENTS

27,107.48

TOTAL CREDITS

27,107.48

BALANCE PER ACTIVITY ACCOUNT

\$54,198.34

OUTSTANDING CHECKS

CHECK #	DESCRIPTION	AMOUNT
3917	TAYLOR POLLOCK	11.91
3928	DANIELLE MARRIE	9.00
3961	HANNA MUELLER	33.90
4204	JEREMY HAWTHORNE	17.48
4328	ZOE HOWZE	4.04
4585	BRAYDEN FRY	20.00
4610	TIMOTHY FINDLEY	25.00
4672	MACIE DINGER	20.82
4696	ANHYSER DESIGNS	262.00
4698	THE ENGRAVINGPLACE	166.95
4701	VOID	0.00
4702	VALLEY SILK SCREENING	606.00
4704	10 PIN ALLEY	143.20
4705	MICHELE CANON	45.00
4707	OLYMPIC FUN CENTER	1,000.00
4708	PITTSBURGH BALFOUR CO	545.50
4710	SPEARWEREX	400.00
4711	SUE ELLEN SUMMERVILLE	41.76
4713	KEVIN :& HEATHER WHITE	20.97
4716	GREAT AMERICAN OPPOR.	7,018.00

TOTAL..... \$10,391.53

SHARPSVILLE AREA SCHOOL DISTRICT

2019 HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION

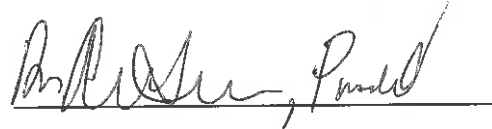
RESOLUTION 1 OF 2019

RESOLVED, by the Board of School Directors of the Sharpsville Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2019, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Amount available for homestead and farmstead real estate tax reduction.** The following amount is available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2019:
 - a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$450,643.48.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:
 - a. **Homestead property number.** The number of approved homesteads within the School District is 2,123.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 10.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 2,133.
3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(a) aggregate amount available during the school year for real estate tax reduction of \$450,643.48 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 2,133, the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$211.23.
4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$211.23 by the School District real estate tax rate of 80.50 mills (.0805), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$2,624, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$2,624.

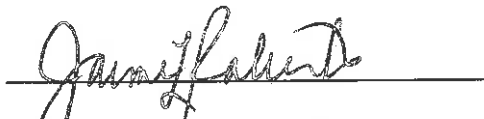
5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$2,624. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$2,624. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

RESOLVED this 19th day of June, 2019.



Dr. Deanna Thomas, President
Sharpsville Area School District

Attest:



Jaime L. Roberts, Secretary
Sharpsville Area School District

USE OF SCHOOL FACILITIES DAILY FEE SCHEDULE 2019-2020 SCHOOL YEAR

SHARPSVILLE AREA SCHOOL DISTRICT
1 Blue Devil Way
Sharpsville, PA 16150

FACILITY REQUESTED	HIGH SCHOOL	MIDDLE SCHOOL	ELEMENTARY SCHOOL
Auditorium	\$100.00	\$100.00	Not Applicable
Gymnasium	\$100.00	\$100.00	\$75.00
Cafeteria and Kitchen	\$75.00	\$75.00	\$75.00
Cafeteria	\$50.00	\$50.00	\$50.00
Classrooms (Instructional)*	\$25.00	\$25.00	\$25.00
Sensory Room	\$50.00	\$50.00	\$50.00
Athletic Field	\$500.00	Not Applicable	Not Applicable
Wrestling Room	\$50.00	Not Applicable	Not Applicable

PERSONNEL CHARGES	CUSTODIAL	CAFETERIA
Rate per hour (Subject to change annually)	\$36.65 (Mon-Sat) \$48.90 (Sunday)	\$29.00 (Mon-Sat) \$38.65 (Sunday)

Use of kitchens and certain athletic fields require School District personnel.

Facility Fees are waived for school related organizations. Personnel charges will apply to use of facilities by school related organizations when additional personnel are required to be scheduled.

*Organizations currently using classroom space will be grandfathered and no classroom fee will be charged.



**SERVICE AGREEMENT
EMPLOYEE BENEFITS**

Employer: **Sharpville Area School District**

RECITALS

- A. The above-named employer ("Employer") desires to retain National Benefit Services, LLC ("NBS"), a Utah limited liability company, (collectively, the "Parties") to provide employee benefit services in a manner consistent with the law. As used throughout this agreement, "law" refers to the federal or state legal requirements identified in the "Schedule of Defined Terms, Services and Obligations" attached to this agreement as "Schedule A."
- B. The Parties understand and agree that the employee benefits to which this agreement applies are subject to legal requirements which identify and define the obligations undertaken by the Employer or plan in providing the benefits.
- C. The Parties further understand and agree that regardless of whether the law identifies the Employer or a plan fiduciary as responsible for the manner in which employee benefits are provided, the use of "Employer" in this agreement is intended by the Parties to identify the individual or entity held responsible under the law.

Accordingly, the Employer hereby retains NBS to provide employee benefit services according to the following terms and conditions, which together with all the schedules attached hereto, represents the entire agreement of the Parties ("Service Agreement"):

AGREEMENT

1. **Defined Terms.** Terms with special meaning in the Service Agreement are defined when first used and are capitalized thereafter. Certain terms specific to the services selected by the Employer are defined in Schedule A.
2. **Engagement and Services.** NBS agrees to provide the services described in Schedule A according to the terms and conditions of the Service Agreement, which include the Employer Obligations listed in Schedule A.
3. **Fees.** The costs for the selected services are itemized on a Fee Schedule applicable to such services attached hereto as "Schedule B." At the end of each calendar year, NBS has the right to increase the fees listed in Schedule B as necessary to account for inflation costs in the industry. Any automatic increase, however, shall not exceed the prior-year fees by more than four (4) percent. In no event shall an update to the amounts listed in Schedule B to implement an increase under this Section be considered a "modification" of the Service Agreement as described in Section 4. This Section 3 shall not apply to fee changes necessitated because of increases in the cost of administration (including changes in regulatory requirements) or to ensure the assessed fees are consistent with industry standards. Changes in fees which are not due to inflation costs shall be governed by Section 4 of the Service Agreement.
4. **Modification.** Either Party may request modification of the Service Agreement in writing. As provided in this Section 4, no modification of the Service Agreement shall be effective until approved by the Party to be bound.
 - A. For material modifications to Schedule A, NBS will notify Employer in writing of the proposed changes and request Employer's signed approval. If NBS does not receive Employer's approval or written objection within thirty (30) days of receipt of written notice, NBS may:

- i. Deem the modifications as accepted by Employer;
 - ii. Suspend performance of services under the Service Agreement until consent is given; or
 - iii. Terminate the Service Agreement.
- B. Unless NBS receives prior written objection from the Employer, the Employer's consent is deemed received thirty (30) days after receipt from NBS of any notice proposing the following:
 - i. Any modification of a Schedule B.
 - ii. Any modification of a Schedule A, which NBS, in its sole discretion, considers non-material.
- 5. **Employer's General Obligations to NBS.** The Employer acknowledges that under the law, providing plan documents or filing reports in an untimely manner or which contain errors or omissions may result in fines or penalties, including the disqualification of a qualified benefits plan (if applicable). The Employer further acknowledges that NBS may rely solely upon, and shall have no responsibility to independently verify the accuracy of, information provided by the Employer. Accordingly, the Employer shall:
 - A. Provide NBS with all information requested by NBS in good order. As used in the Service Agreement, "in good order" shall mean without limitation information which is:
 - i. Verified and warranted by Employer to be complete and accurate;
 - ii. Compliant with the document type and formatting requirements specified by NBS for the information requested; and
 - iii. Furnished to NBS in a timely manner. As used in the Service Agreement, "timely manner" shall mean received by NBS no later than the date specified in the Service Agreement or in any written notice from NBS.
 - B. Pay all amounts billed by NBS for extra hourly work at the rate stated on a Schedule B for any administrative services repeated by NBS because information was not provided by the Employer in good order.
 - C. To the extent permitted by law, hold NBS harmless for any consequences that may result from NBS's inability to complete its work, in the ordinary course of business, due to the failure of the Employer to provide information to NBS in good order.
 - D. Review all documents and reports prepared by NBS for accuracy and consistency with the Employer's own records. Employer waives the right to request corrections or return of fees if not reported to NBS within thirty (30) days of receipt of the document or report.
 - E. Ensure all government reports which NBS prepares are timely filed with the appropriate agency.
 - F. Pay any fines resulting from a failure to timely file required government reports with the appropriate agency, if failure is caused by Employer's delay in providing information to NBS in good order.
 - G. Timely provide required benefit information to relevant parties (employees, participants, beneficiaries, etc. as applicable). As used herein "required benefit information" shall include, without limitation: notices, elections, and reports required under the law.
 - H. Comply with all benefit plan provisions (where the services selected by the Employer are for a qualified plan or plans) and all relevant legal requirements.
 - I. Be responsible for payment of all amounts that may become due and owing under the Service Agreement.

Note: some or all of these Employer Responsibilities may be outsourced to NBS as outlined in the Fiduciary Services Schedule A

6. **Controlled Groups.** The Employer acknowledges that:

- A. The law includes complex rules governing business associations such as controlled groups, affiliated service groups, employee lease arrangements, and management organizations.
- B. The rules governing business associations may impact the operation and qualified status of employee benefits and that NBS does not provide analysis nor determine the effect of these rules on such benefits.

Accordingly, the Employer warrants and agrees that:

- C. The Employer has disclosed to NBS all related businesses and associations relevant to the benefits and the administration of the benefits;
 - D. If any related businesses and/or associations exist, the Employer has obtained certification from a competent professional as to (1) whether a controlled group, affiliated service group, employee lease arrangement, and/or management organization exists with the affiliation(s) and (2) whether such group has any current issues, concerns, and/or complications;
 - E. The Employer shall notify NBS in writing prior to any relevant changes in business structure or organization. For purposes of the Service Agreement "relevant changes in business structure or organization" shall include, but is not limited to:
 - i. Any change in name or ownership of the Employer;
 - ii. Any change in the Employer's business entity type which may impact the qualified status of the benefits and the administration of such benefits; and
 - iii. Any change which results from merger or acquisition involving the Employer.
 - F. Upon request, the Employer shall certify in writing, that the warranties provided in this Section 4 remain accurate and current.
7. **Form of Notice.** Notice of termination of the Service Agreement shall be in the manner prescribed in section 23. All other notices required or identified herein shall be in writing and conveyed to the other Party in the manner best-calculated to provide the recipient with actual notice. If notice is conveyed by email, sender shall require proof of receipt. Notice will at a minimum convey what action is required to be taken by the Party receiving the notice and will specify a clear deadline for compliance.
8. **Format of Documents.** All documents to be provided pursuant to the Service Agreement, unless otherwise provided herein, shall be provided electronically. For purposes of the Service Agreement, documents provided in a secure format will be considered "received" when both the document and the means to access the document have been received by the intended Party.
9. **Time is of the Essence/Force Majeure.**
- A. For all the services selected by the Employer and provided by NBS, time is of the essence. Deadlines applicable to the services provided hereunder shall be identified in Schedule A or by specific notices provided to the Employer. Except as specifically provided in Section 9.B., failure by the Employer to comply with the timing provisions specifically identified in the Service Agreement or through notices by NBS shall constitute a breach of the Service Agreement.
 - B. Neither Party shall be held responsible for the delay or failure to perform services and/or obligations under the Service Agreement when such delay or failure is due to fire, flood, epidemic, strike, an act of God or any public enemy, unusually severe weather, failure or malfunction of any electronic, electric or mechanical equipment, legislative or regulatory acts of any public authority, delays or defaults caused by public carriers, or other circumstances which cannot reasonably be forecasted or provided against.

10. Ministerial Services Only.

- A. Unless this agreement includes a Fiduciary Services Schedule A, the Parties acknowledge and agree that NBS will NOT act as a "Plan Administrator" or "Fiduciary" to a Plan as defined in ERISA § 3. The Parties further acknowledge that the Service Agreement does not grant NBS any discretionary authority or control regarding management or administration of the benefits and that the services provided by NBS shall not be construed by the Parties as management or disposition of benefit plan assets.
 - B. The Parties acknowledge and agree that NBS will not provide investment advisory services, and that the services provided hereunder will not be interpreted as investment advice as that term is used in ERISA § 3(21)(A).
 - C. The Parties also acknowledge and agree that NBS will not provide accounting services outside of the record-keeping services required for benefit administration as listed in Schedule A. Furthermore, NBS will have no liability for the accuracy or completeness of any of the books or records regarding the administration of the benefits for any period preceding the signed date of the Service Agreement.
 - D. Although NBS employs licensed in-house attorneys to discharge its obligations under the Service Agreement, NBS will not provide legal services or legal advice to the Employer. Accordingly, the Employer will be responsible to have all documents and forms completed by NBS reviewed by competent legal counsel to ensure that they are appropriate for and meet the specific requirements of the benefits selected by the Employer. The Employer agrees to consult with an attorney experienced in employee benefit matters regarding any questions or concerns that the Employer may have relative to benefit plan qualification, coverage of employees, and any other issues of a legal nature.
11. **Nonexclusive Services.** The Parties acknowledge and agree that NBS will be performing similar services and other types of work for other employers. Nothing contained in the Service Agreement shall grant to either Party any right, title, or interest in or to the business activities or opportunities of the other Party—or the power or authority to contract on behalf of the other Party—other than as specifically provided in the Service Agreement.
12. **Legal Compliance.** Each of the Parties hereto agrees to comply with all applicable federal, state, and local laws, rules and regulations in the performance of their respective responsibilities under the Service Agreement, including any mandated confidentiality requirements.
13. **Cooperation from NBS.** Upon the Employer's request, NBS will promptly provide all benefit information necessary for an audit or investigation to the specified entity and in the manner requested. Without limiting the foregoing, "audit or investigation" includes any investigation by the Department of Labor and audits conducted by the Internal Revenue Service, the Employer, or by a third party firm designated by the Employer. The first three hours of audit support is included in the Audit Coordination fee, additional support shall be billed at the rate for extra hourly work.

GENERAL CONDITIONS

14. **Billing Procedures and Collections.** Consideration for providing the services listed in Schedule A shall be by payment of the fees identified in Schedule B. Fees for services rendered are payable by the Employer, or other party as agreed upon in Schedule B, upon receipt of an accurately invoiced statement for services. Acceptance by NBS of any payment by a third party shall not constitute a waiver of any rights NBS may have under the Service Agreement or by law to collect from the Employer amounts due and owing to NBS for services provided. If NBS does not receive payment in full within thirty (30) days of the statement date, the Employer's account shall be subject to a FINANCE CHARGE of 1.5% per month (18% APR). If the Employer's state of domicile requires a lesser rate, the Employer's past-due balance shall be subject to a FINANCE CHARGE at the highest allowable rate. If NBS does not receive payment in full within sixty (60) days of the statement date, NBS may terminate the Service Agreement immediately and pursue collection actions. Employer understands and agrees that it is responsible for all unpaid participant fees. This Section 14 does not apply to Claim Reserve

funding for welfare benefit plans. For the Employer's obligations related to billing and remittance of Claim Reserve funds for welfare benefit plans, see the applicable welfare benefit Schedule A.

Should NBS employ an attorney to assist in the collection of past due fees, the Employer shall pay all resulting collection costs and attorney fees whether or not litigation commences.

15. **Compliance/Breach.** If the Employer fails to perform any of the terms and conditions of the Service Agreement, the Employer shall be deemed in material breach of the Service Agreement, and NBS shall have the right to cease to provide any further services for the Employer and terminate the Service Agreement. If the breach arises for reasons other than non-payment of fees, NBS may notify the Employer in writing of the breach and instruct how and by when the Employer must cure the breach. Such notice may include, as necessary, the amount of any additional charges the Employer must pay to enable NBS to meet applicable federal deadlines. If the Employer does not cure the breach within the timeframe stated in the notice, NBS may terminate the Service Agreement without waiving NBS's right to receive payment for services rendered and costs incurred, or to exercise any other remedies available at law or equity.

If NBS fails to perform any material terms and conditions contained in the Service Agreement, NBS shall be deemed in breach of the Service Agreement, and the Employer may terminate the Service Agreement or suspend payments under the Service Agreement to NBS until such breach is cured. If the Employer chooses to suspend payments, the Employer shall submit a written notice to NBS stating that it considers NBS in breach and has suspended payment. If NBS does not cure the breach within fifteen (15) days of receiving the notice, either party may terminate the Service Agreement.

16. **Jurisdiction and Venue.** The Service Agreement shall be construed, administered and enforced in accordance with the laws of the state where the services under the Service Agreement are performed. Additionally, the Parties submit to the exclusive jurisdiction of and venue in the appropriate state or federal courts located in the county where the services under the Service Agreement are performed.

17. **Damages.** A Party's liability to the other arising out of or relating to the Service Agreement—including liability for any claim for indemnification—will not exceed the lesser of the total fees payable to NBS for services for the current or most recent contract year or \$50,000. In no event will either Party be liable to the other for any consequential, indirect, special, incidental, or punitive damages—regardless of the form of action—whether in agreement, tort, strict liability or otherwise, even if advised of the possibility of such damages and even if the damages were foreseeable. The limitations in this section do not apply to any amounts owing under the terms of the Service Agreement, any claims for attorney fees, or other litigation costs either Party is entitled to recover.

18. **Indemnification.** NBS and the Employer agree to assist each other to resolve matters in dispute or potential liability to the Parties through open, amicable, and timely communication.

To the extent permitted by law, the Employer hereby agrees to indemnify, defend, and hold harmless NBS and its members, officers, agents, and employees from and against any and all claims, damages, judgments, liabilities, attorney and professional fees, court costs, and litigation costs caused by, arising out of, or relating to (1) any act or omission by the Employer or its agent which occurred prior to the effective date of the Service Agreement; (2) any information provided, or instructions given, by the Employer or its agent to NBS pursuant to the Service Agreement; (3) the Employer's failure to disclose any controlled-group issues or to obtain the controlled-group certification required under the Service Agreement; (4) the Employer's material breach of the Service Agreement; or (5) any claim by any third-party against NBS arising from the Employer's failure to perform or comply with the terms and obligations of any qualified benefit plan, applicable statutes, and regulations governing benefit plans or the Employer's gross negligence or willful act or omission. The Employer will not indemnify against any liability resulting from gross negligence, willful misconduct, actual fraud, or criminal conduct of NBS.

To the extent permitted by law, NBS hereby agrees to indemnify, defend and hold harmless the Employer and its members, officers, agents, and employees from and against any and all claims, damages, judgments, liabilities, attorney and professional fees, court costs, and litigation costs caused by, arising out of, or relating to (1) NBS's material breach of the Service Agreement or (2) any claim

by a third party against the Employer arising from the gross negligence or willful act or omission by NBS. NBS will not indemnify against any liability resulting from gross negligence, willful misconduct, actual fraud, or criminal conduct of the Employer.

Within thirty (30) days receipt of any such litigation or demand, NBS and the Employer agree to give one another prompt written notice of any claim threatened or instituted against the other which might constitute the basis for a claim of indemnity by either Party against the other. If either Party does not notify the other within the said thirty (30) days, this indemnification is null and void against the Party who fails to make such notification. Any successful indemnification claim is limited in damages as described in section 17.

19. **Integration and Severability.** The Service Agreement, together with all attachments hereto, including all schedules and exhibits, represents the entire agreement of the Parties and supersedes any prior agreement as to the subject matter contained herein. In the event that any provision or portion of the Service Agreement is declared void or unenforceable in a court of law, the remaining provisions of the Service Agreement shall remain binding upon the Parties as if the void or unenforceable provision had not been originally included.
20. **Consent to Breach or Waiver.** Any consent to breach or waiver of any provision of the Service Agreement shall be in writing. Such writing shall establish the scope and terms of the waiver or consent and shall be signed by the Party waiving its right. In no event shall a Party's failure to enforce any provision of the Service Agreement be deemed a consent to breach or a waiver of any provision of the Service Agreement; nor shall any written consent to breach or a waiver of any provision of the Service Agreement be deemed to extend beyond its express terms.
21. **Headings.** Section headings in the Service Agreement are for the purpose of convenience only and are not intended to affect the meaning or interpretation of the Service Agreement.
22. **Multiple Counterparts.** The Service Agreement may be signed in multiple counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute but one and the same agreement.
23. **Termination of Service Agreement.** The Service Agreement may be terminated by either Party on thirty (30) days written notice or on such shorter time as the Parties may agree in writing. Early termination by the Employer, unless agreed upon in writing, shall result in an early termination fee. The early termination fee shall be the greater of the amount of the most recent invoice or \$500.00. Notice shall be deemed effective as of the date the written notice of termination is deposited in the United States Mail or on such date that the Party giving notice of termination delivers the notice electronically (for example, by e-mail) using such means as the Parties have used to communicate in writing during the period that the Service Agreement has been in effect.

Unless the Parties otherwise agree in writing to specific delivery conditions, upon termination of the Service Agreement, NBS shall provide to the Employer, within a reasonable time following termination, all benefit information which NBS considers necessary to enable the Employer to continue operation of the benefit. Such information shall be provided in an electronic format at the address contained in NBS's records at the time of termination of the Service Agreement. Any information classified as Protected Health Information ("PHI") under HIPAA shall be provided, if at all, only as permitted under HIPAA. NBS shall be entitled to full payment of all fees for services rendered for the Employer, including services provided subsequent to the date of termination of the Service Agreement as requested by the Employer, and for copy charges associated with any requests for benefit records or documents.

The Parties acknowledge that upon termination, any continued reliance by the Employer, or any of the Employer's agents or representatives, on any benefit forms, documents and/or records, including any plan document, created and provided by NBS are at the Employer's complete and sole risk. NBS shall not be held liable in any way for such reliance.

24. **Record Access and Maintenance.** Subject to all applicable benefit and privacy requirements, records maintained by NBS, which are reasonably necessary to the performance of the services, may be examined by the Employer, governmental regulatory agencies, or any other person lawfully entitled to access them. NBS shall maintain these records until they are provided to the Employer.

IN WITNESS HEREOF, the Parties have executed the Service Agreement for the following benefit services:

- 403(b)

effective as of the date of execution by the Employer below.

Sharpstown Area School District

Signed: [Signature]
(Its Authorized Agent)

Title: President

Date: June 19, 2019

NATIONAL BENEFIT SERVICES, LLC

Signed: [Signature]
(Its Authorized Agent)

Title: CEO

Date: May 10, 2019

SCHEDULE 'A'

SCHEDULE A – SERVICES AND OBLIGATIONS **403(b) DEFINED CONTRIBUTION PLANS**

I. APPLICABLE LAW AND DEFINED TERMS

A. Applicable Law

1. As used in this Service Agreement, "the law" means the relevant portion of the Internal Revenue Code ("the Code"), relevant final and proposed regulations adopted under the Code, and any relevant state law.

B. Defined Terms

1. Employees: "Employees" means those employees of the Employer meeting the definition of "employees" under the Code.
2. Employer: "Employer" means the entity identified as the Employer in Recital A of the Service Agreement document. "Employer" as used in the Service Agreement shall mean whichever entity is designated by the Plan to fulfill those responsibilities. Unless another individual or entity is named in the Plan Document as the Administrator or the Plan Sponsor, the Employer is considered as the Administrator and the Plan Sponsor.
3. Plan: "Plan" means the particular Defined Contribution Plan that is sponsored by the Employer for the benefit of its Employees and meets the requirements of § 403(b) of the Code.
4. Plan Document: "Plan Document" means the written instrument within the meaning of § 401(a) of the Code, which contains all of the operating rules adopted by the Employer as prescribed by § 401(a) and the regulations thereunder.

II. NBS SERVICES

NBS shall provide services as described in this Service Agreement on behalf of the Employer and as agreed upon herein by the Parties. NBS shall provide the services described herein in a professional, workmanlike manner. NBS, as a Third Party Administrator, shall be obligated to perform only those services specifically enumerated in this Service Agreement and in the attached Service Proposal. NBS reserves the right to perform other services, which in its sole discretion it believes are necessary to the efficient, professional, and workmanlike execution of its obligations hereunder; however, performance of such services not enumerated herein shall not create an ongoing obligation to perform such services. In no event will NBS be deemed to have breached its obligations to the Employer because of a failure to perform some function not enumerated herein, and agreed-upon by the Parties.

A. Perform the general administration services of the Plan, which are:

1. Assist the Employer in establishing and maintaining a non-specific provider retirement plan, meeting operational, compliance and administrative guidelines under Internal Revenue Code ("IRC") Section 403(b). All rights, privileges and responsibilities for establishing the terms and conditions of the Plan, implementation of the Plan and managing the Plan shall be at the sole discretion and direction of the Employer. NBS shall review and make recommendations to the Employer, or such other person designated by the Employer, regarding any plan changes that may be required to assist the Employer with continuing administration;

SCHEDULE 'A'

2. Maintain all necessary records for the administration of the Plan;
3. Create and maintain a database of information provided by the Employer and its Employees to monitor applicable contribution limits under IRC Sections 401(a), 402(g), 403(b), 415(c) and 457(b) (the "Database"). The Database shall establish and monitor the maximum allowable contribution ("MAC") limit for each participant in the Plan. NBS shall provide notice to the Employer regarding participants who may be approaching or who may have exceeded their annual MAC. NBS shall rely exclusively on information provided by the Employer, Employee, and/or an authorized agent of the Employee in establishing allowable limits and performing required calculations;
4. Advise the Employer on the appropriate procedures to properly correct contributions made in excess of MAC limits, if any;
5. Assist the Employer in sending NBS encrypted Employee data and to receive retirement plan contributions for the Plan through payroll deductions. The Employer shall (1) remit, each pay period, retirement plan contributions for the Employees to NBS via ACH/EFT, check, or Fed Wire; and (2) provide NBS a file of Employee data from the Employer's payroll system via encrypted Internet transmission, in a format reasonably acceptable to NBS. NBS agrees that contributions and repayments remitted shall be promptly transmitted to the applicable investment option provider according to the instructions provided in the corresponding file within three (3) business days, provided funds and data are received in good order. NBS shall remit Plan contributions to the designated investment provider via the U.S. Postal Service unless the provider can accommodate an ACH/EFT transmission of funds by NBS in a reasonable manner. To calculate the cost of correction for each Participant affected by the delayed remittance, NBS shall use the "Lost Earnings Calculator" provided by the Department of Labor.

NBS shall only remit contributions to the investment providers if funds and payroll data sent by the Employer to NBS includes no discrepancies. NBS shall contact the Employer in a timely manner in the event discrepancies are discovered. NBS shall not forward contributions to investment providers until all discrepancies have been resolved.

6. Remain a technical resource for the Employer and provide ongoing services to resolve operational, administrative and compliance issues during the term of this Service Agreement;
7. Provide plan document services, subsequent restatements, or amendments as necessary to comply with the law and as requested by the Employer. All plan documents and forms completed by NBS should be reviewed by the Employer's legal counsel. NBS shall provide forms, information, and documents in timely fashion or as required by law.
8. Facilitate the collection of provider agreements. NBS shall notify the Employer and make recommendations regarding any provider or potential provider who will not agree to comply, or has failed to comply, with all administrative and compliance procedures as established by NBS, and/or with the terms of the provider agreement;
9. Assist in compliance activities with the investment providers that have entered into a

SCHEDULE 'A'

provider agreement with NBS, including the approval of transactions with the investment providers and the gathering of pertinent information from the investment providers, specifically NBS shall:

- a. Collect and store all pertinent information in the Database relating to:
 - i. Defaulted Loans and
 - ii. Hardship Withdrawals;
 - b. Coordinate the approval or denial of transactions with investment providers and/or the Employees, as applicable. Transactions subject to approval are;
 - c. Rollovers and distributions;
 - d. Hardship withdrawals;
 - e. Loans, including performing maximum available loan amount calculations; and
 - f. Transfers or exchanges;
10. Process, as instructed by the Employer if instructions are necessary, Employee contributions that have been, for whatever reason, returned or rejected by an investment provider and are in the possession of NBS; and
 11. Perform all other services described in the attached Service Proposal.
- B. Invoice the Plan's investment providers for all or a portion of the negotiated fees associated with this Service Agreement. NBS will make reasonable attempts to collect fees from investment providers. Should an investment provider be unable to or refuse to pay amounts invoiced by NBS, the Employer shall be obligated to pay uncollected fees to NBS.
- C. Comply with all pertinent written directives from the Employer regarding the solicitation of Employees and the purchase of accounts and annuities. NBS shall not contact in person any of the Employees on the premises of the Employer except as approved, in writing, by the Employer. In no event shall Employees be contacted on premises of the Employer except during normal business hours, unless returning a call as instructed by an Employee.
- D. Promptly provide necessary information as requested by the Employer in the event of an audit by the Internal Revenue Service, an internal audit by the Employer, or a third party firm designated by the Employer or in any other instance in which the Employer requires it.
- E. Take out prior to commencing the work, and maintain in force and effect, from the commencement of services until the expiration of the Service Agreement, a policy or policies of insurance covering NBS's services and furnish to the Employer a certificate of insurance evidencing all coverage and endorsement required hereunder. Such insurance shall be with an insurance company admitted by the Insurance Commissioner of the State of Utah. Minimum coverage shall be as follows:
1. General Liability Insurance for injuries including accidental death, to any person in any amount not less than \$1,000,000 per occurrence.
 2. Professional Liability Insurance in an amount not less than \$1,000,000 per occurrence.
 3. A 30 day written notice to the Employer of cancellation or reduction in coverage.

SCHEDULE 'A'

NBS shall be subject to and shall comply with all laws and regulations applicable with respect to its performance under this Service Agreement, including but not limited to: licensing; employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.

III. The Employer shall:

- A. Determine the eligibility of participants to receive benefits and make contributions to the Plan.
- B. Provide information to participants regarding their rights, benefits or elections available under the Plan and assist the Employees in completing any necessary forms for participation.
- C. Receive and process all Salary Reduction Agreements for all Plan participants.
- D. Provide NBS with timely information of any additions or changes that may be required for payroll processing as a result of an addition, change, or termination of a Salary Reduction Agreement.
- E. Upon request by NBS, provide information for each Employee participating in the Plan necessary for NBS to establish the Database monitoring the MAC limits under IRC Sections 401(a), 402(g), 403(b), 415(c) and 457(b). If necessary, information not available to the Employer may be provided by the Employees. The Employer acknowledges the importance of obtaining accurate data from Employees and agrees to facilitate the gathering of information from Employees in any manner that is reasonable and permitted within the IRC and State law and that allows NBS to perform its services under this Service Agreement. The Employer acknowledges and agrees that the MACs are based solely on information provided to NBS by the Employer, Employee, and/or an authorized agent of the Employee.
- F. Provide, in a format reasonably acceptable to NBS, information to NBS as required to perform remittance of contributions and monitoring of contribution limitations.
- G. Provide names and contact information (including, but not limited to, mailing address, telephone number, email address, date of birth, date of hire, and separation from service date) of all individuals who are currently participating in the Plan, who maintain an account under the applicable Plan (regardless of whether contributions are currently being made on the individual's behalf to the Plan), and all individuals who are eligible to participate in the applicable Plan prior to the commencement of each tax year or as requested by NBS.
- H. Assist in compliance activities relating to the approval of transactions with investment providers that have entered into a provider agreement with NBS by providing relevant information, including but not limited to, Employee date of hire, Employee date of termination, Employee disability status, and Employee date of death.
- I. Provide instructions to NBS, as applicable, regarding any required action relating to contributions that have been rejected or otherwise returned by an investment provider.

SCHEDULE 'B'

Sharpsville Area School District
NBS 403(b) PLAN ADMINISTRATION AND COMPLIANCE
FEE SCHEDULE—PUBLIC SCHOOL DISTRICT

Compliance and Administration Services

Initial Electronic Plan Document.....\$950 Waived
Plan Document Maintenance\$250 / annually
Participant Fee.....\$1.75 / participant account / month

Paid by Employer..... ☐
 Employee..... ☒
 Vendor* ☒

* Non-paying Vendors, the Employee may be responsible for the per participant fee

Optional Services

Extra Hourly Work (outside scope of Service Proposal).....\$ 160 / hour
Audit Support.....\$ 150 / hour

Employer Signature

Janne Roberts

Date

7/16/19



403(b) PLAN

DOCUMENT AUTHORIZATION

The information on this page reflects the information that has been given to National Benefit Services, LLC (NBS) in preparing your plan document. Please carefully review the Company Information, Plan Information and Vendors sections and mark any changes you see.

Company Information			
Employer Legal Name	Sharpville Area School District		
EIN	25-1157978	Entity Type	Public School District
Employer Physical Address	701 7 th Street		
Employer City, State, Zip Code	Sharpville, PA 16150		
Phone Number	(724) 962-8300 ext 4103	Fax Number	N/A
Primary Contact Name for Plan Operation	Jaime Roberts	Contact Email Address	jroberts@sasdpride.org

Payroll Information			
PAYROLL Contact Name	BARBARA DUNLAP	Payroll Contact Email	bdunlap@sasdpride.org
Payroll Contact Phone	724-962-8300 x4102	Payroll Cycle	Monthly
Next 2 Pay Date(s)	7/16 & 8/20		

Plan Information			
Legal Plan Name	Sharpville Area School District 403(b) Plan		
Original Effective Date of Plan	01/26/2009	Plan Year End	12/31
Amendment/Restatement Date	01/01/2019		
NBS Administration Start Date	06/01/2019		
Deadline for SRA's	10 Days	Deduction Type Permitted	<input type="checkbox"/> % of pay <input checked="" type="checkbox"/> Both % & \$

Plan Design	
Contribution Types	<input checked="" type="checkbox"/> Pre-Tax Deferral <input checked="" type="checkbox"/> Roth: Effective Date: 01/01/2009
<input type="checkbox"/> Employer Nonelective: <input type="checkbox"/> Discretionary <input type="checkbox"/> Fixed <input type="checkbox"/> Non-pro rata allocation	
<input type="checkbox"/> Employer Match <input type="checkbox"/> Discretionary <input type="checkbox"/> Fixed <input type="checkbox"/> Other, specify:	
Time period for Employer Match:	<input type="checkbox"/> Plan year <input type="checkbox"/> Quarterly <input type="checkbox"/> Payroll Period <input type="checkbox"/> Other, specify

Employer Contributions: (if applicable)	
Type	<input type="checkbox"/> Match <input type="checkbox"/> Nonelective (Profit Sharing)
Eligibility	<input type="checkbox"/> No Conditions (no service requirement) <input type="checkbox"/> Month(s) of Service <input type="checkbox"/> 1 Year of Service <input type="checkbox"/> 2 Years of Service
Plan Entry Date	<input type="checkbox"/> Immediate <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annual <input type="checkbox"/> Annually



Notice to Investment Providers of TPA Appointment

By signing below, Sharpsville Area School District ("Employer") authorizes National Benefit Services, LLC as Third Party Administrator to act on behalf of the Employer in fulfilling duties associated with the National Benefit Services Provider/Information Sharing Agreement in order to provide Non-ERISA Retirement plan administration and compliance services.

Plan Type

Plan Aggregate ID#

403(b)

2511579784B1

☒

I AUTHORIZE NBS to bill participant fees to plan vendors.

☐

I DO NOT authorize NBS to bill per participant fees to plan vendors.

Sharpsville Area School District
EMPLOYER

Jaime Roberts
SIGNATURE OF AUTHORIZED REPRESENTATIVE

JAIME ROBERTS
PRINT NAME

Business Manager / Board Secretary
TITLE

7-16-19
DATE



403(b) PLAN

DOCUMENT AUTHORIZATION

Employer Contributions Continued (if applicable)										
Employer Contribution Vesting Schedules										
Match	<input type="checkbox"/> 100% Immediate	or								
	Yr 1: %	Yr 2: %	Yr 3: %	Yr 4: %	Yr 5: %	Yr 6: %				
Nonelective	<input type="checkbox"/> 100% Immediate	or								
	Yr 1: %	Yr 2: %	Yr 3: %	Yr 4: %	Yr 5: %	Yr 6: %				
Forfeiture Allocation	<input type="checkbox"/> N/A	<input type="checkbox"/> Additional Contributions								
	<input type="checkbox"/> Reduce Fixed Contributions	<input type="checkbox"/> Other, specify								

Miscellaneous Provisions			
Billing to Vendors	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Exchanges Permitted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Loans Permitted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Age 50 Catch-up Contributions Permitted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hardships Permitted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	15 years of service catch-up permitted**	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rollovers Permitted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Plan's Normal Retirement Age	<input checked="" type="checkbox"/> 65 <input type="checkbox"/>
If Roth Contributions allowed, In-Plan Roth Rollover permitted:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	In-Plan Roth Rollover Allowed (no earlier than September 28, 2010)

Excluded Employees		
<input checked="" type="checkbox"/> None		
<input type="checkbox"/> Yes (please indicate all excluded Employees below)	Employee Contributions	Employer Contributions
Non-Resident Aliens	<input type="checkbox"/>	<input type="checkbox"/>
Employees who normally work less than 20 hours/week	<input type="checkbox"/>	<input type="checkbox"/>
Student Employees	<input type="checkbox"/>	<input type="checkbox"/>
Other (Employees who are eligible to participate in another Plan of the Employer)	<input type="checkbox"/>	<input type="checkbox"/>
Collective Bargaining (Union) Employees	NA	<input type="checkbox"/>
Highly Compensated Employees (HCE's)	NA	<input type="checkbox"/>
Reclassified Employees	NA	<input type="checkbox"/>
Other, describe exclusion(s):		

Vendors	
Current Active Investment Providers (Vendors)	Nationwide, Oppenheimer Funds, Vanguard
Orphan Investment Providers**	
**defined as vendors who have received one or more contributions since Jan 1, 2005, but are no longer receiving contributions **	

Advisor Contact Information



403(b) PLAN

DOCUMENT AUTHORIZATION

Advisor Name	Craig Yochum (HB Retirement)	Advisor Email	
Phone			

NBS Notes
W-2 Wages
HB Retirement will be only approved advisor

Upon review of this form, please indicate any changes that may be required. Also include any comments you may have that will be beneficial during the on-boarding process. You must initial this section below, verifying changes and/or that no changes are required.

Plan Sponsor Comments and/or Changes

Initial Here: _____

Administration Fee Schedule	
Plan Document Services	
Plan Document	\$950 Included
Plan Document Maintenance	\$250 / annually
Required Restatement of Plan Document	\$TBD
Administration Services	
Per Participant Fee	\$ 1.75 / participant / month
Paid by	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Vendor(s)
Extra Hourly Work	(work that is outside the scope of the Service Proposal) \$150 / hour
Audit Support	\$150 / hour

Please review the fees listed above and the Service Agreement, sign on the bottom acknowledging receipt of both documents. Further, by signing below you are agreeing to the above fee schedule, the provisions of the Service Agreement, and authorizing NBS to prepare your plan documents.





403(b) PLAN


DOCUMENT AUTHORIZATION

Once this signed document has been received, we will prepare the plan documents and send them to you. You will also receive an email so you can electronically sign your documents via AdobeSign. You will need to sign and keep a copy of all signature pages in the documents for your records. Signing, will make the plan official and in force.

Voluntary changes during Plan Implementation to provisions outside of those listed in the Document Authorization will result in a \$150 reprocessing fee. If the Service Agreement is terminated by the Employer for any reason during the first twelve (12) months from the date of signing, the full price of the plan document, as listed above and on Schedule B, shall be paid by the Employer per the terms of the Service Agreement.


Signature


Name


Date



PARTNERSHIP PROPOSAL FOR:

Sharpville Area School District

PREPARED BY:

Michael Wagner

P: (314) 258-3557

ISSUED ON: 2/22/2019

E: michaelw@esparklearning.com

VALID TO: 6/30/2019



www.esparklearning.com
312-894-3100

Chicago
223 W. Erie St.
Suite 3NW
Chicago, IL 60654

San Francisco
2475 3rd St.
Suite 243
San Francisco, CA 94107

THIS DOCUMENT IS CONFIDENTIAL. IT IS THE PROPERTY OF ESPARK LEARNING AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. THIS DOCUMENT IS NOT TO BE SHARED WITH OTHER PARTIES.

ABOUT eSPARK LEARNING

Student-centered teaching and learning solutions for stronger academic outcomes.

Learning shouldn't be one-size-fits-all. At eSpark Learning, we believe that with the right technology and support, every teacher can put students at the heart of instruction. Our solutions streamline student-centered learning, allowing teachers to address students' unique needs while driving growth and engagement.



PRODUCT OVERVIEW

eSpark captivates students with differentiated apps, videos, and creative challenges for PK-5.

With eSpark's individualized instruction, each student's learning path aligns to his or her skills levels and goals.

eSpark uses third-party assessment data to diagnose student skill levels and identify the best content for students. An adaptive curriculum provides students with engaging apps, videos, and activities that target their greatest areas of academic needs.



After demonstrating proficiency in a skill or standard in eSpark, students record a video in which they creatively apply their knowledge to reteach what they've just learned. This exercise reinforces learning, develops speaking and literacy skills, and provides teachers with a better understanding of their students' unique needs and interests.

eSpark's robust online dashboard allows teachers and administrators to monitor student usage, growth, and skill levels. Weekly email updates highlight opportunities for intervention, praise, and feedback.

eSpark Learning Professional Learning and Services

RECOMMENDED PACKAGE

We believe high-quality, interactive professional development plays an integral role in the short- and long-term success of an instructional initiative.

Our Professional Learning and Services begin with a leadership alignment consultation in which district leaders share their vision for how eSpark should support the goals of their district.

Teachers receive up to 3 virtual or self-service 45-90 minute PD sessions during the year. The first two sessions cover how to get started with eSpark and leverage data, resources and implementation models effectively. The final PD session is customized based on your teachers' unique needs. Throughout the year, teachers also have access to on-demand PD resources and 24/7 phone and email support from our team of former teachers.

Data Services & Insights

In addition to the stated Professional Learning and Services package, eSpark Learning data experts will conduct an efficacy analysis and schedule a virtual session to review your mid- and end-of-year data with district administrators.

Description of Services Associated with eSpark

MOBILE DEVICE MANAGEMENT (MDM) AND THIRD PARTY INTEGRATIONS

3RD PARTY MDM COMPATIBILITY

eSpark is fully compatible with the Jamf Pro, VMware AirWatch and Orchard MDM platforms. Students can begin using eSpark on iPads managed by these MDM providers without your IT department ever needing to touch a single device. Our MDM integrations are seamless to setup and operate behind the scenes via API calls – allowing your district to leverage the robust feature set of Jamf Pro and VMware AirWatch while also delivering automated, differentiated learning to your students.

OPTIMIZED APP LIBRARY

Curated Apps included in eSpark's individualized learning plans allow your district to build a library of the best standards-aligned content to support your iPad investment.

- Our App Optimization Engine keeps your district's App expenses to a minimum by predicting App needs and maximizing volume discounts
- Apps are purchased directly from Apple's Volume Purchase Program (VPP) at a discounted price
- Apps are permanently owned by the district
- eSpark maximizes App ROI by automatically installing apps on iPads when students need them and then dynamically re-assigning apps when a student has mastered the content

Based on historical estimations, the App cost captures the expected cost of Apps for typical eSpark usage (90-100 minutes per week).

CONTRACT FOR 2019 - 2020 SCHOOL YEAR

eSpark Proposal for Sharpsville Area School District

		Option A	Option B
	Number of students *	320	150
	Grade(s)	Gr. K-1, 4-5	Gr. K-1
	Number of teachers	Up to 20	Up to 10
	Subject(s)	Math & ELA	Math & ELA
1	eSpark Software & Services	\$13,160	\$9,000
2	Professional Learning & Services	\$2,100	\$2,100
3	Technology Support	Included	Included
	Total payable to eSpark Learning	\$15,260	\$11,100
	eSpark discount	(\$1,448)	(\$1,148)
	Total payable to eSpark Learning	\$14,112	\$9,952
4	App Library estimate payable to Apple		

Items of note:

- * Option A assumes 150 Gr. K-1 full-year licenses & 170 Gr. 4-5 half-year licenses. If the district decides to extend the half-year licenses into Spring '20, it would be an additional \$4,760 (totaling \$18,872 for the 19-20 SY).
- ** As of 2/22/19, Sharpsville has redeemed \$3,396 in VPP for eSpark (\$1,148 more than the original total quote for the 2-yr agreement for the 16-17 SY and 17-18 SY). Sharpsville will receive a discount for \$1,148 for the 19-20 SY.
- eSpark includes a 4% discount on eSpark services with a 3-yr paid annually contract.
- The above totals do not include tax. eSpark will add appropriate tax to the invoice amount if applicable.

Key Budget Assumptions

CONTRACT CONDITIONS & PAYMENT

Signator agrees that they have the authority and approval to sign and commit funds to eSpark Learning. Upon signing of the contract, School agrees to make the full payment amount and is liable for any non-payment. Contract amounts are based on amounts of services purchased, not the number of actual users.

eSpark Assumptions

IPAD SETUP

The iPad setup quote assumes that the district has agreed to use an eSpark approved MDM for deploying iPads and has agreed to do the following tasks in-house: (1) Enroll devices in MDM (2) Configure mobile configuration profiles (e.g. restrictions and wifi profiles) (3) Supervise devices and upgrade them to iOS 9.2.1 or above (4) Configure district firewall settings to allow communication with eSpark's server (5) Enroll in Apple's deployment programs, create an eSpark specific VPP account/share the credentials with eSpark, and ensure the sToken is not simultaneously used by any other MDM.

JAMF PRO

Must be running JSS version 9.9 or above. JSS server must be externally facing to allow for RESTful API calls. iPads being used for eSpark cannot be associated with a JSS Site. Must create a smart or static mobile device group for eSpark devices and provide eSpark with API login credentials to the JSS.

IPAD APPS BUDGET ESTIMATE

- **Usage:** The app library budget assumes normal usage (3 days per week, 30 minutes per day, per subject or 5 days per week, 20 minutes per day). If usage increases, app library cost may increase as students require a larger content pool.
- **Device assignments:** The budget assumes that each student is assigned to a single iPad for regular eSpark usage. If students sign-in to different iPads, app library cost may increase as additional licenses will be required to deploy these apps on multiple iPads.
- **Students' goals:** If the teachers frequently change goals of the students prior to when the students finish the assigned goal, app library cost may increase as students may require access to a larger content pool.
- **MDM:** The app budget estimate assumes that the devices use a MDM to take advantage of real-time deploying and revoking of licenses for reuse. eSpark reserves the right to request additional funds from the district for app purchase be deposited into the district's VPP account to sustain personalized learning for your students.

Proposal Agreement

Please check the selected option: Option A ☐ Option B ☒

Please sign and return via:

Email: contracts@eSparkLearning.com Fax: 312-436-2488 ATTN: Accounting

Mail: eSpark Learning, 223 W Erie St., Suite 3NW, Chicago, IL 60654

eSpark Learning Signature:

David T. Vinca

Date: 2 / 22 / 2019

Print Name:

David Vinca

Title:

Founder/CEO

District Signature:

Deanna Thomas

Date: 6 / 19 / 2019

Print Name:

Deanna Thomas

Title:

President

Date to Invoice: _____

(If applicable) Will a PO be
required before invoicing?

Y / N PO# _____

Payment Terms: Net 30 Days

District Accounting Contact:

Name: _____

Email: _____

Phone: _____

Mailing Address: _____

Confidential - This document is protected under the copyright laws of the United States and other countries as an unpublished work. This document contains information that is proprietary and confidential of eSpark, Inc. which shall not be disclosed outside the recipient's organization or duplicated, used or disclosed in whole or in part by the recipient for any purpose. Any other use or disclosure in whole or in part of this information without the express written permission of eSpark is prohibited. This agreement is governed by the terms & conditions and privacy policy on our website: <http://esparklearning.com/terms-conditions>

CONTRACTED SERVICES AGREEMENT

THIS SERVICES AGREEMENT (this "Agreement") is made and entered into this 19th day of June, 2019, by and between:

The SHARPSVILLE AREA SCHOOL DISTRICT, MERCER COUNTY, PENNSYLVANIA, with its office at 1 Blue Devil Way Sharpsville, PA. 16150, hereinafter referred to as ("SASD"),

And

CAPABLE KIDS, LLC., a Pennsylvania limited liability company, with its principal office at 135 Snyder Road, Hermitage, Mercer County, Pennsylvania, 16148, hereinafter referred to as ("Provider").

RECITALS

WHEREAS, Provider represents that it and its therapists are licensed as a Physical Therapist, Physical Therapy Assistant, Occupational Therapist, Certified Occupational Therapy Assistant, Speech Therapist, Speech and Language Pathology Assistant, by the Commonwealth of Pennsylvania and have complied with all local, state, and federal laws regarding business permits and licenses that may be required to perform the services to be performed under this Agreement; and

WHEREAS, SASD has identified a need for school-based speech/language therapy, and physical/occupational therapy services ("Services") and desires to use Provider for the fulfillment of that need in accordance with the terms and conditions of this Agreement; and

WHEREAS, Provider agrees to provide such Services and SASD agrees to purchase said services from Provider and the parties desire to reduce their agreement to writing.

NOW, THEREFORE, the SASD and Provider, for the consideration herein specified and intending to be legally bound hereby, agree as follows:

1. **Incorporation of Recitals**. The parties hereto acknowledge and agree that the above recitals are incorporated in and made a part of this Agreement.

2. **Term**.

a) The term of Agreement will commence on July 1, 2019 and expire at 12:00 a.m. prevailing time, on June 30, 2020, unless sooner terminated as hereinafter provided.

b) SASD reserves the right to terminate this Agreement for cause without prior notice if the Provider or its agents or employees engage in any fraudulent or abusive activities including, but not limited to substandard work, attempts to be contractually compensated for Services

which have not been performed, for misrepresentation of service, or falsification of records or engaging in any illegal or immoral acts related to the services performed under this Agreement or in the event that the Provider or its therapists should lose their license at any time during the term of this Agreement.

3. **Professional Services:** Provider will furnish qualified therapists to provide Services as requested by SASD. Provider's therapists will prepare appropriate reports and documentation concerning the services rendered.

4. **Background Checks:** The Provider agrees that before any of its employees or agents will be permitted on SASD grounds it will comply with Section 1-111 of the Pennsylvania School Code which requires that employees of independent contractors obtain criminal background checks and child abuse history clearance records. Provider will, at its sole cost and expense, secure a criminal record check from the Pennsylvania State Police and a child abuse history clearance record for each Provider's agents, employees and therapists who will have direct contact with SASD students

5. **Non-Discrimination:** Provider agrees to comply with all provisions of Title VI of the Civil Rights Act regarding making distinctions on the grounds of race, color, disability, or national origin in the treatment of student/patients. SASD and Provider each represent that therapy Services will be requested and provided, as the case may be, without regard to race, sex, creed, color, religion, disability or national origin.

6. **Qualifications:** All therapists furnished by Provider shall be properly credentialed and experienced with respect to the Services required throughout the term of this Agreement. Provider shall adhere to the Standards of Practice and Code of Ethics of the American Physical Therapy Association, American Occupational Therapy Association, and American Speech Therapy Association.

7. **Compensation:**

a) Services provided by the Provider and authorized by the SASD shall be compensated at a rate not to exceed: A rate of **Seventy-Four and No/100ths (\$74.00) Dollars** per hour and **One Hundred Forty Eight and No/100ths (\$148.00) Dollars** for each evaluation for the 2019-2020 school year. This rate applies, but is not limited to, on-site evaluation/consultation/ treatment/ time, off-site follow-up /documentation/consultation time, and travel time between SASD's schools.

b) The parties hereto agree that effective treatment requires continuity of Services that may be uniquely provided by a particular therapist. The parties further agree that any change in a therapist providing Services to SASD requires an "Adjustment Period", defined as a period of six (6) student school year months following such replacement. Therefore, during said Adjustment Period the compensation payable to Provider for any replaced therapist shall be

reduced to a rate of **Sixty-Six and 60/100ths (\$66.60) Dollars** per hour. A “**Change in Therapist**” shall be deemed to have occurred whenever a therapist previously assigned is no longer assigned to provide Services to SASD. Provided, however, a Change in Therapist and the lower billing rate of **Sixty-Six and 60/100ths (\$66.60) Dollars** per hour shall not be applicable if the Change in Therapist is due to:

1. Death of the therapist;
2. Injury or illness of the therapist, provided the therapist returns to the SASD Service position ten (10) consecutive student school days or less from the beginning of the therapist’s absence;
3. Maternity leave of the therapist, provided the therapist returns to the SASD Service position twelve (12) student school weeks or less from the beginning of the therapist’s maternity leave;
4. Active military deployment of the therapist;
5. Termination of the therapist for just cause, provided the termination is initially recommended by SASD in writing, prior to the termination action; and
6. An SASD employee staffing decision resulting in a reduction of more than twenty-five (25%) percent of any individual therapist’s hours worked for SASD, based on the average monthly hours worked by said therapist during the prior student school year.
- 7.

c) SASD shall not be responsible for any expenses incurred by Provider as a result of Services rendered under this Agreement including, but not limited to, automobile expenses, telephone expenses, or any other expense incurred in the provisions of Services to SASD.

8. **Billing:** a) Provider shall submit an itemized invoice detailing specific Services provided to SASD by the fifteenth (15th) of each month, with payment due thirty (30) days from the invoice date. Statements should be mailed to:

Sharpsville Area School District
Attn: Business Manager
1 Blue Devil Drive
Sharpsville, PA. 16148

b) The SASD Business Manager may require Provider to render additional documentation substantiating Provider's invoices for Services prior to any payment being remitted by SASD pursuant to this Agreement.

9. **Taxes and Insurance:** The Provider further agrees to indemnify and hold harmless SASD against all liability and loss in connection with, and shall assume full responsibility for payment of all federal, state and local taxes or contributions imposed or required under social security and income tax laws with respect to the Provider's performance of this Agreement. SASD will not withhold from payments made to Provider FICA (Social Security), FUTA (Federal Employment), or local, state, or federal income taxes.

10. **Independent Contractor:** Provider is and shall remain an independent contractor for the performance of the Services as set forth in this Agreement. The relationship between Provider and SASD shall be that of an independent contractor and principal. SASD shall not provide any other compensation or benefit to, or for the benefit of any therapist(s) rendering Services under this Agreement. Nothing contained in this Agreement will be construed to constitute Provider, or any therapist providing Services, as an employee or agent of SASD, nor shall Provider or SASD have any authority to bind the other in any respect.

11. **Student Information/Records:**

a) In order to fulfill its responsibilities under this Agreement Provider will have a legitimate educational interest in creating and reviewing certain personally identifiable information regarding students ("**Student Information**"). Provider shall be bound by the Family Educational Rights and Privacy Act ("**FERPA**"), the Protection of Pupil Rights Act ("**PPRA**") and any other applicable federal, state and/or local statute or regulation regarding Student Information. Provider agrees that it shall use Student Information solely for the purpose of delivering educational services in accordance with the terms of this Agreement. Provider further agrees that Student Information provided in any manner whatsoever may be disclosed to Provider's employees and representatives who need to know such information for the sole purpose of delivery educational services in accordance with the terms of this Agreement and who are provided with a copy of this confidentiality provision of this Agreement and agree to be bound by the terms thereof to the extent as if they were parties hereto. In the event that Provider is requested or required (by oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands or other similar processes) to disclose any Student Information, Provider shall provide SASD with prompt written notice of any such request or requirement so that SASD may seek a protective order or other remedy. If, in the absence of a protective order, or other remedy Provider is nonetheless legally compelled to disclose Student Information to any tribunal, regulatory authority, or agency, Provider may, without liability hereunder, disclose to such tribunal, regulatory authority, or agency only that portion of the Student Information which it is legally required to be disclosed,

provided that Provider exercises reasonable efforts to preserve the confidentiality of the Student Information.

b) Within one (1) year from the date that a student has completed Services with Provider, Provider shall return all Student Information to SASD, and no copies thereof shall be retained by Provider. The sole purpose for the retention of the documents shall be to assist Provider and SASD in defending any claim by the student and/or the student's parents or natural guardians. Provider shall certify in writing to SASD that such action has been taken notwithstanding the return of the information. Provider shall continue to be bound by its confidentiality obligations hereunder which shall survive the termination of this Agreement.

12. **Insurance:** During the term of this Agreement, the Provider shall maintain public liability and malpractice insurance in at least the following amounts: **Two Hundred Thousand and No/100ths (\$200,000.00) Dollars per Person; Five Hundred Thousand and No/100ths (\$500,000.00) Dollars per occurrence; One Million and No/100ths (\$1,000,000) Dollars** umbrella coverage with the SASD listed as a co-insured. As evidence of such insurance coverage, the Provider shall furnish SASD with a Certificate of Insurance prior to commencing Services under this Agreement.

13. **Governing Law:** This Agreement shall be construed for all purposes under the laws of the State of Pennsylvania and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement. If any provision of this Agreement is declared void, such provision shall be deemed severed so that all of the remaining terms and conditions of this Agreement shall otherwise remain in full force and effect. Any dispute in connection with this Agreement may be submitted to arbitration if mutually agreed by both parties. Sole and exclusive jurisdiction for any action brought in connection with this Agreement shall be in the Court of Common Pleas of Mercer County, Pennsylvania. Provided, however, the Administrator or Chief Executive Officer of the Provider and the SASD Superintendent of Schools, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.

14. **Indemnification:** The Provider shall hold harmless, indemnify, and defend the SASD, its agents, servants, employees, insurers, or elected or appointed officials in their official and individual capacity from any demand, claim, suit, loss, cause, expenses, or damages, including attorney's fees which may be asserted, claimed, or recovered against or from the SASD, its agents, servants, employees, insurers, or elected or appointed officials in their official and individual capacity by reason of any damage to property or injury or death of any persons which arises out of, is incident to, or in any manner connected with this Agreement. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives, and assigns and cannot be waived or varied. Nothing in this

Agreement is intended to waive or limit the immunity to which the SASD is entitled under Pennsylvania law.

15. **Waiver:** The failure of either party to object to or take affirmative action with respect to any conduct of the other party which is in violation of the terms hereof shall not be construed as a waiver thereof, or any future breach or subsequent misconduct.

16. **Level of Services:** The Provider will provide employees and services consistent with the highest degree of care, and its employees and therapists shall comply with all medical and ethical requirements imposed by the Pennsylvania Department of Education, or any other applicable regulatory agency, and shall comply with requirements of the Pennsylvania Department of Education and SASD pertaining to special education students.

17. **Professional Licenses:** The Provider shall provide the SASD with copies of the professional licenses of Physical/Occupational/Speech Therapists and assistants who provide Services under this Agreement.

18. **Assignment:** Neither the Provider nor the SASD shall assign or transfer any interest in this Agreement without the written consent of the other party.

19. **Notice:** Any notice given or requested to be given pursuant to this Agreement shall be hand delivered or mailed, first class postage pre-paid. If to the SASD at 1 Blue Devil Way, Sharpsville, Pa. 16150, to the attention of the Superintendent of Schools. If to the Provider, at 135 Snyder Road, Hermitage, Pa. 16148 to the attention of the President/CEO, or at such other address as either party may direct in writing.

20. **Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, which may have been entered into between them.

21. **Counterparts:** This Agreement and any document or instrument executed pursuant hereto may be executed in any number of counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

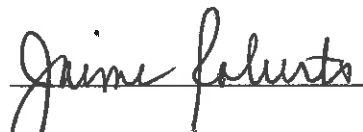
22. **Neutral Construction:** The parties hereto have negotiated this agreement at arms length, and no provision shall be construed against any one party because of the nature of its performance hereunder, its draftsmanship of a particular provision or any presumption as to inequality of bargaining power or otherwise. The parties have attempted to write this agreement without any ambiguity in terms, and desire that any subsequent interpretation or construction be resolved in a manner to eliminate any apparent ambiguity.


23. **Caption/Headings:** The captions and headings in this Agreement are inserted for convenience of reference only, and in no way define, describe, or limit the scope or intent of this Agreement or any of the provisions hereof.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have set their hands and seals this day and year written above.

Witness/Attest:

**Sharpstown Area School District
Board of Education:**


Board Secretary

By:  (Seal)
Deanna L. Thomas, President

Witness/Attest

Capable Kids, LLC.:

Secretary

By: _____ (Seal)
Craig D. Stover, Manager/Member



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.34
21. 22 PA Code 11.32
22. 22 PA Code 11.5
23. 22 PA Code 11.31
24. 22 PA Code 11.31a
25. 24 P.S. 1327.1
26. Pol. 137
27. 22 PA Code 11.21
28. 22 PA Code 11.26
29. 24 P.S. 1546
30. 24 P.S. 1333
31. 24 P.S. 1333.1
32. 24 P.S. 1333.2
33. Pol. 103.1
34. Pol. 113
35. Pol. 113.3
36. Pol. 114
- 22 PA Code 11.24
- 22 PA Code 11.8

Adopted

February 16, 2010

Last Revised

June 19, 2019

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13].
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Attendance - Absence and Truancy

Regular attendance is necessary to ensure the continuity of the educational process. Regularity of attendance is desirable in developing proper habits, the feeling of mastery through success, interest in school, a sense of responsibility, and those important character building aspects which have a definite effect upon later life. It is essential that parents/guardians and school authorities plan for anticipated absences together whenever possible. This will assure fulfillment of the school's aim to help pupils plan responsibility for their actions.

Excess Absences - Grades 6 - 12

The following applies to class absences exclusive of those which are documented by a physician's medical excuse:

1. A student who has twenty five (25) or more class absences for a year or year-long course, shall be ineligible for credit without winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records, including physician's excuses, are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, attendance officer, guidance counselor and a classroom teacher who will determine whether the student's absences or tardies were legitimate. If the committee so determines, the student may be granted a waiver.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][14][15][16][17][18][19]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][20]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][21]
3. Students attending college who are also enrolled part-time in district schools.[22]
4. Students attending a home education program or private tutoring in accordance with law.[5][17][23][24][25][26]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[7][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
9. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][28]
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
10. College or postsecondary institution visit, with prior approval.

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][17]
2. Students participating in a religious instruction program, if the following conditions are met: [27][29]
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [20]

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9]

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[30]

The notice shall:[30]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school

and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[30]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[30]

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[30]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the School Attendance Improvement Conference:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[30]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. [30]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[30]

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:[31]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[31]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[31]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[31]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[31]

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[32]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[32]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][36]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[30]



Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	Active
Legal	1. 24 P.S. 510
Adopted	April 20, 2010
Last Revised	June 19, 2019

Authority

Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.[1]

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Support employees may be required to wear a designated work uniform and utilize safety gear when performing assigned duties.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made in writing to the Superintendent.

The Superintendent and building principals shall be responsible for consistent enforcement of this policy. Infractions will be handled on an individual basis.

Guidelines

For professional attire on student days, the Board considers no less than business casual as the standard. It is assumed that clothing and footwear are always clean and in good condition.

Male Staff - Collared shirts (E.g. polo, button-down, regular collared button up) casual or dress slacks or department approved attire are acceptable. No jeans or t-shirts are permitted.

Female Staff - Casual or dress slacks and blouses, sweaters, skirts, dresses are acceptable. Skirts and dresses must be of a reasonable hemline. Tops must be of a reasonable neckline. No jeans or t-shirts are permitted. No leggings or similarly form-fitting attire unless worn under an appropriate length garment.

Department approved attire is acceptable for support staff employees (e.g. Food service, Cleaning and Custodial).

Exceptions to the Code: Holidays, school spirit days, or other dress down days as designated by the Principal and/or Superintendent will be considered exceptions. Field trips or other school activities for which more casual attire may be appropriate as deemed by the Principal will be exceptions as well.

Consequences for Violations to Staff Dress Code:

First Offense - Verbal Warning

Second Offense - Written Warning

Third Offense - The employee's actions will be viewed as insubordinate and treated accordingly.

SHARPSVILLE AREA HIGH SCHOOL
301 Blue Devil Way
Sharpsville, PA 16150
Phone: (724) 962-7861; Fax: (724) 962-7730

1. Nicholas Foster Alexander
2. Luke W. Allen
3. Evan Jack Anzevino
4. Riley Caleb Baker
5. Ivan Louis Basinger
6. Gabriel Zane Bennett
7. Ariona A. Bistransin
8. Marley Jacqueline Adela Blair
9. Serena Nicole Bolois
10. Nathan Raymond Bootz
11. Joseph Michael Bornes
12. Donald Timothy Breneman
13. Jarett Allen Calleja
14. Tessa Gabrielle Carlin
15. Giulia Nicole Commisso
16. Caden Paul Coryea
17. Amber Austin Dawson
18. Haley Ann DeRaps
19. Sydney Michelle Detky
20. Matthew Thomas Donato

Carol Houck, Principal

Graduation Date: Friday, May 31, 2019

SHARPSVILLE AREA HIGH SCHOOL
301 Blue Devil Way
Sharpsville, PA 16150
Phone: (724) 962-7861; Fax: (724) 962-7730

21. Ty Matthew Duncan
22. Kevin Leroy Evans
23. Hunter Timothy Ferguson
24. Lindsey Elisabeth Fiscus
25. Gillian Ruth Fisher
26. Gwynne Madeline Frazer
27. Courtney Ann Frye
28. Alexis Logan Garcia
29. Mordecai Richard Girt
30. Andrew Joseph Gordon
31. Justine Marie Gravatt
32. Nicholas David Hanahan
33. Benjamin Albert Henwood
34. Michael Allen Herman, Jr.
35. Madison Marie Houck
36. Ja'quay Tyrese Hubbard
37. Kennedy Alexis Jones
38. Kobe John Joseph
39. Zachary Joseph Joyce
40. Pantelis Kalogitonas

Carol Houck, Principal

Graduation Date: Friday, May 31, 2019

SHARPSVILLE AREA HIGH SCHOOL
301 Blue Devil Way
Sharpsville, PA 16150
Phone: (724) 962-7861; Fax: (724) 962-7730

- 41. Sonora McCarthy Knauff
- 42. Hunter Anton Kos
- 43. Connor Patrick Kruisselbrink
- 44. Olivia Ann Lapikas
- 45. Noah Michael Lawrence
- 46. Tyler Michael Layman
- 47. Eric Joseph Lenzi
- 48. Lucas Anthony Levis
- 49. Michael James Lindstedt
- 50. Isabella Rose Manning
- 51. Madison Ella Manning
- 52. Jacob David Matta
- 53. Noah James McCall
- 54. Nicole Rose McCurry
- 55. Abigail Jo Messett
- 56. Max Roland Messett
- 57. Isabelle Marie Mihalcin
- 58. Raymond Morris Miller
- 59. Christian James Moyer
- 60. Victoria Morgan Murray

Carol Houck, Principal

Graduation Date: Friday, May 31, 2019

SHARPSVILLE AREA HIGH SCHOOL
301 Blue Devil Way
Sharpsville, PA 16150
Phone: (724) 962-7861; Fax: (724) 962-7730

61. Nicholas Michael Murrin
62. Lucas Alan Myers
63. Taylor Mae Pander
64. Sarah Elizabeth Anne Parry
65. Maurion Lavance Pettiford
66. Alexis Renee Priester
67. Marcus James Priester
68. Nick Madison Rainey
69. Kaitlyn Elizabeth Ramsey
70. Joshua Ryan Ridenour
71. Karina Marie Rogers
72. Christopher James Rowe
73. Lucia Jade Santell
74. Ariana Nicole Schell
75. Kathryn Jese Shawley
76. Slade Albert Sherman
77. Justin Michael Smeraglia
78. Mackenzie LeeAnn Springer
79. Megan Elizabeth Swogger
80. Haley Jean Thompson

Carol Houck, Principal

Graduation Date: Friday, May 31, 2019

SHARPSVILLE AREA HIGH SCHOOL
301 Blue Devil Way
Sharpsville, PA 16150
Phone: (724) 962-7861; Fax: (724) 962-7730

- 81. Sierra Mikelena Thompson
- 82. Jared Michael Trontel
- 83. Nathen Lee Vaughn
- 84. Nethaniel Peyton Vodenichar
- 85. Danica Iris Wagner
- 86. Ina Dora Walker
- 87. Christopher Ryan Walsh
- 88. Madelyn Rae Wansack
- 89. Chyenne Marie Welch
- 90. Logan Patrick White
- 91. Olivia Marie Worley
- 92. Nicole Anne Yesko
- 93. Jacob Lucas Yudt

Carol Houck, Principal

Graduation Date: Friday, May 31, 2019

SHARPSVILLE AREA MIDDLE SCHOOL

2019-20 COURSE GUIDE

GRADE 6



- Language Arts 6:** The sixth grade language arts program consists of the integration of reading, spelling, vocabulary, and process writing through various activities.
- Math 6:** This course will cover the fundamental concepts of numbers and operations, including decimals and fractions; geometry; algebraic concepts; measurement; and data analysis and probability.
- Pre-Algebra:** Pre-Algebra will prepare students for the completion of Algebra I and II in middle school, and for participation in advanced math classes in high school.
- Science 6:** Life Science focuses on establishing an awareness of the delicate balance between Earth's environment and its inhabitants.
- Social Studies 6:** Students will examine early cultures throughout the world and their possible impacts upon today's cultures.
- Art 6:** Students will be experimenting with a variety of mediums, including clay, tempera paints, oil pastels, pencil, and others. Art history, aesthetics, criticism, and design principles will also be discussed along with the production of projects. This is a nine-week rotation course.
- Comp Tech 6:** This technology course will develop an awareness of technological issues. It will enable the student to understand basic computer operations and to complete applications with word processing. Students will also begin coding using the Finch robots. This is a nine-week rotation course.
- Intro to Makers:** Students will continue with Arts and Bots instruction and be introduced to technical drawing and CAD, as well as gain exposure to some wood shop basics. This is a nine-week rotation course.
- Family & Consumer Science 6:** Basic life management skills help students function and prosper as responsible teens. Units of study include money management, clothing care and basic hand sewing skills, foods and nutrition, and child care/babysitting. This is a nine-week rotation course.



- Physical Ed.:** Physical Education classes meet twice a week. Some of the activities include personal fitness, team sports, life-time activities, and recreational games.
- Yoga:** This introductory course will build physical and mental awareness, strength, and flexibility.
- Teambuilding:** Students will work on problem-solving and social skills within the context of cooperative games.
- MS Social Issues:** Topics discussed will include a wide range of social/emotional issues common to young adolescents, and students will learn coping skills and ways to get help.
- Study Skills:** Students will practice notetaking, time management, organization, and other components of successful studying.
- Band/Choir 6:** This is an elective course that meets 2/3 days per week.



GRADE 7

- Language Arts 7:** The seventh grade language arts program consists of reading, English, spelling, vocabulary, process writing, and a research paper.



- Math 7:** This course will cover the fundamental concepts of numbers and operations, including ratios and proportions; measurement; geometry; algebraic concepts, including solving one-step equations; and data analysis and probability, including central tendency.
- Algebra I:** This course will cover the fundamental concepts of numbers and operations, including solving percents; measurement; geometry, including the Pythagorean theorem; algebraic concepts, including solving multi-step equations and inequalities, graphing linear equations and inequalities, functions, and polynomials; and data analysis and probability.
- Science 7:** The first half of the year students will be studying geology, meteorology, and weathering. During the second half of the year, students will be covering the topics of earth history, oceanography, and astronomy.
- Social Studies 7:** Students will be studying world geography for the first three nine weeks, and then switching to Pennsylvania Studies for the remaining nine weeks.
- Art 7:** Students will be experimenting with a variety of mediums,



including clay, tempera paints, oil pastels, pencil, and several more. Art history, aesthetics, criticism, and design principles will also be discussed along with the production of projects. This is a nine-week rotation course.

Music 7:

Students will learn the basic concepts of music instrument digital interface. They will learn to navigate through an electronic keyboard and the Power Tracks Pro Audio computer program. This is a nine-week rotation course.

Makers 7:

Students will build upon the basic skills that they acquired in Intro to Makers, and will construct projects using a wide variety of materials and technologies that incorporate curriculum from other courses and disciplines. This is a nine-week rotation course.

Family & Consumer Science 7: Basic life management skills help students function and prosper as responsible teens. Units of study include money management, clothing care and basic hand sewing skills, foods and nutrition, and child care/babysitting. This is a nine-week rotation course.



Physical Ed:

Physical Education classes meet twice a week. Some of the activities students will be participating in include personal fitness, team sports, life-time activities, and recreational games.

Yoga:

This introductory course will build physical and mental awareness, strength, and flexibility.

Teambuilding:

Students will work on problem-solving and social skills within the context of cooperative games.

MS Social Issues: Topics discussed will include a wide range of social/emotional issues common to young adolescents, and students will learn coping skills and ways to get help.

Study Skills:

Students will practice notetaking, time management, organization, and other components of successful studying.

Band/Choir 7/8:

This is an elective course that meets 2/3 days per week.

GRADE 8



Language Arts 8: This course is an integrated literature and language program aimed at helping students become skillful readers, writers, speakers, and listeners.

Math 8: This course will cover the fundamental concepts of numbers and operations, including solving percents; measurement; geometry, including the Pythagorean Theorem; algebraic concepts, including solving one and two-step equations and inequalities; and data analysis and probability.



Algebra II: This course will focus on rational polynomial expressions, quadratic expressions, properties of relations and functions, graphing functions, properties and operations with matrices, conic sections.

Science 8: Students will be studying physical science. Physical science is the study of matter and energy and how they react.

Social Studies 8: The main emphasis of this class will be the history and geography of our nation, from the first Americans up to the year 1877. Also, students will be asked to read the newspaper and watch the news for class discussions.



Health: The focus of eighth grade health is healthful living. After learning about the systems of the body and how to care for them, students will have an opportunity to become CPR certified. They will also design their own fitness plan and implement it in their physical education class as they study safety and injury prevention. As students continue the focus on healthful living, they will learn about important issues of concern among teens, such as stress management. Students will debate issues that relate to the use of alcohol, tobacco and other drugs.

Music 8: Students will use more advanced techniques of digital music. Internet and music will be merged with students downloading music from appropriate web sites. This is a rotation course.

Comp Tech 8: Students will produce a research project. They will choose a topic, gather information about the topic from both electronic and print media, and then present that information in an organized way. They will learn basic research skills, getting organized, and writing the research paper using 16 steps.

Additionally, students will learn basic robotics and coding using the Finch robots. This is a rotation course.



Family/Consumer Science 8:

Basic life management skills help students function and prosper as responsible teens. Units of study are money management, clothing care and basic hand sewing skills, foods and nutrition, and child care/babysitting. In addition, students learn about the community service graduation requirement. This is a rotation course.

Physical Ed:

Physical Education classes meet twice a week. Some of the activities students will be participating in include personal fitness, team sports, life-time activities, and recreational games.



Advanced Makers:

This course will expose students to basic woodworking skills, incorporating an emphasis on problem solving. The projects created will be linked to the curriculum in major content areas. Students will be required to think creatively and use technology skills in complex applications, working both independently and collaboratively. Students will focus on the various skills within the areas of STEAM: science, technology, engineering, art, and mathematics.

Band/Choir 7/8: This is an elective course that meets 2/3 days per week.

Middle school prerequisites for advanced math courses:

1. For 6th grade pre-algebra to move on to 7th grade algebra 1:
 - Must earn 95% or higher for each of the 4 nine weeks
 - Must score 90% or higher on algebra 1 placement test
 - Must score proficient or advanced on the 6th grade math PSSA
2. For 7th grade algebra 1 to move on to 8th grade algebra 2:
 - Must earn final grade of 90% or higher or pass the algebra 1 Keystone
3. For 8th grade algebra 2 to move on to academic geometry:
 - Must earn final grade of 80% or higher

If a parent insists that their child move into an upper-level class without meeting all of the above pre-requisites, they must sign a form stating that they are making this decision against teacher recommendation.

SHARPSVILLE ELEMENTARY SCHOOL

Doing Things “The Blue Devil Way”



2019-2020
STUDENT HANDBOOK

SHARPSVILLE AREA ELEMENTARY SCHOOL STUDENT HANDBOOK

TABLE OF CONTENTS

PURPOSE OF THE ELEMENTARY HANDBOOK	4
SHARPSVILLE AREA SCHOOL DISTRICT MISSION STATEMENT	4
SCHOOL DISTRICT PHONE NUMBERS/WEB SITE	4
TITLE IX, SECTION 504 POLICY	4
RIGHT TO REQUEST TEACHER QUALIFICATIONS	5
ATTENDANCE	5
BIRTHDAYS CELEBRATED AT SCHOOL.....	13
BOOK BAGS	13
BUILDING USE POLICY	13
BUS TRANSPORTATION	14
CAFETERIA BEHAVIOR	15
CARE OF SCHOOL PROPERTY	16
CHANGE OF ADDRESS OR RESIDENCY.....	16
CHEATING	16
CHEWING GUM	17
DAILY DISMISSAL PROCEDURES	17
DAILY TIME SCHEDULE	18
DESIGNATED WALKING ROUTES	18
DETENTION	18
DISOBEDIENCE	18
DISRESPECT	19
DISTRICT GRADEBOOK PROGRAM	19
DRESS CODE.....	19
DRUG AND ALCOHOL POLICY	20
EDUCATIONAL TRIPS.....	20
ELECTRONIC DEVICES.....	20
EMERGENCY INFORMATION	21
EMERGENCY SCHOOL CLOSINGS, DELAYED STARTS AND EARLY DISMISSALS.....	21
ENGLISH LANGUAGE LEARNERS (ELL)	23
ENROLLMENT OF NEW STUDENTS	24
FIELD TRIP CHAPERONES.....	24
FIRE DRILL PROCEDURES	24
FOOD SERVICES	24
GIFTED EDUCATION	27
GRADING SCALE	27
HAZING	27
HOMEBOUND INSTRUCTION	28
HOMEWORK FOR ABSENT STUDENTS.....	28
HEALTH ISSUES.....	28
IN-SCHOOL SUSPENSION.....	28
INTERNET/NETWORK USAGE.....	29
LOCKERS/LOCKER SEARCH.....	29
LOST AND FOUND.....	29
LUNCH DETENTION	29
MEDICATION.....	29
MISCONDUCT	31
MULTI-TIERED SYSTEMS OF SUPPORT.....	31
NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES.....	31
PARENT/GUARDIAN DROP OFF LOCATIONS	32
PARENT TEACHER ORGANIZATION (PTO).....	32
PARENT/TEACHER CONFERENCES	32
PARTY INVITATIONS.....	32
PETS	32

REPORT CARDS	33
RUNAWAYS.....	33
SCHOOL INSURANCE	33
SCHOOL SPONSORED ACTIVITIES.....	33
SPECIAL EDUCATION	33
SPEECH THERAPY	35
STANDARDIZED TESTING SCHEDULE.....	35
STUDENT ARRIVAL TIME	36
STUDENT RECORDS.....	36
STUDENT RIGHTS.....	36
STUDENT RESPONSIBILITIES	36
STUDENT VALUABLES.....	37
SUPERVISION OF STUDENTS	37
SUSPENSION.....	37
SWEARING.....	37
TEXTBOOKS	38
THEFT.....	38
TOBACCO POLICY	38
TRESPASSING	38
VACATIONS.....	39
VISITORS.....	39
VOLUNTEERS.....	39
WALKERS TO SCHOOL.....	40
WEAPONS POLICY.....	41
WELLNESS POLICY AND PRACTICES.....	41
WEB SITE.....	49

PURPOSE OF THE ELEMENTARY HANDBOOK

The handbook is designed to assist parents, guardians, and students with the policies and procedures of Sharpsville Area Elementary School and the Sharpsville Area School District. This handbook is organized by topic in alphabetical order. The elementary discipline policy will be included within each area it applies to or where appropriate for the specific response to infractions. The main purpose of the handbook is to ensure effective communications between the home and school. The provisions of this handbook represent a summary of school board policy on the topics addressed. In order to have a more complete understanding, you should consult school board policy book. The provisions contained in school board policy shall control in regard to issues of interpretation, clarification and enforcement. Any item not specifically addressed in the handbook will be handled by the building principal.

SHARPSVILLE AREA SCHOOL DISTRICT MISSION STATEMENT

The mission of the Sharpsville Area School District, in partnership with the community, is to challenge all students to reach their potential, to be responsible citizens, and to value learning as a lifelong process by promoting excellence in a nurturing educational environment.

SCHOOL DISTRICT PHONE NUMBERS/WEB SITE

Sharpsville Area School District	(724) 962-8300
Sharpsville Area Elementary School	Ext. 3000 (724) 962-1003 fax
Sharpsville Area Middle School	Ext. 2000
Sharpsville Area High School	Ext. 1001
Office of the Superintendent	Ext. 4101
Sharpsville Area School District Cafeteria	Ext. 2750
Student Transportation of America (STA)	(724) 983-1112
School District Web Site	www.sharpsville.k12.pa.us

TITLE IX, SECTION 504 POLICY

The Sharpsville Area School District does not discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact the office of the Superintendent, at 1 Blue Devil Way, Sharpsville, Pennsylvania 16150.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Sharpsville Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please call the office of the Superintendent at (724) 962-8300 ext. 4101.

ATTENDANCE – BOARD POLICY 204

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children

and youth agency, or the appropriate judge.

4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours or health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
10. College or postsecondary institution visit, with prior approval.
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school sponsored educational tours or college trips or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.

4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program;
or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Late Arrivals/Tardy

A student is considered tardy if he/she arrives after 9:00 A.M. to his/her assigned class/homeroom. All students late to school must report directly to the main office and present a written excuse from home. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. An accumulation of tardies may result in fines through the district magistrate.

Early Dismissals

When a student is to be excused from school before 3:30 P.M., he/she must present an excuse from a parent or guardian. The only excused reasons are those indicated under in the attendance policy. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

If your child is leaving early, you are required to park in Lot Area A located at the front of the building. Parents/guardians must sign their child out in the office. At that time your child will be called to the office where they will leave with you. Parents/guardians are not permitted to go directly to the room of the child. They are required to remain in the office until he/she arrives. The student is responsible for any school work that is missed while they are gone.

In the case of emergency, parents must bring a written excuse to have their child dismissed. Parents/guardians must sign their child out in the office. The student will be called to the office when the parent arrives.

BIRTHDAYS CELEBRATED AT SCHOOL

Per the district wellness policy, no edible treats are to be sent to school. If parents are interested, they may contact Kristy Sayles at (724) 962-8300 ext. 2750 to order edible treats from Nutrition Inc. A small gift such as stickers, pencils, coloring pages, crayons, toys, or books may be sent to school. Parents/guardians who bring birthday treats are to leave them in the office.

Please make arrangements with the classroom teachers to bring in a birthday treat. Balloons and flowers are a distraction in the classroom and a safety hazard on the bus. Arrangements should be made to have them delivered to the child's home, not school. Student birthdays will be recognized at school, however, parties and elaborate treats are for home, not school.

BOOK BAGS

The children may use book bags to carry work to and from home. If the child has a book bag the parent/guardians are requested to periodically help their child to empty and clean them out. The district reserves the right to examine the contents of student book bags and student desks.

BUILDING USE POLICY

If a community member would like to use school for any reason before or after regular school hours they need to complete, in detail, the Request for Building Use form two weeks prior to the activity. This form is available in the school office and on the district's website at www.sharpsville.k12.pa.us

BUS TRANSPORTATION

Bus Routes

Questions regarding bus routes can be directed to the Barb Dunlap at (724) 962-8300 ext. 4102 or to Shelley Kibby at Student Transportation of America (STA) at (724) 983-1112.

Bus Regulations

The Board authorizes the use of video and audio recording on school buses and school vehicles.

Students will be picked up and dropped off at their residence only. Any deviation of this rule must be approved by the building principal after a written request is submitted by the parent or guardian. Any request indicating multiple pickup and drop off points will not be approved. The change, if approved, will not commence for a period of three days.

Students are to ride only the bus to which they have been assigned. In emergency situations, parents who need their children to ride a different bus should send a note with their child. No student will be permitted to ride a different bus or be picked up from or delivered to a different bus stop without a written note signed by a parent/guardian.

Students who need transportation to and/or from a daycare agency that is already a listed bus stop on the Sharpsville route, MUST complete a special transportation form 3 days in advance before transportation will be available.

Bus Safety for Students

The safety of our students is paramount. The following guidelines are in place to ensure that all students depart and arrive in a safe manner.

1. Students are to report to their bus stop at least 5 minutes before the bus is scheduled to arrive.
2. A student who is not picked up at their driveway should proceed to the bus stop by walking on the left side of the road facing traffic if there are no sidewalks present.
3. Students should wait until the bus comes to a complete stop before crossing the street to board the bus or when waiting to disembark.
4. Students should go directly to their assigned seats when boarding the bus.
5. Students should keep books, lunches, etc. on their lap--not in the aisle of the bus.

6. Students should keep all parts of the body (hands, arms, and head) inside the bus.
7. Students are permitted to talk quietly with their seatmate, but not with the driver when the bus is in motion to help the driver avoid an accident.
8. Students should only get off at assigned stops unless they have a note from a parent that has also been signed by the principal or secretary.
9. Students should cross the road in front of the bus immediately after discharge.

Student Behavior on the Bus

Bus transportation to and from school is a privilege. Any major discipline problems may result in immediate suspension from the bus. Parents will then be responsible for transportation to and from school during this suspension. We desire the cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to call the principal or STA in regards to any problems.

- The bus driver is in charge of the bus just as a teacher is in charge of the classroom.
- Any type of student misbehavior or irregularity which distracts the driver, or threatens the safety of the passengers, and interferes with the safe operation of the bus must be reported by the driver to the principal on a bus conduct report.

Disciplinary action may take the form of the following:

- A verbal reprimand and warning
- Reassignment of seat
- Contact with the parent or guardian
- Detention
- In-school suspension
- Suspension of transportation privileges

CAFETERIA BEHAVIOR

Inappropriate behavior in the cafeteria during breakfast or lunch will not be tolerated. Students who do not conform to the SWPBIS guidelines will be disciplined by teachers assigned to the lunch room by moving of seat, loss of recess time and/or lunch detention depending on the severity of the offense.

1. Be Safe
 - Hands to self
 - Stay in your seat
 - Eat only your food

- Carry try with two hands
 - Always walk
2. Be respectful
- Use restaurant manners
 - Be polite
 - Leave no trace behind
 - Level 0-1 voice in the serving line
 - Level 2 voice at your table
3. Be responsible
- Clean up after yourself
 - Be helpful
 - Ask three before me
 - Raise your hand for help
 - The floor is not a trash can

CARE OF SCHOOL PROPERTY

Students at Sharpsville Area Elementary School are entrusted with various school supplies loaned for study. These materials should receive the best of care and must be returned at the end of the school year in good condition. Students will be assessed for all lost or defaced books and materials.

Students are not to mark school furniture, walls, ceilings, floors, books or equipment with pen, pencil, paint or any other instrument. Students will be responsible to pay for damage to school property, and may be referred to the proper law enforcement agency.

CHANGE OF ADDRESS OR RESIDENCY

The Sharpsville Area School District requires all parents/guardians to inform the child's school of any change in address and residency. If the change in residency is a move out of the district, and occurs during the last forty-five days of the school year, the student will be permitted to complete the school year if the parent/guardian so desires. If the residency status is unchanged, the student will be required to withdraw at the end of the school year. If the change in residency out of the district occurs prior to the last forty-five days of the school year, the parent/guardian will be required to withdraw the student and enroll them in the new district. If there are any questions regarding residency within the district, the administration reserves the right to request four documents indicating proof of residency.

CHEATING

Students who are caught cheating on tests or other schoolwork will receive a zero in the grade book for that particular work. The teacher will inform the

parent/guardian of the offense. If it is possible, the child will tell his/her parent/guardian by telephone with the teacher present.

CHEWING GUM

Chewing gum is not permitted in school, on the school bus or at other school activities. The student will be asked to dispose of the gum. Additional incidents may result in disciplinary action.

DAILY DISMISSAL PROCEDURES

Only bus students are to exit the building through the main entrance. Parents/guardians picking up their child at the regular 3:30 P.M. dismissal must use the following exits and parking lots:

For Kindergarten students - enter the school campus via Hittle Drive and park your vehicle in the visitor parking lot. Pick your child up at the West Primary doors.

For students in grades 1 and 2 - enter the school campus through the high school/middle school entrance then travel to the back parking lot of the Elementary School. Overflow parking will be available in the high school/middle school lot. You must enter the Elementary School through the South Gymnasium doors to sign out your child. Please note that doors will not open prior to 3:20 P.M. Once you have your child with you, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one way street.*

For students in grades 3, 4, and 5 - enter the school campus through the high school/middle school entrance. You may park in the back parking lot of the elementary school or you may park in the high school/middle school lot. Students will exit the building through the South Gymnasium doors. Once you have your child with you, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one way street.*

***Note:** The back elementary parking lot will not be open until 2:50 PM due to recess.

If you are picking up more than one child - you must wait in the parking area of the youngest child. The older children will then exit through the doors leading to the area where you will be parked.

If a student is typically a bus rider – a note should be sent to the office on any day that they are to be picked up.

DAILY TIME SCHEDULE

7:45	Teachers report for duty
8:00	Office Opens
8:30	Students admitted into building Students report to breakfast
8:40	Bell rings for students to enter school
9:00	Tardy Bell/ Morning exercises
3:30	End of School Day
3:45	Teacher Dismissal
4:30	Office Closes

DESIGNATED WALKING ROUTES

Please note that there are no crossing guards on patrol in the borough. Those students walking from Ridge Avenue west of Seventh Street (North side of Ridge Avenue) will walk up to Tenth Street, and will cross onto Pierce Avenue at Tenth Street.

Those students walking from Ridge Avenue west of Seventh Street (South side of Ridge Avenue) will walk up to Seventh Street to the Hometown Pizza Plaza, and will cross Ridge Avenue.

Those students walking from the center of town will walk on Main Street and proceed up Seventh Street.

Students walking from south of the Sharpsville Area Elementary School will take the closest route to the school, using streets that have sidewalks.

DETENTION

At given times during the year, a student may receive an after-school detention for inappropriate behavior, continued misconduct or safety violations. Classroom teachers or the principal can assign detention. The assigning teacher or principal will notify parents by telephone or by mail of the detention assigned.

Failure to serve the detention will result in suspension. If at any time there is a problem with the assigned detention date, parents must contact the principal. For students who ride a bus home, the parents will be responsible for transportation home when a student serves detention. DETENTION STARTS AT 3:30 P.M. AND ENDS AT 4:00 P.M.

DISOBEDIENCE

Disobedience is defined as the refusal or neglect to obey any school district employee. This includes all administrators, teachers, paraprofessionals, office staff, custodians, cafeteria staff, bus drivers or substitutes for these positions.

Consequences for this infraction can include loss of recess, detention or suspension as addressed in SASD policy depending on the severity of the offense.

DISRESPECT

Disrespect is defined as rudeness and/or offensive behavior in word or in action shown to any school district employee. Punishment for this infraction can include a warning, loss of recess, detention or suspension depending on the severity of the offense.

DISTRICT GRADEBOOK PROGRAM

The district gradebook program is an internet based program that provides parents/guardians and students the ability to view grades online. Please contact the school to receive your user ID and password to access updates on your child's academic activity.

DRESS CODE

The Sharpsville Area School Board has adopted the following dress code policy:

1. All clothing material must be opaque and moderately fitted whether it be tops or bottoms.
2. Any apparel whatsoever with obscene or suggestive language or that may be offensive or degrading, is not permitted. This includes any reference to drugs, alcohol, tobacco, and anything promoting violence.
3. The sag-look is not permitted. All pants must be worn at the waist and no lower for which they are designed.
4. Hats and hoods of any kind are not to be worn indoors. This applies to both boys and girls and includes bandanas and scarves.
5. Wallet-type chains are not permitted, or chains about the neck and wrist that are not considered jewelry.
6. All dress should conform to health and safety standards set forth by the school, local, and state authority.

The final judge of any questionable attire will be the building Principal or his designee. Students, who do not comply with the provisions of this dress code, may be asked to call home in order to address the issue.

DRUG AND ALCOHOL POLICY

The Sharpsville Area School District recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. See SASD Policy 227 for details.

Violation of this policy will result in the following:

- A fine assessed by the local magistrate.
- A suspension for a period of three days for the first offense, five days for the second and ten days for the third and subsequent offenses.
- Involvement of the Sharpsville Police

EDUCATIONAL TRIPS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the first ten and last ten days of the school year, and the PSSA testing windows. Absences exceeding the approved five days will be considered unlawful/unexcused.

The required approval form is available in the main office and **must be submitted at least one week prior to the scheduled trip**. This will be strictly enforced. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

ELECTRONIC DEVICES

Students are permitted to use personal electronic devices during the school day for legitimate educational purposes at the discretion of the classroom teacher. Electronic devices include laptop computers and tablets. Teachers and staff reserve the right to establish times during the school day when devices are not permitted to be used.

Students who use their devices for non-legitimate educational purposes at school or on school property may have this privilege revoked for a given period of time. Additional infractions may result in the issuing of behavior consequences including, but not limited to: loss of recess, lunch detention, after-school detention or in/out of school suspension. Repeated use of devices for non-

legitimate educational purposes at school or on school property may result in permanent loss of this privilege.

Cell phones are not to be used or seen in the elementary building. The first offense will result in confiscating of the phone for the entirety of the day. The phone can be picked up by the student in the principal's office at the end of the day. The second offense will result in the parents being asked to pick the phone up from the principal's office. The third offense will result in the confiscation of the phone for the remainder of the school year.

Students accessing the internet on their personal devices using the district's network must adhere to the rules and guidelines established in the school board policy relating to usage of network/internet resources. Students who connect to the internet using district resources should consider his/her personal device subject to the same level monitoring and access as any district-owned technology device.

The Sharpsville Area School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. The District holds no responsibility for damage or loss of the personal device.

EMERGENCY INFORMATION

Student emergency information forms will be sent home during the first week of school. Please return the form as soon as possible so that we may have access to the most current emergency information. Please contact the school office anytime during the school year to update information concerning change of address, change of telephone number or change of marital status.

EMERGENCY SCHOOL CLOSINGS, DELAYED STARTS AND EARLY DISMISSALS

The decision to delay or close school, due to weather conditions or some other reason is made by the superintendent. That information will be shared through the district app and website. If you are not receiving these messages, please contact the school at (724) 962-8300 ext. 3000. Students and parents may also listen to or watch one of the TV or radio stations listed below. This announcement may be made as early as 6:00 A.M. for your convenience. PLEASE DO NOT TELEPHONE THE SCHOOL TO ASK IF SCHOOLS ARE CLOSED.

Please monitor these radio/television stations for cancellation information:

WHOT 101.1FM	Youngstown	WFMJ-TV	Youngstown
WYFM 102.9 FM	Youngstown	WYTV-TV	Youngstown
WMXY 98.9 FM	Youngstown	WKBN-TV	Youngstown

WGRP 940 AM
WPIC 790 AM

Greenville
Sharon

ENGLISH LANGUAGE LEARNERS (ELL)

The Sharpsville Area School District develops and provides a planned educational program for each student with limited English proficiency. These programs enable students to meet academic standards and succeed in school. Each program will include: standards-based English Language Learner instruction at the appropriate proficiency level; content area instruction aligned with academic standards and adapted to meet the needs of the student; and assessment processes that reflect academic standards and instruction.

ENROLLMENT OF NEW STUDENTS

Parents/guardians of all students enrolling or registering in the Sharpsville Area School District must contact the district enrollment office at (724) 962-8300 ext. 1651 to begin the enrollment process. Enrollment documentation can be found on the district website at www.sharpsville.k12.pa.us If parents/guardians are unable to access the website, enrollment forms can be picked up in the high school guidance office. When the necessary paperwork is completed, parents/guardians are to contact the enrollment office to schedule an appointment to register their children. **A student will not be enrolled and permitted to attend class until everything is submitted satisfactorily to the district enrollment office.**

Items required for enrollment in school:

- Student registration form
- Permission to photograph
- Permission to do a screening assessment
- Four (4) proofs of residency
- Copy of state issued birth certificate
- Current immunization records
- Acceptable usage form for the Internet and computer network
- Parental registration statement.

Determining Proof of Residence:

In accordance with school board policy, the following are acceptable forms proving residency. At least four of the following documents are required:

- Federal or state tax return
- Letter or pay stub from current employer
- Pennsylvania driver's license
- Pennsylvania motor vehicle registration
- Automobile insurance policy
- Residence lease

- Property tax card
- Voter registration
- Letter from the Department of Welfare
- Health insurance card
- National Fuel gas bill
- Water and/or sewer bill
- Cable bill
- Current credit card bill
- US Post Office official documentation
- Bank statement
- House deed

Requesting Records of Transfer Students

Once parents/guardians sign a release of records form, the district will fax it to the student's former school and request a copy of all records pertaining to the child. This request will also include the student's attendance records.

Once all required enrollment documents are completed and records from the child's previous school are received, parents/guardians will be notified of start date

FIELD TRIP CHAPERONES

Parents/guardians who wish to chaperone a field trip must complete the volunteer screening process described in this handbook. Please note that the FBI background check, Pennsylvania state criminal records check and the child abuse history clearance can take up to 4 weeks to complete. **The cost of filing for these clearances is the responsibility of the person submitting the request.**

FIRE/EMERGENCY DRILL PROCEDURES

Fire and emergency drills are held in accordance with state law. Students should avoid panic by moving quickly and quietly from the school. Students must follow the instructions of the teachers and/or administration. *All parents/guardians/visitors in the building are expected to follow school procedures in the event of a fire drill, emergency drill, or alarm.*

FOOD SERVICES

The Sharpsville Area School District cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a variety of healthy items are offered daily and at a reasonable price. Menus are available on the District's website at <http://www.sharpsville.k12.pa.us/CafeteriaMenu.aspx>.

National School Breakfast Program*:

Building the Meal--Choose 3 or 4 of the following

Grain/Protein 2 oz.

Fruit/Vegetable** 2- ½ Cup Servings

Milk Half Pint

*Breakfast is not served on two hour delay days

**Students are required to take at least ½ cup of fruit/vegetable

National School Lunch Program:

Building the Meal--Choose 3-5 of the following

Grain 2 oz.

Protein 2 oz.

Fruit* ½ Cup Serving

Vegetable* 2-½ Cup Servings

Milk Half Pint

*Students are required to take at least ½ cup of fruit or vegetable

All students may purchase one reimbursable meal per service. For Paid/Free/Reduced status pricing, students must build a reimbursable meal using the guidelines above. Any items purchased outside of that reimbursable meal such as second meals and extras are charged at a la carte prices. All a la carte items meet the Federal Smart Snacks guidelines.

Please contact the Food Service Department for all further information including but not limited to: Accommodating Special Dietary Needs, Nutritional Information, Account Inquiry, Account Requested Restrictions, and Birthday Celebrations/Catering Events at (724) 962-8300 x. 2750.

Free/Reduced Priced Meals

Free and reduced priced meals are available to eligible families. Applications for free and reduced meals are mailed to every household each year prior to the start of the school year. An online application can be found at <http://www.paschoolmeals.com>. If you are eligible for free or reduced priced meals, your status remains in effect throughout the school year and will continue for the first 30 school days of the following school year. Families must reapply each year to document proof of their eligibility. Students may be directly certified for free meals as a result of receiving or being part of a household who receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Medical Assistance (MA). Parents will be notified of their child(ren)'s eligibility status.

Please contact the administrative secretary for questions regarding eligibility status at (724) 962-8300 x. 4101

There may be instances where the District may use your eligibility status to provide additional benefits to your child such as the Backpack Program and/or the Success by Six Summer Reading Program. If you choose not to have your information used to receive such benefits, please contact the elementary office.

Making payments

A computerized POS system is utilized at all schools. A finger-scanning system is in place in order to properly document both payments and purchases made to student accounts. Payments can be made at the point of sale or online. The District encourages parents who choose to pay at the point of sale to maintain a positive balance on their child's cafeteria account. It is suggested that students maintain a weekly purchasing balance instead of a daily purchasing balance. Not having to exchange money hand to hand will increase the speed at the serving line allowing students more time to enjoy their meals. Checks can be made payable to the Sharpsville Area Cafeteria Fund. Please include the student's name and/or student ID on the memo line of the check.

Payments can be made online at www.schoolcafe.com using your child's student ID. Payments can be set up automatically or funds can be added as needed. A convenience fee is charged at the time of payment that is payable to School Cafe. Payments will be updated in as little as 20 minutes, or may take up to 48 hours in certain circumstances. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. Please note that creating an online account is FREE and can be used to monitor your child's account. No fee is charged unless an online payment is made.

Please note that student lunch account balances carry over to the next school year. In the event that your student(s) is/are withdrawing, please contact the Business Office at 724-962-8300 Ext. 4103 to request a refund. Graduating seniors are encouraged to spend down their account balance to zero. Seniors will be able to obtain a refund in the Cafeteria at the end of the school year if their account balance is less than \$10.00. Balances in excess of \$10.00 will either be transferred to a younger member of the household, or refunded to the parent/guardian. When no younger members of the household exists, small balances less than \$10.00 that remain after a senior has graduated will be considered a donation to the Angel Tree Fund.

Delinquent Accounts

Parents are notified periodically of their student's lunch balance either by email or U.S. mail. In the event that you are notified that your child's account is in the negative, we encourage you to make a payment as soon as possible. Please note that the school will continue to provide your child a breakfast and/or lunch regardless of his/her account balance and their negative account balance will continue to grow. Students will not be permitted to purchase a la carte items if their account has a negative balance.

All accounts are expected to be paid in full at the conclusion of each school year. Accounts with excessive outstanding balances will be turned over to a collection agency at the end of the school year. All collection fees charged by the collection agency will be the responsibility of the parent/guardian.

Account Balances

Cafeteria account balances will transfer over from year to year. Students will begin the new school year with the account balance that they ended with the previous school year. Positive account balances will carry over for students' use as well as negative account balances that still need to be paid. If at the end of the school year, a student's account balance is negative \$50.00, and no payment schedule or payment has been made to the account, the account will be turned over to a collection agency. The student's guardian will receive a final notice from the school district, via U.S. mail, with an opportunity to become current in their child's account before their account is turned over to a collection agency. Upon entering the new school year, a student's account that has been turned over to a collection agency, will be reset to a zero balance. Any payments made to Sharpsville cafeteria at this point in time will be applied to the student's current cafeteria account for the student's current use and will not be reflected in any way on the balance owed from the previous school year. Guardians will still be responsible to pay the outstanding balance from the previous school year.

Graduating Seniors with Positive Account Balances

Graduating seniors with positive account balances under \$10.00 will be given the opportunity to obtain a refund through the cafeterias cashiers during the last week of the school year. Any senior who does not use this opportunity to obtain a refund for their positive balance under \$10.00 can have their balances transferred to a younger member of their family. If there is not a family member to transfer a graduating senior's positive balance to, the balance will become non refundable and placed into the cafeteria fund. Any graduating senior with an account balance of \$10.00 or more, must request a refund by contacting the district's business manager at 724-962-8300 x. 4103.

GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with the mandate of the Commonwealth of Pennsylvania. Thus, the District shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

The framework for said programs shall encompass, at a minimum, the following objectives: expansion of academic attainments and intellectual skills; stimulation of intellectual curiosity, independence and responsibility; development of critical thinking and creativity. The curriculum and programmatic opportunities for mentally

gifted students shall be designed to provide a variety of enrichment and acceleration opportunities and to ensure regulatory compliance. Ability of candidates for this program shall be evidenced by the criteria as set forth in the Pennsylvania School Code and outlined in the District's Administrative Regulation related to this policy.

The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines. The District shall make the Permission to Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term.

GRADING SCALE

100% - 90%	A	S Satisfactory
89% - 80%	B	N Needs Improvement
79% - 70%	C	
69% - 60%	D	
59% or less	F	

The grading scale below is used for skills and specials.

A	Advanced – Exceeding Common Core and District Standards
P	Proficient – Meeting Common Core and District Standards
B	Basic – Progressing Toward Common Core and District Standards
BB	Below Basic – Not Meeting Common Core and District Standards

HAZING POLICY

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

HOMEBOUND INSTRUCTION

Whenever a student contracts a disability or extended illness, provisions can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Requests for homebound

instruction should be initiated by the parent through the school principal and supported by the necessary statement from the physician. There is no charge to the parents for this service. Pennsylvania School Code grants a maximum of twenty hours of instruction per month. These hours are arranged by an agreement between the parent and the assigned teacher.

HOMEWORK FOR ABSENT STUDENTS

Homework can be picked up between 3:20 P.M. - 4:00 P.M. in the elementary office for those parents/guardians who have made a request to the teacher for the missed assignments.

HEALTH ISSUES

Mandatory Absences for Health Reasons

There are certain conditions which require a student to remain out of school. Students are not permitted in school with any of the following conditions:

Measles	Whooping Cough	Ringworm
Mumps	Chicken Pox	Scabies (itch)
Conjunctivitis (Pink Eye)	Impetigo	Pediculosis (lice)

A student, who has been excluded from school for any of the above conditions, will be readmitted only with a certificate of recovery from a physician. PARENTS/GUARDIANS SHOULD CALL THE SCHOOL when the student develops one of these conditions. Informing the school will help the teacher plan better for the student as well as help prevent the condition from spreading to other students.

Parents/guardians are to remain in the office where they will meet their child. Parents/guardians should not go directly to the classroom for their child. Any work the student will miss while absent must be made up and is the student's responsibility.

IN-SCHOOL SUSPENSION

In-School Suspension is the disciplinary action of removing a student from his/her school activities, including after-school activities. It differs from detention in that it is the next step toward out-of-school suspension. During the time of the In-School suspension assignment, the student will be expected to complete work assigned by the teacher. An in-school suspension assignment may range from one to three days. If a student is uncooperative while assigned, the day(s) may be reassigned.

INTERNET/NETWORK USAGE

The use of computer and network facilities shall be consistent with the curriculum adopted by the Sharpsville Area School District, as well as the varied instructional needs, learning styles, abilities, and developmental level of students. The school board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The school board establishes that use of the Internet is a privilege not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

All parents/guardians and students will receive a copy of the Internet usage policy. Both the parents/guardians and students are required to sign the Network Consent Form before access to the Internet and network services will be granted. Students who violate the terms of the Internet policy may lose computer privileges for a period of time determined by the principal.

LOCKERS/LOCKER SEARCH

Students in grades 2-5 are assigned hall lockers. Only locks with keys are permitted on lockers. A duplicate key **MUST** be turned into the homeroom teacher for safekeeping. Please note that there will be no tape or adhesive stickers permitted to be used anywhere on the lockers.

School authorities may search the student's locker without prior warning in seeking contraband. Materials seized may be used as evidence against the student in disciplinary, juvenile or criminal hearings. The full locker search policy adopted by the Board of Education can be viewed in the school office.

LOST AND FOUND

Any articles that have been found should be brought to the office to be placed in the lost and found. If you have lost an article, please come to the office to look for it.

LUNCH DETENTION

Lunch detention is the temporary loss of cafeteria eating privileges. Students assigned lunch detention will eat their lunch in the office. Assignment to lunch detention can range from 1 day to an indefinite period of time.

MEDICATION

The district is not responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student will be permitted with the

direction of parent and/or physician when failure to take such medication

would jeopardize the health of the student and when the student would not be able to attend school if the medication were not available during school hours. All medication taken at school must be processed through the School Nurse.

Prescription Medication

Prescribed medication to be given during school hours **MUST** be in the pharmacy container that gives complete instructions including the patient's name, name of medication, dosage and times to be given, and number of days to be given. (Ask your pharmacist to prepare two labeled containers, one for school and one for home) The **FIRST** dose of this medication for current condition/illness may not be given at school. In order for the school nurse to distribute prescription medication, the following must be on file in the principal's office **each year**:

- A Physician's Request (form A) This form must be filled out by a physician
- A Request Form for School Dispensation of Prescription Medication (form B) This form must be filled out by the Parent/Guardian
- A Release form for Distribution of Prescription Drugs (form E) This form must be filled out by the Parent/Guardian

If these forms are not filed new each school year, school personnel **WILL NOT** distribute medications.

Non-Prescription Medication

Any over the counter medication that the parent feels necessary to be given during school hours **MUST** be in its original container and be accompanied by a written note from the parent stating students name, medication name, dosage, time to be given, and number of days to be given. These medications should be kept to a minimum. Over the counter medications needed for more than two weeks may require a physician's order.

Some non-prescription medication will be kept on hand in the nurse's office in the event that your child may need them. These medications include acetaminophen (Tylenol), ibuprofen (Motrin), Benadryl (for allergic reaction), and Robitussin (for cough). These medications will be given at discretion of the school nurse. Parents must fill out the Emergency Health Information sheet and check the medications that their child is permitted to receive. Cough drops will not be provided by the school nurse.

All medication must be processed through the School Nurse's office. Any medication brought in should be brought in by the parent/guardian and directly handed to the school nurse. For the safety of all students medication should not

be sent with student on the school bus. **All medication MUST be in its original container** (not loosely in a plastic baggie). If these procedures are not followed the medication will not be given.

Student Self-Administration of Medication

To self-administer medication, the student must be able to: respond to and visually recognize his/her name; identify his/her medication; measure, pour and administer the prescribed dosage; sign his/her medication sheet to acknowledge having taken the medication and demonstrate a cooperative attitude in all aspects of self-administration.

MISCONDUCT

Misconduct is not limited to a special list of poor behavioral activities. It seems there always some situation that is new or unique. Misconduct can be punished by loss of recess, detention, in or out of school suspension, depending on the severity of the offense.

Multi-tiered Systems of Support (MTSS)

Multi-tiered Systems of Support (MTSS) is a team process used to address concerns about a child's academic, emotional, or behavior needs. The MTSS consists of a classroom teacher, counselor, parent/guardian, principal, and other relevant staff members. MTSS is designed to help identify a child's strengths and areas of concern, to develop an educational plan to support the child and assist the classroom teacher in using strategies to meet the student's needs.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to the building principal. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Superintendent within fifteen (15) days. District policy 103 for the appeal procedure can be found on the district website.

PARENT/GUARDIAN DROP OFF LOCATIONS

Parents/guardians who transport their children to school must drop them off at the main entrance sidewalk. There is to be NO PARKING in the faculty parking lot. PLEASE NOTE: THE CURB AREAS ALONG THE BUILDING ARE FIRE LANES. DO NOT PARK ALONG THE CURBS.

The South Gymnasium entrance is available for bus students only. In addition, and for security reasons, parents/guardians are not permitted to enter the building any further than the corridors of the main entrance in the morning.

PARENT TEACHER ORGANIZATION (PTO)

The Sharpsville Area Elementary School has an active Parent Teacher Organization (PTO). The PTO has an annual membership drive for families who have students attending the Sharpsville Area Elementary School. Anyone desiring membership information about the PTO should contact the elementary school office. The annual cost is \$5.00 per family.

PARENT/TEACHER CONFERENCES

Parents/guardians are welcomed at the Sharpsville Area Elementary School and are encouraged to come and talk with teachers or administrators about issues relating to their child. Since the teacher's main responsibility is the welfare of the student under his/her care, a phone call to set up a conference will make the meeting more beneficial to all. Full cooperation in this matter will be greatly appreciated.

The following guidelines should be followed:

- Please telephone the school for an appointment to see a teacher. A convenient time and place will be scheduled for a conference.
- Stop at the office before proceeding to your appointment.
- You will be directed or taken to a meeting place.

PARTY INVITATIONS

Students will be permitted to hand out party invitations during the school day ONLY IF they have invitations for the entire class. Please be aware that the school does not give out addresses or telephone numbers of students or parents.

PETS

Due to the number of students with allergies and our concern for safety issues, pets of any type are not permitted on school property. This includes dogs, cats, reptiles, etc.

REPORT CARDS

Sharpsville Area School District follows a 9-week grading period. All students in grades 1-5 will receive report cards four times during the school year. Kindergarten students will receive report cards for quarters 2, 3, and 4.

RUNAWAYS

Runaways are defined as students who leave school property without permission. An emergency response procedure is followed if a child is reported missing from school. The principal or his/her designee will contact the police and report the missing child.

SCHOOL INSURANCE

School insurance is available to all students. Information will be sent home at the beginning of the school year. The purchase of school insurance is optional. Students playing intramural sports are requested to bring proof of insurance from home, or they must buy the school insurance before they will be allowed to participate.

SCHOOL SPONSORED ACTIVITIES

School sponsored events and activities cover a wide range of activities available to students. Students are to act in an appropriate manner while in attendance at these activities as dictated by school rules and regulations. Failure to do so may result in disciplinary consequences and/or the student not being permitted to attend future school sponsored events and activities.

SPECIAL EDUCATION

The Sharpsville Area School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student the child must be of school age, in need of specially designed instruction and meet eligibility criteria for one or more mental and or physical disabilities as set forth in Pennsylvania State Standards.

The district engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet student needs. At no cost to the parents/guardians, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted at three levels. Level I consists of a review of the

student's records including; attendance, MTSS documentation, student assistance referral, report cards, cumulative information, and health needs. Level 2 screenings involve yearly examinations of a student's hearing. Screening is conducted in grades K, 1, 2, 3, 7 and 11. Vision screening occurs at all grade levels, K-12. Medical examinations are conducted in grades K, 6, and 11. Dental examinations are administered in grades K, 3, and 7. Level 3 consists of standardized tests administered at various grade levels.

Data from these tests enable counselors, principals and teachers to identify the student's strengths and weaknesses. Students who are considered "At Risk" are referred to the school psychologist for a Multidisciplinary Evaluation (MDE). The psychologist seeks parental consent to conduct the MDE. The MDE is a process to gather information that will be used to determine if a child is eligible and in need of special education services. Parents/guardians who suspect their child is in need of special education services may request a multidisciplinary evaluation at any time through a written request to the school psychologist.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biennial/triennial MDE Reevaluation, supportive intervention in the regular classroom with itinerant and/or resource services; part-time services; and full-time services. These interventions may be provided in the student's home school/home district or at a location other than the student's home school/home district. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities.

Parents/guardians may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpsville Area School District's Special Education Department at (724) 962-8300 ext. 1651.

Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the SASD will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special

education programs. For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharpville Area School District's Special Education Department at (724) 962- 8300 ext. 1651.

Services for Preschool Children

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127, (724) 458-6700.

SPEECH THERAPY

Speech therapy is available to students who need this service. Initial screening is done during through the Kindergarten registration process and during the school year for all new students.

STANDARDIZED TESTING SCHEDULE

Standardized tests are administered to the students throughout their school careers. The tests are to determine the children's achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are an invaluable aid to the teachers and other professional staff in diagnosing individual strengths and weaknesses in order to provide more effective instruction. The following tests may be administered to your child as part of the testing program:

Grade Level	Name of Test
Grade 3	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math
Grade 4	Pennsylvania System of School Assessment (PSSA) English Language Arts, Math and Science
Grade 5	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math

The results of achievement and state assessment tests will be sent home once the results have been received by the school. Further information about any of these

tests can be obtained by contacting the elementary guidance counselor. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the elementary guidance counselor.

STUDENT ARRIVAL TIME

Elementary students are not to be dropped off at school before 8:30 A.M. as there is no supervision available for students prior to that time. If circumstances exist that prevent you from being able to drop your child off at school at 8:30 A.M., alternative arrangements must be made for that child.

Parents/guardians have the option of utilizing one of the childcare programs within the district. Children dropped off at these locations are transported to the elementary school at the appropriate arrival time. These same programs are available for after school hours as well with bus transportation provided from the elementary school to the appropriate childcare location.

STUDENT RECORDS

Each parent/guardian has access to his/her child's records unless the school district has received a copy of a court order, which limits access. The regulation holds even if one parent has custody of the child. Types of records which a parent may wish to review include the following:

- Directory Information: Identifying name, date of birth, address, age
- Health Records: Vision, hearing, immunization records, specific conditions
- Academic Records: report cards, attendance, test scores

The Sharpsville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy. Requests can be made in writing and directed to the elementary principal.

STUDENT RIGHTS

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

STUDENT RESPONSIBILITIES

Student responsibilities include:

- regular school attendance

- consistent effort in classroom work
- following all school rules and regulations
- volunteering information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property
- assist the school staff in operating a safe school for all students
- exercise proper care when using public facilities and equipment
- monitor what you say and what you write. Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than is needed for lunch, student can give it to their teacher or leave it at the office for safekeeping.

SUPERVISION OF STUDENTS

The school district is responsible for students during the instructional hours of the school day in school; during the instructional hours of the school day on school district property; on school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation; at school district events held before, during or after school that are directly observed and supervised by school district staff.

SUSPENSION

There are two forms of suspension, out of school and in school. Suspension is defined as time spent out of the classroom or school for serious or recurring infractions of the discipline policy. Only the school principal may suspend. If the infraction or repeated infractions warrant it, the principal can refer the child to the Board of Directors for an expulsion hearing. The parent/guardian will be informed in writing as to the length and reason for the suspension.

SWEARING

Profanity and the use of vulgar language, drawings, photographs and gestures will not be permitted in school, on the bus and/or at extra-curricular events.

Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the situation.

TEXTBOOKS

Textbooks and supplies are provided by the district at no cost to students. At the beginning of the school year, the textbooks are issued with the number and condition of the book recorded. Textbooks are extremely expensive and students are financially responsible for the loss of a textbook and damage beyond the normal wear and tear of usage during the school year.

THEFT

Theft is defined as the taking of another person's property, or taking of public property without permission of the owner or person responsible for the property. This infraction will be punished by detention and/or suspension if the situation warrants it. A student will also be responsible for restitution of the property.

TOBACCO POLICY

Act 145 of 1996, prohibits the possession of, and or use of any tobacco product in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpville Area School District. This includes, but is not limited to the following:

- All school buildings
- While on school grounds at any time
- Attendance at, and/or participation in school activities
- School busses or property owned by, leased by, or under the control of the district

Violation of this policy will result in:

- A fine assessed by the local magistrate
- A suspension for a period of three days for the first offense, five days for the second and ten days for the third and subsequent offenses

TRESPASSING

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

VACATIONS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the first ten and last ten days of the school year, and the PSSA testing windows. Absences exceeding the approved five days will be considered unlawful/unexcused.

The required approval form is available in the main office and **must be submitted at least one week prior to the scheduled trip**. This will be strictly enforced. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

VISITORS

All visitors to the elementary building are required to report to the main office upon arrival. All visitors will need to sign in indicating their name, destination and time entering the building. In addition, each visitor will be given a visitor's badge and must give his/her car keys to the building secretary. Prior to departing the building, all visitors must return to the office to sign out, return their visitor badge and retrieve their keys. All visitors to the building must wear a visitor's pass. Visitors are not permitted to go to any classroom unless granted permission by the main office. Student visitors are not permitted under any circumstances to attend school with an elementary student or to ride Sharpsville Area School District buses.

VOLUNTEERS

The Sharpsville Area School District recognizes that parent and community volunteers can make many valuable contributions to our schools by providing significant services to students. They enrich and extend the curriculum by sharing hobbies, career expertise, and cultural knowledge. They are willing helpers in our cafeterias, in classrooms, in library, in athletics, for special projects, or as student mentors.

Volunteers at the elementary school are subject to the provisions specified in school board policy:

- Volunteers participate in the instructional setting as resource guests.
- Volunteers work in the presence of and are supervised by the host staff member. At no time should students be left alone with volunteers. This also includes chaperones at activities such as field trips.
- Volunteers are expected to follow the instructions of the staff member who is responsible to orient the volunteer to the learning activity and to the expectations of the learning. Discipline remains the responsibility of the teacher or staff member in authority.

Guidelines for acceptance as a volunteer are as follows:

- All recommendations for individuals to serve as volunteers must be approved by the Superintendent, building principal, coach/advisor, or other person in authority.
- All prospective volunteers are required to complete and submit the Volunteer Screening Application. The form can be obtained in any of the buildings or the Superintendent's office.
- Two or more reference checks are required.
- FBI background check, Pennsylvania state criminal records check and a child abuse history clearance are required and shall be at the volunteer's own expense.
- A personal interview with building principal or designee must be conducted and documented.
- The Board requires that all volunteers undergo a Mantoux Tuberculosis Test upon initial involvement in the volunteer program. An unsatisfactory report will be reason for disqualification. This test will be at the Volunteers' own expense.
- All volunteers must have Board approval prior to involvement in this volunteer program.

Length of Volunteer Status

A volunteer's status will be valid as long as the individual wishes to remain on the volunteer list. Volunteer status will become invalid if the district receives information that would prohibit the individual from service as per the policy.

WALKERS TO SCHOOL

The child's safety is a major concern of the district, but the cooperation of the home and school is necessary to build proper habits of safety. **Please note that there are no longer crossing guards on patrol in the borough.**

Students who walk to school are to:

- Report no earlier than 8:20 A.M. There is no staff supervision prior to this time.
- The breakfast program begins at 8:30 A.M. and students are tardy if arriving after 9:00 A.M.
- Respect the property of others, do not cross or walk on lawns, litter or damage property in any way.
- Walk on the sidewalk. When no sidewalks exist, walk facing traffic.
- **CROSS ONLY AT INTERSECTIONS**
- Refuse to enter or approach strange automobiles.

- Go straight to school each morning. Do not stop to play.
- Be considerate of small children.
- Students are to go directly home after school. Do not stop to play at the playground.

WEAPONS POLICY

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day suspension, and may be presented to the School Board for formal expulsion hearing proceedings in accordance with Pennsylvania School Code. The term weapons refers to, but is not limited to: any knife, cutting instrument, cutting tool, nunchuks, firearm, shotgun, rifle, or any other tool or instrument capable of inflicting serious bodily injury. At the discretion of the administration, depending on circumstances, toy weapons may be included under this weapons policy. A student deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession or in his locker on school property or on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way to or from school.

WELLNESS – BOARD POLICY 246

Purpose

The Sharpsville Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.

3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

1. The extent to which each district school is in compliance with law and policies related to school wellness.

2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to at least one (1) of each of the following: School Board member, district

administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.

The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

Physical activity breaks shall be provided for students during classroom hours.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Students shall have access to hand washing or sanitizing before meals and snacks.

Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the School Wellness policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

- a. Foods and beverages shall not be used as a reward or incentive in district schools.

2. Classroom Parties and Celebrations/Shared Classroom Snacks:

- a. Allowable snacks must be prepackaged in individual servings with a list of contents relating to possible student allergies clearly shown. No snacks will be permitted that have sugar as the first ingredient. Exceptions include:

1. Halloween - Elementary students will be allowed to bring in and share candy with fellow classmates. However, they may only eat one piece of candy during the class party. High School and Middle School students will be permitted to bring in candy to donate to the military.
 2. Valentine's day - Elementary students may bring in candy to be distributed to classmates, but will not be permitted to each the candy in school.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

WEB SITE

The school district's web site is www.sharpsville.k12.pa.us. The web site provides information regarding school activities and other relevant information. All building newsletters and other information pertaining to the school will be posted on the web site.

STAFF PHONE EXTENSIONS & EMAIL ADDRESSES

Mr. C. Anglin canglin@sasdpride.org	3406	Mrs. Hersh hhersh@sasdpride.org	3201
Mr. M. Anglin manglin@sasdpride.org	3210	Mrs. Heutsche kheutsche@sasdpride.org	3112
Mr. Ault cault@sasdpride.org	3308	Mrs. Kuhn jkuhn@sasdpride.org	3404
Mrs. Barabas sbarabas@sasdpride.org	3110	Mr. Latta klatta@sasdpride.org	3405
Mrs. Bissell kbissell@sasdpride.org	3205	Mrs. Lauther dlauther@sasdpride.org	3103
Mrs. Benedict sbenedict@sasdpride.org	3213	Mrs. Masters cmasters@sasdpride.org	3202
Mrs. Burk sburk@sasdpride.org	3201	Mr. Moon jmoon@sasdpride.org	3503
Mrs. Combine scombine@sasdpride.org	3209	Mrs. Mandy Palko mpalko@sasdpride.org	3000
Mrs. Davis ldavis@sasdpride.org	3104	Mrs. Petricini jmpetricini@sasdpride.org	3107
Mrs. DeFratte ydelfratte@sasdpride.org	3501	Mrs. T. Phillian tphillian@sasdpride.org	3310
Miss DeNoi kdenoi@sasdpride.org	3108	Mrs. Presley jpresley@sasdpride.org	3111
Miss Donaldson mdonaldson@sasdpride.org	3402	Ms. Schultz tschultz@sasdpride.org	3302
Mrs. Elser telser@sasdpride.org	3208	Mr. S. Scurpa sscurpa@sasdpride.org	3620
Mr. Enos cenos@sasdpride.org	3304	Mrs. Smithyman rsmithyman@sasdpride.org	3402
Mrs. Falconi kfalconi@sasdpride.org	3101	Mrs. Stauch rstauch@sasdpride.org	3207
Food Services	2750	Dr. Toney jtoney@sasdpride.org	3212
Mr. Jon Fry jfry@sasdpride.org	3850	Mrs. Trontel ktrontel@sasdpride.org	3109
Miss Grandy kgrandy@sasdpride.org	3102	Mrs. Wentling jwentling@sasdpride.org	3331
Miss Gruitza sgruitza@sasdpride.org	3403	Mrs. Wiley swiley@sasdpride.org	3211
Mrs. Hamilton khamilton@sasdpride.org	3106		
Mrs. Hartwick dhartwick@sasdpride.org	3700		

SHARPSVILLE MIDDLE SCHOOL



2019-2020
STUDENT HANDBOOK

About Us...

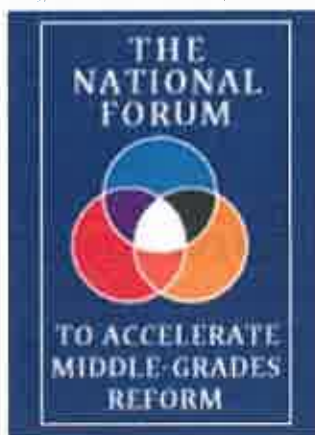
THE VISION OF THE SHARPSVILLE MIDDLE SCHOOL IS TO UNLOCK THE POTENTIAL OF EVERY STUDENT THROUGH A POSITIVE, CARING LEARNING ENVIRONMENT WHERE STUDENTS ARE EMPOWERED TO BECOME CRITICAL THINKERS AND LIFELONG LEARNERS.

We are a Schools to Watch school, designated by the National Forum in 2017!

The National Forum to Accelerate Middle-Grades Reform is an alliance of over 60 educators, researchers, national associations, and officers of professional organizations and foundations committed to promoting the academic performance and healthy development of young adolescents.

In order to prepare students to be lifelong learners ready for college, career, and citizenship, the National Forum seeks to make every middle grades school academically excellent, responsive to the developmental needs and interests of young adolescents, and socially equitable.

To accomplish its goal of improved academic and developmental outcomes for all students in the middle grades, the Forum identifies and disseminates best practices, articulates and promotes effective policies, recognizes and develops enlightened leadership, and informs and engages the public.



Schools to Watch®

- ▶▶ Academic Excellence
- ▶▶ Developmental Responsiveness
- ▶▶ Social Equity
- ▶▶ Organizational Structures for High Performance

HOUSE SYSTEM

While in the middle school, students join a HOUSE. There are 4: Sharp House, Pierce House, Mahaney House, and Pebly House.

Within the first weeks of school, all middle school students will be randomly sorted into their houses. Each house will have students from 6th, 7th, and 8th grade. There will be a whole-school picnic at Buhl Park in September to do team-building activities and to select a HOUSE MOTTO, CHEER, and SONG, and to design a BANNER and TSHIRT. Each house will vote on an 8th grade HOUSE CAPTAIN and a 7th grade HOUSE CO-CAPTAIN who will serve as leaders and spokespersons for the house. There will be new captains and co-captains, as well as other house officers, each year.

Students have a HOUSE BIG BROTHER/SISTER, and they also serve as a big brother/sister, once they are in 7th grade. This HOUSE FAMILY serves as a support system throughout each student's middle school years.

Each house has several HOUSE ADVISORS. These staff members serve as advocates for every student in the house, and foster a relationship that lasts through the entire middle school experience.

Students can earn HOUSE POINTS. These can be earned by participation in extracurricular activities, excellent classroom performance or effort, community service, exhibiting the pillars of character, or any other positive contribution to middle school life. Any staff member can give points. Once earned, they cannot be lost. Leftover house points transfer to the next school year. Students can also earn points for their parents' attendance at parent night activities.

Throughout the year, there will be different levels of PRIZES that can be purchased with HOUSE POINTS. We also have various celebrations and fun competitions that highlight the house system: HOUSE WARS, FIELD DAY, the DODGEBALL TOURNAMENT, and more.

SHARPSVILLE AREA SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Sharpsville Area School District, in partnership with the community, is to challenge all students to reach their potential, to be responsible citizens, and to value learning as a lifelong process by promoting excellence in a nurturing educational environment.

NON-DISCRIMINATION

It is the policy of the Sharpsville Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact Heidi Marshall, Middle School Principal, 303 Blue Devil Way, Sharpsville, Pennsylvania 16150.

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal within fifteen (15) days. Please refer to District policy 103 for the appeal procedure.

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE EXCEPTIONAL STUDENTS

The Sharpsville Area School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for one or more mental and or physical disabilities as set forth in Pennsylvania State Standards.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet student needs. At no cost to the parents/guardians, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted at three (3) levels:

- Level I consist of a review of the student's records including; attendance, Student Assistance referral, report cards, cumulative information, and health needs.
- Level 2 screenings involve yearly examinations of a student's hearing. Screening is conducted in grades K-3, 7 and 11. Vision screening occurs at all grade levels, K-12. Medical examinations are conducted in grades K, 6, and 11. Dental examinations are administered in grades K, 3, and 7.
- Level 3 consist of standardized tests administered at various grade levels.

The following tests are given:

- **Keystone Exams/End of Course Exams**
Algebra I
- **PSSA**
English Language Arts = grades 6, 7, 8
Math = grades 6, 7, 8
Science = grade 8

Data from these tests enable counselors, principals and teachers to identify the student's strengths and weaknesses. Students who are considered "At Risk" are referred to the school psychologist for a Multidisciplinary Evaluation (MDE). The psychologist seeks parental consent to conduct the MDE. The MDE is a process to gather information that will be used to determine if a child is eligible and in need of special education services. Parents/guardians who suspect their child is in need of special education services may request a multidisciplinary evaluation at any time through a written request to the school psychologist.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biennial/triennial MDE Reevaluation, supportive intervention in the regular classroom with itinerant and/or resource services; part-time services; and full- time services. These interventions may be provided in the student's home school/home district or at a location other than the student's home school/home district. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities.

Parents/guardians may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpsville Area School District's Special Education Department at (724) 962-8300, x4110.

Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the Sharpsville Area School District will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs.

For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharpsville Area School District's Special Education Department at (724) 962-8300, x4110.

Services for Gifted Students:

In accordance with the Board's philosophy to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with the mandate of the Commonwealth of Pennsylvania. Thus, the District shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

The framework for said programs shall encompass, at a minimum, the following objectives: expansion of academic attainments and intellectual skills; stimulation of intellectual curiosity, independence and responsibility; development of critical thinking and creativity. The curriculum and programmatic opportunities for mentally gifted students shall be designed to provide a variety of enrichment and acceleration opportunities and to ensure regulatory compliance.

Ability of candidates for this program shall be evidenced by the criteria as set forth in the Pennsylvania School Code and outlined in the District's Administrative Regulation related to this policy.

The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.

The District shall make the Permission to Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term.

Confidentiality of Student Records

The Sharpsville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student at the Sharpsville Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under State regulations because of special circumstances
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications

PENNSYLVANIA SCHOOL ASSESSMENT PROGRAM (PSSA) TESTING DATES

Students should take this test seriously. The results will become part of the student's permanent record. Students should get adequate rest on the nights before the test.

Please refrain from scheduling educational trips, field trips, and doctor's appointments during the testing windows. Your cooperation is most appreciated.

Students may opt out of state testing. Parents must notify the building principal and Superintendent in writing at least two (2) weeks prior to testing.

PSSA EXAM WINDOWS FOR 2019-20

TEST	DATE	GRADE(S)
English Language Arts	April 20-24, 2020	Grades 6-8
Mathematics	April 27-May 8, 2020	Grades 6-8
Science	April 27-May 8, 2020	Grade 8

KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments that will be administered in Algebra I on the following dates: May 11-22, 2020

EDUCATIONAL PROGRAMS

The Sharpsville Area School District develops and provides a planned educational program for each student with limited English proficiency. These programs enable students to meet academic standards and succeed in school.

Each program will include:

- Content area instruction aligned with academic standards and adapted to meet the needs of the student.
- Career readiness program offered through the Mercer County Career Center.
- Assessment processes that reflect academic standards and instruction.

SCHOOL CLOSINGS/CANCELLATIONS

Should it be necessary to **close schools** in case of inclement weather or other emergencies, an announcement will be aired over local radio stations **by 6:30 a.m.**: WPIC 790 AM; WHOT 101.1 FM; WGRP 940 AM; WYFM 102.9 FM; WKBN 98.9 FM; KDKA 1020 AM; and Channel 21 television. It will also be posted on the district website and app.

A delayed start of two (2) hours may be an alternative to closing. In that event, the announcement will also be broadcast over the above local radio and television stations. Students and buses will be delayed two (2) hours, if necessary.

In some instances, when school is already in session, it might become necessary to initiate an early dismissal. Announcements of early dismissal will again be made over local radio and television stations.

PLEASE DO NOT CALL THE SCHOOL!

ENTERING THE BUILDING

Students must enter the Middle School through the main entrances. All other doors will not be available for entry into the buildings.



DAILY TIME SCHEDULE

7:43 a.m.	Doors Open
7:50 a.m. - 8:05 a.m.	Homeroom (Bell at 8:05 to Start P1)
8:05 a.m. - 8:49 a.m.	Period 1
8:52 a.m. - 9:35 a.m.	Period 2
9:38 a.m. - 10:21 a.m.	Period 3
10:24 a.m. - 11:07 a.m.	Period 4

A LUNCH STUDENTS	B LUNCH STUDENTS
LUNCH: 11:10 a.m. – 11:40 a.m.	11:10 a.m. – 11:53 a.m. Period 5/6
11:43 a.m. – 12:26 p.m. Period 6/7	LUNCH: 11:56 a.m. – 12:26 p.m.
12:29 p.m. – 1:12	Period 8/9
1:15 p.m. – 1:58 p.m.	Period 10
2:01 p.m. – 2:44 p.m.	Period 11

TWO HOUR DELAY TIME SCHEDULE

9:43 a.m.	Doors Open
9:50 a.m.	Tardy Bell
9:50 a.m. – 10:25 a.m.	Period 1
10:28 a.m. – 10:57 a.m.	Period 2
11:00 a.m. – 11:29 a.m.	Period 3
11:32 a.m. – 12:02 p.m.	Period 4
12:05 p.m. – 12:35 p.m.	Period 5/6 & A Lunch
12:38 p.m. – 1:08 p.m.	Period 6/7 & B Lunch
1:11 p.m. – 1:40 p.m.	Period 8/9
1:43 p.m. – 2:12 p.m.	Period 10
2:15 p.m. – 2:44 p.m.	Period 11

ATTENDANCE POLICY

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative

education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours or health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Nonschool-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.

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

10. College or postsecondary institution visit, with prior approval.

11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school sponsored educational tours or college trips or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant -

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

Filing a Citation -

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Late Arrivals/Tardy

A student is considered tardy if he/she arrives after 9:00 A.M. to his/her assigned class/homeroom. All students late to school must report directly to the main office and present a

written excuse from home. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. An accumulation of tardies may result in fines through the district magistrate.

Early Dismissals

When a student is to be excused from school before 3:30 P.M., he/she must present an excuse from a parent or guardian. The only excused reasons are those indicated under in the attendance policy. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

If your child is leaving early, you are required to park in Lot Area A located at the front of the building. Parents/guardians must sign their child out in the office. At that time your child will be called to the office where they will leave with you. Parents/guardians are not permitted to go directly to the room of the child.

They are required to remain in the office until he/she arrives. The student is responsible for any school work that is missed while they are gone.

In the case of emergency, parents must bring a written excuse to have their child dismissed. Parents/guardians must sign their child out in the office. The student will be called to the office when the parent arrives.

NOTE: Make up work - it is reasonable to require student work to be completed within the number of days the student missed when the total number is three (3) or less. For approved extended absences, which is defined as four (4) or more days, the completion of work must be arranged immediately upon return to school and completed within five (5) school days. If student does collect work prior to the trip, the work is expected to be submitted upon the day of the student's return to school. Failure to do so will result in a zero for all assignments.

Students suspended from school must make up all work:

1. Students will receive a form upon their return to school.
2. The form must be taken to each teacher for the list of make-up work and due dates as assigned by the teacher.
3. Students must attend tutoring for the number of days he/she was suspended.
4. Work must be turned in on time. Failure to complete the assignments will result in a zero.

Students assigned AIA – students must complete all work provided to the expectations of the teacher in order to receive credit.

STUDENT HEALTH SERVICES

If a student becomes ill during the school day, he/she should report to the main office. Office staff will then contact the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action. Students are not permitted to contact parents via cell phone or any other personal device. **This is a violation of our student health procedures and our technology policy.**

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the head nurse.

The Superintendent or designee shall:

1. Annually review state standards for immunization and direct the responsible district personnel accordingly.
2. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.

3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.

Communicable Diseases

The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life threatening diseases.

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.

WELLNESS

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible to monitor each of the district's schools, programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:

1. Assessment of school environment regarding student wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.

7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the appointed Wellness Committee shall periodically conduct an assessment on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which district schools are in compliance with law and policies related to student wellness, and shall describe the progress made by the district in attaining the goals of this policy. The assessment shall be made available to the public.

The district shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.

Guidelines

Wellness Committee

The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, and member of the public. Other members of the Wellness Committee may include: teacher and/or school nurse.

The district shall be required to permit physical education teachers and school health professionals to participate on the Wellness Committee.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a Student Wellness Policy that complies with law to recommend to the Board for adoption.

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.

The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

Physical activity breaks shall be provided for elementary students during classroom hours.

District schools shall partner with parents/guardians and community members to institute programs that support physical activity.

Students and the community shall have access to physical activity facilities outside school hours.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Students shall have access to hand washing or sanitizing before meals and snacks.

Students and parents/guardians may be involved in menu selections through various means.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Food shall not be used in the schools as a reward or punishment.

The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Goals of the Student Wellness Policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Nutrition Standards/Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Competitive foods available to students in district schools outside of school meal programs shall comply with established federal nutrition standards and the Nutrition Standards for Competitive Foods in Pennsylvania Schools, as applicable.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

CAFETERIA

The Sharpsville Area School District cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a variety of healthy items are offered daily and at a reasonable price. Menus are available on the District's website at <http://www.sharpsville.k12.pa.us/CafeteriaMenu.aspx>.

National School Breakfast Program*:

Building the Meal--Choose 3 or 4 of the following

Grain/Protein 2 oz.

Fruit/Vegetable** 2- ½ Cup Servings

Milk Half Pint

*Breakfast is not served on two hour delay days

**Students are required to take at least ½ cup of fruit/vegetable

National School Lunch Program:

Building the Meal--Choose 3-5 of the following

Grain 2 oz.

Protein 2 oz.

Fruit* ½ Cup Serving

Vegetable* 2-½ Cup Servings

Milk Half Pint

*Students are required to take at least ½ cup of fruit or vegetable

All students may purchase one reimbursable meal per service. For Paid/Free/Reduced status pricing, students must build a reimbursable meal using the guidelines above. Any items purchased outside of that reimbursable meal such as second meals and extras are charged at a la carte prices. All a la carte items meet the Federal Smart Snacks guidelines.

Please contact the Food Service Department for all further information including but not limited to: Accommodating Special Dietary Needs, Nutritional Information, Account Inquiry, Account Requested Restrictions, and Birthday Celebrations/Catering Events at (724) 962-8300 x. 2750.

Free/Reduced Priced Meals

Free and reduced priced meals are available to eligible families. Applications for free and reduced meals are mailed to every household each year prior to the start of the school year. An online application can be found at <http://www.paschoolmeals.com>. If you are eligible for free or reduced priced meals, your status remains in effect throughout the school year and will continue for the first 30 school days of the following school year. Families must reapply each year to document proof of their eligibility. Students may be directly certified for free meals as a result of receiving or being part of a household who receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Medical Assistance (MA).

Parents will be notified of their child(ren)'s eligibility status.

Please contact the administrative secretary for questions regarding eligibility status at (724) 962-8300 x. 4101

There may be instances where the District may use your eligibility status to provide additional benefits to your child such as the Backpack Program and/or the Success by Six Summer Reading Program, PSAT Testing, and One to One Initiative. If you choose not to have your information used to receive such benefits, please contact the high school office.

Making payments

A computerized POS system is utilized at all schools. A finger-scanning system is in place in order to properly document both payments and purchases made to student accounts. Payments can be made at the point of sale or online. The District encourages parents who choose to pay at the point of sale to maintain a positive balance on their child's cafeteria account. It is suggested that students maintain a weekly purchasing balance instead of a daily purchasing balance. Not having to exchange money hand to hand will increase the speed at the serving line allowing students more time to enjoy their meals. Checks can be made payable to the Sharpsville Area Cafeteria Fund. Please include the student's name and/or student ID on the memo line of the check.

Payments can be made online at www.schoolcafe.com using your child's student ID. Payments can be set up automatically or funds can be added as needed. A convenience fee is charged at the time of payment that is payable to School Cafe. Payments will be updated in as little as 20 minutes, or may take up to 48 hours in certain circumstances. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. Please note that creating an online account is FREE and can be used to monitor your child's account. No fee is charged unless an online payment is made.

Please note that student lunch account balances carry over to the next school year. In the event that your student(s) is/are withdrawing, please contact the Business Office at 724-962-8300 Ext. 4103 to request a refund. Graduating seniors are encouraged to spend down their account balance to zero. Seniors will be able to obtain a refund in the Cafeteria at the end of the school year if their account balance is less than \$10.00. Balances in excess of \$10.00 will either be transferred to a younger member of the household, or refunded to the parent/guardian. When no younger members of the household exist, small balances less than \$10.00 that remain after a senior has graduated will be considered a donation to the Angel Tree Fund.

Delinquent Accounts

Parents are notified periodically of their student's lunch balance either by email or U.S. mail. In the event that you are notified that your child's account is in the negative, we encourage you to make a payment as soon as possible. Please note that the school will continue to provide your child a breakfast and/or lunch regardless of his/her account balance and their negative account balance will continue to grow. Students will not be permitted to purchase a la carte items if their account has a negative balance.

All accounts are expected to be paid in full at the conclusion of each school year. Accounts with excessive outstanding balances will be turned over to a collection agency at the end of the school year. All collection fees charged by the collection agency will be the responsibility of the parent/guardian.

Account Balances

Cafeteria account balances will transfer over from year to year. Students will begin the new school year with the account balance that they ended with the previous school year. Positive account balances will carry over for students' use as well as negative account balances that still need to be paid. If at the end of the school year, a student's account balance is negative \$50.00, and no payment schedule or payment has been made to the account, the account will be turned over to a collection agency. The student's guardian will receive a final notice from the school district, via U.S. mail, with an opportunity to become current in their child's account before their account is turned over to a collection agency. Upon entering the new school year, a student's account that has been turned over to a collection agency, will be reset to a zero balance. Any payments made to Sharpsville cafeteria at this point in time will be applied to the student's current cafeteria account for the student's current use and will not be reflected in any way on the balance owed from the previous school year. Guardians will still be responsible to pay the outstanding balance from the previous school year.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports are requested to bring proof of insurance from home or they must buy the school insurance before they will be allowed to participate. *School insurance does not cover football.*

MEDICATION

Before any prescribed medication may be dispensed to any student during school hours, written request of the parent/guardian is required as well as a written order of the prescribing physician. Any medication, including cough drops, to be given during school hours must be delivered directly to the school nurse, the school principal, or his/her designee by the parent/guardian. The medication must be brought to school in the original pharmaceutical and properly labeled container.

BUS TRANSPORTATION

Proper and reasonable conduct is expected from all students while being transported. The authority of the school shall continue and be respected during the time necessary to accommodate the home to school transportation phase necessary to our educational program.

Approved sequence of driver-control measures in case of pupil misconduct:

- Warning the offender that misconduct will not be tolerated
- Assignment to a seat

- Reporting names, incidents of continuing and extreme misbehavior to the principal of the school and the director of transportation attended by the offender

The principal will notify the parent/guardian of the student reported to him/her by the driver or contractor. Action shall include:

- A warning that misconduct shall cease
- A second reporting will result in a suspension of riding privileges as determined by the principal after he/she has a conference with the parent/guardian and/or student.

All bus stops are authorized by the Sharpsville Area School Board as designated by the Director of Pupil Transportation.

Students should also be aware that while you are being transported you are "on school property." This means that if you violate the discipline code, you are responsible for whatever penalty it would call for, plus the loss of your riding privileges.

Remember, Bus Transportation To And From School Is A Privilege!!! Should you lose your privileges, you are expected to provide your own transportation to and from school or the days you are not in attendance will be marked unexcused/illegal.

GENERAL INFORMATION

Visitors

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the main office. Parents/guardians are always welcome. Students are not permitted to bring guests. Visitors are expected to leave promptly when their business is completed.

Trespassing

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school

grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

Telephone

A public telephone **is no longer** provided for student use. No one is to be excused from class to use the phone. Social telephone messages are not accepted at school, nor will you be called to the phone.

Fire Drills

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. All teachers are expected to take roll and have an updated attendance sheet with them at all times.

Student Valuables

Students are cautioned not to bring large amounts of money or other valuables to school. If you wear glasses or watches keep track of them at all times. **Students**, not the school, are responsible for their personal property, including electronic devices. All lockers must have a lock. Lockers without a lock (at the end of the first week of school) will be bolted shut. The office must have a copy of the key/combination on file.

Lost And Found

If you should find an article, textbook, etc., please bring it to the main office to be placed in the lost and found. If you have lost an article please come to the office to look for it.

Locker Search Policy

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal hearings.

The courts have held that school lockers are school property loaned to the student for the student's convenience. (School authorities may search the student's locker **without** prior warning in seeking contraband. School authorities are charged with the safety of all students under their care and supervision. Courts have reasoned that the school extends locker use to students only for legitimate purposes). Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic sweeping searches of all lockers.

Narcotic detecting dogs may also be utilized to search student's lockers.

We strongly suggest that all students put a lock on their locker. A duplicate of the key or a copy of the combination must be on file in the main office. A violation of this rule will result in the lock being cut off if the need arises.

It is the responsibility of each student to make sure that his/her own locker is kept clean and neat. Students are not permitted to double-up in another locker.

Physical Education

All students must participate in physical education. In view of this it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a **written** statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. Students are not excused from physical education.

Dress Code - Because of the fact that physical education is an activity-oriented course, there are specific requirements as it relates to appropriate apparel in class.

Aside from the dress/apparel guidelines stipulated by the physical education department, there are items of apparel that are **not** permitted. These items include:

- Any and all jewelry (chains, earrings, etc.) that present a potential health/safety hazard either to the student who is wearing the said item or to others in the class.
- Any and all jewelry (hoops, etc.) in conjunction with body piercing of the ears, facial area, and/or torso.

Academic Coaching Periods

Students are required to do academic work or read during Academic Coaching periods ("study halls"). Study hall teachers may issue passes only to the main office, guidance office, or to the restroom in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Card/game playing is not an acceptable activity for study hall.

Program Change (Student Initiated)

Changes can be made or a course dropped through the first two (2) weeks of classes if:

- The change will not overload a class.
- The change results in a reasonable program of studies of the established curriculum.

- Parent/guardian, teacher, counselor, and the principal approve the change.

After the first two (2) weeks into the course, if a course is dropped from the schedule, a failing grade will be recorded on your permanent record card and no credit will be given. No partial credits are ever given for successful completion of any quarter of the course.

Book Bags – Middle School

Book bags are not permitted to be used during the school day. They may be brought to school but must be left in the student's locker. Girls' purses/handbags may not be large enough to fit a standard size textbook in it.

Homebound Instruction

Whenever a student contracts a disability or an extended illness, provision can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Homebound instruction can then be arranged with a **maximum of five (5) hours per week**.

Requests for homebound instruction should be initiated by the parent/guardian through the principal and supported by the necessary statement from a physician. There is no charge to the parents/guardians for this service.

NOTE: The Department of Public Instruction will approve requests for homebound instruction on the basis of emotional, nervous, or mental disorders only when a licensed psychiatrist or psychologist issues the statement supporting the request.

Withdrawal and Transfer

Contact the Guidance Office for specific details.

STUDENT CONDUCT/BEHAVIOR

Supervision of Students

The school district is responsible for your students during the following times:

- From the time they leave their house in the morning until they arrive at home after school.

- During the instructional hours of the school day in school.
- During the instructional hours of the school day on school district property.
- On school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation.
- At school district events held before, during or after school that are directly observed and supervised by school district staff.

Electronic Device Policy

The SASD recognizes the value of electronic devices as both a tool for communication and to enhance education. While this looks slightly different between the elementary school, middle school, and high school the general understanding is that students must first receive permission to utilize any device. For specific rules, please visit the specific school website. Links can be found on the main district website.

Electronic devices may not be visible without explicit permission from the classroom teacher, substitute teacher, instructional aide or other school staff in authority. Headphones/earbuds/etc. may not be visible once a student enters a classroom unless the teacher (or other adult in charge) has provided his or her permission to do so. **In the middle school, phones and headphones/earbuds should be stored/locked in student lockers unless staff members specifically give students permission to use them.**

Consequences for Violating the Technology Policy

- **First Offense** – A parent/guardian will be required to have a phone conference with the building principal and the phone will be returned to the student.
- **Second Offense** - A parent/guardian will be required to have a conference with the building principal and the parent must pick up the phone from the office.
- **Third Offense** – The phone will be held until the final day of school.

Student Rights

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities. Parents/guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Students may not be asked to leave merely because they have reached 17 years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the

administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

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

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of student prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Public Display of Affection - It is important that students do not display public affection in a fashion that will be interpreted as too personal or private. Consistent attention drawn to this matter could result in disciplinary action.
- YOU are responsible for what you say and what you write.
- Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously. All information will be shared with the police. **DO NOT** put yourself in this situation. In today's world, threats are not a joking matter.

Network Usage

The use of computer and network facilities shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The electronic information available to students and staff does not imply endorsement of the content by the School District, nor does the District guarantee the accuracy of information received on the Internet. 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.

The School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The District reserves the right to log network use and to monitor fileserver space utilization by District users. The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Students are not permitted to use the school district for personal use of the e-mail service; this includes sending, receiving, and/or accessing home services. The only acceptable use of e-mail is for a class-related assignment approved by the subject teacher.

Prohibited Network Usage - Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. The following uses are **prohibited**: use of the network to facilitate illegal activity including hate mail, discriminatory remarks, and offensive or inflammatory communication; unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials; and destruction, modification, or abuse of network hardware or software. The use of the network for commercial or for profit purposes; non-work or non-school related work; product advertisement or political lobbying; to access obscene or pornographic material; to transmit material likely to be offensive or objectionable to recipients; to intentionally obtain or modify files, passwords, and data belonging to other users; loading or use of unauthorized games, programs, files, or other electronic media is also **prohibited**. Impersonation of another user, inappropriate language or profanity, or use of the network to disrupt the work of other users **will not** be tolerated.

Consequences for Inappropriate Use - The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network - intentional or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. This may include removal from any and/or all computer related courses for the remainder of the school year.

Network Usage Consent Form - All students and a parent/guardian are required to sign the Network Consent Form before they will be permitted access to the Internet. The forms will be kept on record. Students cannot use the network or Internet until these forms have been turned in and checked.

Home Use of On-Line Resources

Several on-line resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at

<http://www.sharpsville.k12.pa.us> then by following the Library Resources link. These resources include SIRS, Electric Library, Infotrac Searchbank, and The Gale Discovering Series.

SHARPSVILLE CHROMEBOOK HANDBOOK POLICIES

Technology Fee

All students in Grades 8 and 9 will receive a brand new Chromebook beginning the 2019-20 school year. Those students will be part of the One-to-One program and will be required to pay an annual technology fee of \$50.00 per year. If your child qualifies for the free/reduced lunch program and you submit an application that is approved on or before your Chromebook Distribution Date, the technology fee will be \$10 per year for those approved for free lunch and \$25 per year for those approved for reduced lunch. This fee will be used to cover maintenance, repair and software upgrades. Intentional laptop damage, as determined by district staff, will not be covered. The entire cost to repair or replace intentionally damaged machines falls on the student/parent. Multiple repair claims by any one student will be reviewed and appropriate action taken. Action may include a ban on taking the computer from the building.

Repair Policy

The annual technology fee will cover all repairs to the laptop as long as there is no evidence of vandalism or misuse. In case of loss, theft, misuse or vandalism, the following approximate costs will be incurred by the parent and paid to Sharpsville Area School District. Full replacement cost of a Chromebook is \$250.00.

- A. Chromebook Keyboard: \$49
- B. Chromebook LCD: \$79
- C. Chromebook Case: \$29
- D. Chromebook Charger: \$39
- E. Chromebook Battery: \$79
- F. Chromebook Bezel: \$49
- G. Chromebook Touchpad: \$49
- H. Chromebook Motherboard: \$129
- I. Loss/Theft: According to Scale

Warranty

Many Chromebook companies offer an Extended Warranty with Accidental Damage Protection that extends the standard warranty from 1 to 3 years and provides Accidental Damage Coverage for 3 years from the purchase date. Parents/Guardians can purchase this coverage when their student first receives their Chromebook. The cost of the Insurance is \$60.

Here are some details of a sample coverage that we have seen:

This service contract adds 2 Years Mail-In/Carry-In for a total of 3 Years

1. Includes 3 years of Accidental Damage Protection that starts with the Manufacturer's Warranty
 1. Only one repair per year is allowed due to accidental damage
 2. One replacement unit (if needed) is allowed over the lifetime of the Extended Warranty Period
2. Shipping paid both ways during all 3 years.
3. Toll-Free Support during Extended Warranty Period
4. Excluded if damage is result of misuse or abuse
5. Premium Battery Support includes one replacement of a defective battery per year of warranty

Taking Chromebook Home

The Sharpsville Area School District owns the Chromebook unless the student pays the purchase price as listed above. Students will use the same device each school year for the functional life of the device. Therefore, it is very important that the device be treated with care. You are required to leave all identification and inventory tags in place. Do not write on the device or attach any stickers to it. The case provided by the district must be kept on the Chromebooks at all times. Students in grades 8 and 9 may take the device home once the Computer/Network Acceptable Use Policy and Student Chromebook Acceptance Form are signed and returned and the Technology Fee is paid. If for any reason parents do not want the device at home, students may sign them in and out each day.

Flag Salute and Pledge of Allegiance

Act 157 of 2002, amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day. The legislation allows students to decline reciting the Pledge; however, the School District is required to notify, in writing, parent(s)/guardians(s) of their refusal to recite the Pledge. Students who choose to refrain from participation shall respect the rights and interests of classmates who do wish to participate by remaining quiet during the Pledge of Allegiance.

Conduct At Athletic Events/School Functions

District 10 and the Sharpsville Area School District encourage and promote sportsmanship by student athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student athletes, coaches, or team representatives will

not be tolerated and are grounds for removal from the site of competition. Your cooperation with the school personnel managing the events will be greatly appreciated and beneficial to all parties. The same code of conduct is expected at all functions of the school including assemblies, band performances, choir performances, etc.

Fundraising

All fundraising must go through a SASD Board approved club or organization. *Students may not sell items of their own to raise money.* Fundraisers from outside groups must first be presented and approved by administration before moving forward.

School Sponsored Trips

Participation in school sponsored trips and/or competition is a privilege and not a right. Appropriate dress, appearance, and behavior are expected. Non-compliance will result in exclusion from such activities. All policies students are expected to follow while in school apply to any and all trips unless specifically stated otherwise – this includes dress code.

Textbooks

The school at the expense of the School District supplies textbooks. When books are issued at the beginning of the year, the teachers will record the number and condition of the book. Students are responsible for the loss of books or damage to them. In either case, the students should pay for and procure new books immediately. If books are later recovered, the money will be refunded. If students withdraw from school before the end of the term, they should personally return all books to the respective teachers. Lost and damaged books must be paid for before the issuance of the final report card.

Care Of School Property

Students are not to mark school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the student.

Fine Policy

Students shall be required to pay for any damages that they cause directly or indirectly to school property. Students who own a fine may be prohibited from participating in clubs/athletics/prom, and commencement. A diploma or report card will not be granted until payment is made.

Unpaid debts will result in charges being filed with the local magistrate's office.

Cafeteria Conduct

The school operates a closed lunch period. All students are required to eat lunch in the cafeteria **only**. You are scheduled for a cafeteria period the same as being scheduled for a class. In order to provide for efficient cafeteria operation and as a guide in respecting all other students, the following rules are listed:

- Sit at a table (even if you brought your own lunch from home or did not purchase a complete lunch).
- Push in chairs when leaving the cafeteria.
- Keep milk cartons, food, and waste paper **on** your table **not under it!**
- Empty all debris from plates, etc. into waste containers.
- Keep tables, chairs, and floor clean in your area so the next group will also have a clean area in which to eat.
- All food and beverages **must** be consumed in the cafeteria.
- Students are not permitted in any part of the building other than the cafeteria during their lunch period.
- No student is permitted to leave the school grounds during the lunch period unless it has been approved by the principal.
- The School District will provide school lunches. You are permitted to bring your own lunch and not participate in the school lunch program if you so desire. **However, you are not allowed to order out.**
- Cafeteria monitors have the right to assign seats at any time at their discretion.
- Students may not order any type of food to be delivered

DISCIPLINE CODE

Education involves many areas of learning. The classroom experience is of primary importance to everyone involved in education. However, along with knowledge, students must also develop discipline and self-control.

A school whose student body has a respect for its teachers, for its rules and regulations, and for each other will be a school that has a climate conducive to learning.

This discipline code has been prepared for the welfare and protection of every student at Sharpsville Area High School and Middle School. You are responsible for knowing and understanding this information.

Students who continuously violate the school discipline or harassment code or school policies regarding drugs, alcohol, or tobacco will be referred to the SAP team.

Detention

After School Detention - The student is detained after school either with the assigning teacher or in a specified detention room.

- All detentions will be held from 3:00 – 3:30PM.
- Students assigned detention will be given twenty-four (24) hours notice.
- Any student failing to serve the assigned detention will be scheduled an additional night.
- If a student fails to serve the re-assigned detention, he/she will then be assigned suspension or a Saturday detention.
- Any disciplinary infractions during detention will result in suspension and the make-up of the original detention.

Saturday Detention - This form of discipline is utilized in cases where students do not respond well to after-school detention. Students will be assigned to Saturday detention for up to three (3) hours. Saturday detention runs from 8:00 – 11:00AM.

Restriction

In this case, any or all of a student's privileges are revoked. This action will be for a specified time period.

Restorative Justice/Youth Court

The three main goals for this option are as follows:

1. Accountability. Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed and enable them to repair the harm they caused to the extent possible.
2. Community safety. Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
3. Competency development. Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person

Restorative justice programs allow for the reparation of harm. They have the potential to influence school climate and strengthen positive social connections between students and staff.

Common elements to school restorative justice programs include:

1. Student referrals at the discretion of teachers, administrators, or other students.
2. Service to the school or to the individual(s) affected by the violation.
3. Involving students who are willing to accept some responsibility for their actions.
4. Involving victims and others in the process, with voluntary participation.
5. Keeping proceedings confidential.
6. Direct parent involvement in the process – victim and the accused.

This option would be provided by the principal in lieu of detention or suspension (In-School or Out-of-School) for certain violations of the student code of conduct. Beginning in the 2018-19 school year, it is up to the discretion of the principal, guidance counselor, and teaching staff to refer a student to Youth Court. Parent permission is assumed unless a parent/guardian notifies the middle school office in writing at the beginning of the school year that they do not wish for their child to participate in Youth Court, and prefer that traditional discipline methods (i.e. detention) be used.

Suspension

In-School (AIA) - This form of disciplinary action involves exclusion from classes and all activities for the duration of the suspension. Additional days can be added if the student does not cooperate with the rules and regulations governing AIA.

Out-of-School - In this form of disciplinary action, the student is removed from the school environment for a period of one (1) to ten (10) days.

Less than four (4) days - Suspension from school for a period of **up to** three (3) school days by the principal does not require a hearing. A student must be informed of the reasons for the suspension and given an opportunity to respond before the suspension becomes effective. A letter will be forwarded to the parent/guardian outlining the terms of the suspension with a copy forwarded to the Superintendent's Office.

Four (4) to ten (10) days - Suspension from school **beyond** three (3) days **and up to** ten (10) school days by the principal requires an informal hearing before the principal. The informal hearing must take place within the first five (5) days of the suspension. The maximum period a student may be suspended for an offense shall **not exceed** ten (10) days.

Expulsion - Expulsion from school is defined as the exclusion from school for a period **in excess of** ten (10) days. The length of the expulsion is determined by the Board of Education.

All expulsions must be after a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A majority vote of the entire School Board is required for expulsion. The expelled student's progress and behavior will be reviewed one (1) time per year following the expulsion to determine if the student has made the necessary adjustments to merit re-admittance. The date for review will be established at the time of expulsion. A majority vote of the entire Board of School Directors will be required for re-admittance of expelled student.

NOTE: Any student who is suspended, whether it is in-school, out-of-school, or an expulsion, is barred from participation in or attendance at extra-curricular activities. This includes practices and/or performances of any kind including Baccalaureate and Commencement. Work that is collected for completion must be submitted upon the student's return to school or no credit will be granted.

HEARINGS

Informal Hearing

At an informal hearing the following due process requirements will be observed:

- Notification of the reason(s) for the suspension, **in writing**, given to the parents/guardians and to the student.
- Sufficient notice of time and place of the informal hearing.
- The right to cross-examine any witness(es).
- The student's right to speak and produce a witness(es) on his/her own behalf.

All hearings will be held during regular school hours so that any witness(es) involved will be readily available. The principal will be in charge of the informal hearing.

Formal Hearing

At a formal hearing the following due process requirements are to be observed:

- Notification of the charges, **in writing**, sent to the parents/guardian by certified mail with a copy sent to the student.
- Sufficient notice of the time and place of hearing.
- The right to be represented by counsel.
- The right, upon request, to be presented with the name(s) of the witness(es) and copies of statements and affidavits of the witness(es).
- The right to demand that any such witness(es) appears in person and answer questions or be cross-examined.
- The student's right to testify and produce a witness(es) on his/her own behalf.
- A record must be kept of this hearing either by a stenographer or by tape recorder. The student is entitled, at the **student's expense**, to a copy of the transcript. The Superintendent shall be in charge of administering the hearing. The hearings will be private unless the parent/guardian requests, **in writing**, an open hearing.

NOTE: As a student in the Sharpsville Area School District, you will be held accountable for your actions. It is your responsibility to be aware of the following and aforementioned information.

TOBACCO POLICY

Act 145 of 1996, prohibits the possession of, and or use of **any** tobacco product (to include e-cigarettes, vape pens, etc...) in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpsville Area School District. This includes, but is not limited to:

- All school buildings.
- While on school grounds **at any time**.
- Attendance at and/or participation in school activities.

- School busses or property owned by, leased by, or under the control of the District.

Violation of this policy will result in:

- A fine assessed by the local magistrate.
- An in-school suspension for a period of three (3) days for the first offense, five (5) days for the second offense, and ten (10) days for the third and subsequent offenses. In addition, a Smoking Cessation Program can be offered in lieu of a full suspension.

DRUG AND ALCOHOL POLICY

The Sharpsville Area School District recognizes the misuse of chemicals is a serious problem confronting our youth with legal, physical and social implications for the entire community. The District prohibits the use, misuse, possession of, receiving, distributing (providing in any manner) or being under the influence of controlled substances (defined by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act), drug paraphernalia, "look-alikes" or alcohol (in any form) on school property or while under the District's jurisdiction. This policy also includes the possession of and/or use of those chemicals defined and referred to as "inhalants".

If a student is found to be in violation of the District's Drug and Alcohol Policy, the following punitive action will be taken:

- The student will be assigned a ten (10) day out-of-school suspension.
- The student and his/her parent/guardian will be provided an opportunity for an informal hearing within the first five (5) days of the suspension.
- The student will appear before the SASD Board of Education for a formal hearing.
- The student is required to be assessed by the Mercer County Behavioral Health Commission prior to their return to school and is required to follow all conditions specified by the Mercer County Behavioral Health Commission.
- The student may be referred to the local or state police depending on the circumstances involved in the specific incident.

A second offense/violation of the Drug and Alcohol Policy while enrolled as a student within the Sharpsville Area School District (grades K-12) will result in a recommendation for expulsion by school officials.

Students That Seek Assistance/Help

A student who voluntarily and on his/her own accord approaches any faculty or staff, administrator, or refers himself/herself to the Student Assistance Team because they are seeking help for a drug and/or alcohol problem, will not be disciplined for their admission. This does not apply to those students directly involved in a drug or alcohol related incident or investigation.

WEAPONS POLICY

Section 218.1 of the District's Policy Manual states: Weapons shall include, but are not limited to: any knife or cutting instrument/tool; num-chuck stick; firearm, shot gun, or rifle; or any other tool/instrument or implement capable of inflicting serious bodily injury. Anyone not legally empowered by the School Board who possesses a weapon in a school building, on school grounds, at school sponsored functions, or in any conveyance providing transportation for the school is guilty of a misdemeanor of the first degree and will be referred to the appropriate legal authorities. Such person, if a student, will also be suspended from school for a period of ten (10) days and will be referred to the School Board for an expulsion hearing, for a period of **not less** than one (1) **calendar** year.

SEXUAL HARASSMENT

The Sharpsville Area School District does not condone nor will it tolerate sexual harassment, whether it is of a physical, written, graphic, or verbal nature. Sexual harassment is defined but not limited to: comments of a sexual nature, physical contact/harassment of a sexual nature, sexual jokes, personally intrusive conversations, obscene gestures, pornographic materials, obscene graffiti directed at a specific student or employee, and coercion for sexual favors.

Any incident of this nature should be reported to the Administration **immediately**. All reports will be investigated; and any student found guilty of sexual harassment will receive punishments ranging from a verbal reprimand to suspension from school depending upon the severity of the harassment and whether or not there have been prior referrals of sexual harassment regarding the offender. In addition, charges could be filed with the local magistrate.

In cases that are deemed severe by school administration, consequences are as follows:

- Three (3) day suspension for the first offense
- Five (5) day suspension for the second offense
- Ten (10) day suspension for the third offense
- Charges can be filed with the police.
- The principal may deviate from the progression of consequences listed above based on the severity of the case.

VANDALISM

Our school buildings and equipment cost the taxpayers a great deal of money to construct, purchase, and maintain. The Sharpsville Area School District will not tolerate willful vandalism of school property.

Students who destroy or vandalize school property will be required to pay restitution. Vandalism can also result in disciplinary action involving detention, suspension, or expulsion.

Section 777 of the Public School Code classifies vandalism as a misdemeanor. A person convicted of vandalism can be fined **not less than** \$50 and **not more than** \$1,000, pay restitution, and be sentenced up to six (6) months in jail. If you should happen to damage something by accident, you should bring it to the attention of a teacher or the administrator.

THEFT

Students who are involved in the theft of personal, private, and/or school property will be subject to the following:

- 3-10 Days Out-of-School based on the circumstances of the case.
- Charges can be filed with the police.

FIGHTING/DISORDERLY CONDUCT

The Commonwealth of Pennsylvania now requires reports of student aggressive behavior twice a year. Such behavior would involve, but not be limited to: intimidation, extortion, ethnic intimidation, harassment, sexual harassment, fighting, assault, etc. Such offenses are taken seriously by the Sharpville Area School District and are subject to criminal prosecution. Such offenses include name-calling and verbal teasing when it is done in a mean-spirited fashion.

Fighting is not permitted at any time in the school, on the bus, on school property, or while under school jurisdiction. Students involved in a fight or displaying aggressive behavior detrimental to the safety of other students or school personnel will be subject to the following:

- Out-of-school suspension for ten (10) days and
- Charges of disorderly conduct can be filed with the local police.

ARSON AND RELATED ACTIONS

Any student who sets fire on school property shall be suspended for ten (10) day suspension, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Setting false fire alarms will result in a ten (10) day suspension and the appropriate authorities shall be notified for legal action.

Bomb scares will result in a ten (10) day suspension, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Incendiary devices (including lighters), possession or use, will result in suspension and depending on the circumstances, may be referred to the local authorities for legal action.

CLASSROOM DISRUPTIONS/

Students who chronically disrupt class with inappropriate behavior/actions will be subject to disciplinary measures, which could include disorderly conduct charges filed against them. If the student were found guilty, he/she would be fined plus court costs.

REASONABLE REQUESTS

Students must comply with all reasonable requests from staff. Students who do not comply

with a reasonable request will receive a second opportunity to comply from the adult in charge. Failure to comply will result in immediate suspension from school.

STUDENTS AND THE POLICE

When the police request permission to interrogate a minor at school, the principal shall:

- Request that any person conducting such interrogation be in plain clothes where possible.
- Determine why such interrogation could not occur at the student's home.
- Attempt to inform the student's parent/guardian.

Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a minor within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.

DISRESPECT/ASSAULT OF AN EMPLOYEE

Verbal Abuse, Obscene Gestures, or Obscene Language

First Offense - Suspension contingent upon the degree of the offense.

Second Offense - Suspension with the possibility of Proceedings for Expulsion at a Formal Hearing before the Board of Education.

Intentional Physical Contact

Suspension with the Proceedings for Expulsion at a Formal Hearing before the Board of Education.

ABSENCE FROM CLASS WITHOUT PERMISSION

First Offense (Depending on Circumstances)

- Saturday Detention (Two Saturday Detentions if the student left the building)
- "Zero" (0) grade for the work missed
- Parent/guardian telephone conference

Second Offense

- AIA Suspension for three (3) days
- "Zero" (0) grade for the work missed
- Parent/guardian conference

Third Offense and Subsequent Offense(s)

- AIA Suspension for five (5) days

- “Zero” (0) grade for the work missed
- Removal from class with failure/no credit

LEAVING THE BUILDING/GROUNDS WITHOUT PERMISSION

First Offense

- Three (3) days AIA
- Truancy charges filed with magistrate

Second Offense

- Five (5) days AIA
- Truancy charges filed with magistrate

Third and Subsequent Offense(s)

- Ten (10) days AIA
- Truancy charges filed with magistrate

DRESS/WEARING APPAREL CODE

All students are expected to dress in a manner that promotes school pride and enhances the school’s image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. [Board Policy No. 221](#).

Dress Code Guidelines

Tops

PERMITTED:

Polo style shirts, button downs with or without a collar, turtle necks, mock turtle necks, sweaters (crew neck, V-neck, full length zipper, half zipper pull over, boat neck, vest/sweater, and cardigan), crew neck or ¾ zip up sweatshirts and T-shirts.

All shirts must have sleeves including short sleeve, cap sleeve, three quarter length and long sleeve.

All tops must cover below the waistline.

NOT PERMITTED

Revealing clothing (Examples of what **NOT** to wear: halters, thin straps, muscle shirts or tank tops, torn or cut-off shirts of any kind, tops that do not go below the waistline, tops that bare the stomach, show cleavage or have an open transparent back).

Outerwear/ outdoor jackets are not permitted in class and should be hung in students assigned locker.

BOTTOMS

PERMITTED

Bottoms such as jeans, cargo pants, capri pants, corduroy pants, dress pants, sweat pant, loose joggers and shorts which are not shorter than five inches from the top of the knee are permitted.

Students are not required to wear a belt with pants but ALL pants must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

NOT PERMITTED

Holes, tears, patches, or under sewn patches of any type are not permitted in any style of pants. Student are **NOT** permitted to wear yoga pants, leggings, or pajama bottoms.

Wearing bottoms which expose skin or undergarments is **strictly prohibited**.

Dress Code Guidelines continued.

DRESSES/JUMPERS AND SKIRTS/SKORTS

PERMITTED

All dresses and jumpers must have sleeves or be worn with an approved top.

Dresses, jumpers, skirts, and skorts must be no shorter than 5 inches from the top of the knee.

Panty hose, tights, and socks are permitted in all colors.

NOT PERMITTED

Tight or form fitting garments are **strictly prohibited**.

Fishnet or ripped up stockings or leggings.

GENERAL

Bandannas /Chains are **NOT** to be worn from the pockets, waist, or on any part of the body including as headbands.

Sunglasses and non-prescription dark glasses are **NOT** permitted unless doctor ordered

Slippers are **NOT** to be worn for footwear.

Hats, headscarves, and hoods are **NOT** permitted.

Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Further Offenses</u>
The student will be required to change.	The student will be required to change and will be assigned an after school detention. Refusal to change will result in in-school suspension.	The student will be required to change and will be assigned community service. Refusal to change will result in out of school suspension.	The student will be suspended from school with the number of days at the discretion of the school administrator.

NOTE: The aforementioned discipline code is not all encompassing. We, the Administration, cannot possibly describe every occurrence that would be covered by the guidelines of the Discipline Code. Those situations that are not described or outlined will be handled in a manner deemed appropriate by the Administration.

DRESS CODE AND DANCES

General Dances – students are expected to follow the school dress code

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES

Eligibility

Students are to be in school the **entire day** to be eligible to participate in activities (this includes practices; athletic events; field trips; plays/musicals; club meetings; etc.) Students are to be in school **on time**, not late.

Participants in interscholastic athletics, school activities, and clubs will be eligible to participate as long as they meet the eligibility requirements established by the School Board. Eligibility is defined for the first one-third of each grading period, as meeting PIAA requirements, which is passing four major subjects. For the remainder of each grading period, eligibility is defined as not having a combined total of two failing grades (F) in courses equal to two credits. For example, an "F" in English and one in Math would make the student NOT eligible. Again an "F" in English and an "F" in Physical Education would make the student eligible since Physical Education is not a full credit course. A full credit is defined as a class that meets five (5) days a week for the entire year. Tutoring is available and is highly recommended for students receiving a failing grade.

Any participant who is declared ineligible for the first time during the particular activity will be able to practice, but not play in any games etc. The second time and any other time during the season that a student is ineligible by these standards, he/she will not be able to play in games/matches and will not be permitted to practice during the period of ineligibility. Likewise, a student who is ineligible for the first time during school can go to dances, club activities, and club meetings. The second time and every time after that, the student forfeits all rights to participate; and therefore, will be barred from all activities.

Any activity, which is related to the curriculum and figures into a student's grade, is exempt.

In the implementation of this policy there will be a weekly evaluation of each student's eligibility based upon the failure reports due in the Principal's Office each Friday afternoon. Students not meeting the academic requirements would not participate the following week. At the beginning of a new school year, ineligible status will be issued to students whose academic achievement was unsatisfactory according to the future standards established above for the preceding school year.

A weekly activity/athletic ineligibility list will be available in the middle school office to be reviewed upon request.

Tardiness/Illness Eligibility

Students are to be in school the entire day to be eligible to participate in activities (practices, games, activities). This means that students are to be in school on time, not late. The only time that student athletes are permitted to come in late the morning after a game would be if the coaches have been given prior approval by the principal to tell the students that they can be late.

We understand that forces beyond our own control may lead to a situation where a student arrives to school late. We will work with students in these situations; however, excessive tardiness (as determined by the principal) to school will result in the loss of eligibility to participate. All students must be in school by 11:00 a.m. in order to be eligible to participate. A written excuse from the physician or dentist must be presented upon the student entering the school building. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

Any student who leaves school for illness reasons during the course of the regular school day is **NOT** eligible to participate in **ANY** school-sponsored activity occurring the same day/evening. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the high school office.

Philosophy

The athletic program in the Sharpsville Area School District is designed to promote a wholesome atmosphere of good sportsmanship, teamwork, and competition among the students and to generate school spirit.

The Administration of the Sharpsville Area School District believes that the record of victories compiled by the various teams does not necessarily measure the success of the athletic program.

The Administration would never presume to dictate to any coach the methods, style of play, or procedures used in preparing his/her squad for competition. However, there are several guiding principles, which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation for coaches.

Members of each squad will reflect the highest order of ability, behavior, actions, and attitudes. Such things as using tobacco, drugs, or profanity on the field **cannot** be tolerated, can only lead to an unsuccessful program, and will require disciplinary action. This extends to every coach, assistant, and volunteer.

Athletic programs in the elementary school are designed to expose students to the sport. The goal is to learn how to play the game and to work on acquiring the necessary skills needed to participate in the program. Emphasis needs to be on offering a learning experience that is fun and not based on win/lose competition.

Middle school programs are a continuation of the elementary programs. The emphasis is on learning how to play the game, working on skills, and teamwork.

Win/lose competition is not to be the prime incentive. Therefore, all students shall be given the opportunity to participate in every aspect of the program. Playing at this level is more important than the winning of the game.

High school varsity and junior varsity programs are designed to the maximum learned skills in competition representing our school. At this level, not all team members may get in every contest. It is our hope that when the contest has been decided that free substitution be utilized.

Effective coaching presumes efficient planning. Practice sessions as well as every phase of the entire sport activity must be planned in advance.

Objectives

- To provide natural outlines for students desiring to participate on teams in competition with other teams of similar ability.
- To assist in the development of school and student morale.
- To teach good sportsmanship and teamwork.
- To help develop skills that have carry-over value in terms of leisure time.

Athletic Committee

The Athletic Committee shall recommend athletic policy to the School Board. The Committee or Superintendent shall recommend to the School Board personnel for employment in the Sharpsville Athletic Department. In addition, the Athletic Department will contribute to a more effective, broader athletic program. The Athletic Committee shall be composed of the following members:

- Superintendent
- School President, Ex-Officio
- Three (3) School Board Members (selected by the Board President)
- Building Level Principal
- Athletic Director

The Athletic Committee shall meet as needed. Meetings will be called for the purpose of hiring coaches, evaluations, athletic budgets, or to discuss issues that affect athletics.

A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches will be invited to attend meetings concerning their sport and to participate in interviews for the purpose of hiring assistant coaches for that sport.



ACADEMICS

Grading System

The High School and Middle School are comprised of four (4) nine (9)-week grading periods.

Plagiarism and/or Cheating

Cheating and plagiarism are **not** acceptable practices by students. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

Cheating includes but is not limited to:

- Copying homework from another student
- Securing answers in a dishonest manner
- Allowing work to be copied by another student
- Transmitting answers from class to class

Plagiarism is using another's thoughts, writings, drawings, etc. as one's own. Plagiarism includes but is not limited to:

- Failure to document with quotation marks any material copied directly from other sources
- Failure to acknowledge paraphrased materials (from someone else's ideas)
- Failure to provide a works cited (bibliography)
- Failure to provide sources for any visual drawing, sketch, painting, etc.

The above mentioned points include works taken from the Internet, software, published or non-published works, and computer disks and/or files.

Consequences:

First Offense - Students found cheating/plagiarizing will receive zero "0" credit on the assignment and parents/guardians will be notified. If both students hand his/her work to another student to copy, both students will receive a zero "0". Students may be also be referred to an Administrator for further disciplinary action.

Second Offense – Will result in disciplinary action by an Administrator. This may include suspension from school.

Third Offense – Will result in the student(s) receiving a failing grade for the nine (9) week grading period.

Report Cards

You should expect to receive your child's report card approximately one (1) week after the last day of the grading period.

Percentages are placed on the report cards (not letter grades). The grade earned reflects class participation, homework, reports/research, tests, and quizzes.

If you have a concern about your child's performances, you should schedule a conference with the teacher.

Curriculum – Middle School

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Pre-Algebra 6 Language Arts Math	Language Arts Integrated Math	Language Arts Integrated Math
Social Studies Life Science Art Appreciation Music Appreciation Tech/Robotics Computer Technology Physical Education Concert Band Choir Intro to Makers	Algebra I Social Studies Earth Science Art Appreciation Music Appreciation Tech/Robotics Family/Consumer Science Physical Education Concert Band Choir	Algebra II Social Studies Physical Science Industrial Arts Music Appreciation Family/Consumer Science Computer Tech & Research Health & Physical Education Concert Band Choir STEAM 8

Special Programs – Middle School Only

- Learning Support
- Special Education
- Gifted Program
- Tutoring

NOTE: At the Middle School, retention will result from failing either two (2) or more major subjects or failures in one (1) major subject combined with two (2) or more failures in minor subjects.

Student Activity

To be eligible to participate in interscholastic athletics, cheerleading, and the band, the student must be in school the **entire day** of the scheduled activity. A student who is tardy, other than a medical excuse or doctor's appointment, is prohibited from participation. A student must be in school at least one half (1/2) day in order to attend (as a spectator) any school function or activity. A student who leaves early because of illness is not permitted to return. Attending or

participating in school activities including assemblies, programs, and dances is a privilege and not a right. Students in attendance at any school sponsored activity or event are expected to behave in an orderly manner, observe all school rules and regulations, and directives of all administrators, chaperones, and advisors in attendance. Behavior that is contrary to the aforementioned may result in disciplinary action resulting in the student being banned from attending and/or participation.

NOTE: At the Middle School once a student is enrolled in band or chorus, they may not withdraw without a parent/guardian conference.

Summer School/Cyber Courses – Middle School Only

Middle School students can attend summer school and/or complete online credit recovery courses in order to be promoted to the next grade level.

Summer School/Tutorial /Correspondence Courses

Sharpsville's Own Cyber Program Through Virtual Learning Network (VLN) –
Sharpsville will be starting a school-based cyber program beginning the summer of 2016. Students will be able to take courses over the summer for credit recovery. These courses are aligned specifically to the curriculum offered by the Sharpsville Area School District.

Sharpsville Middle School Honor Society (SMSHS)

Middle School - The selection criteria for the SMSHS are based on the pillars of scholarship, leadership, service, citizenship, and character.

With the exception of scholarship, students will not automatically be disqualified for a lack of indicators under any of the pillars. These indicators simply provide the basis upon which the Faculty Council may select candidates for induction in the SMSHS.

Scholarship - Students will be considered for the SMSHS if they have accumulative GPA of 94.5% or higher based on the first semester of their current grade level.

Leadership - Students will be considered for SMSHS selection based on one (1) or more of the following indicators of leadership:

- Successfully holding school offices and/or positions of responsibility
- Being leaders in the classroom, at work, and in other school or community activities
- Being thoroughly dependable in any responsibility accepted
- Demonstrating mature participation and responsibility through involvement with such activities as Scouting, community organizations, school clubs, and/or athletics

Service - Students will be considered for SMSHS selection based on one (1) or more of the following indicators of service:

- Participation in some service or charitable-oriented activity outside of school or mentoring persons in the community or students at other schools.
- Showing courtesy by assisting visitors, teachers, and students
- Cheerfully and enthusiastically rendering any requested service to the school
- Volunteering and providing dependable and well organized assistance, being gladly available and willing to sacrifice to offer assistance

Citizenship - Students will be considered for NJHS selection based on the following indicator of citizenship:

- Demonstrating mature participation and responsibility through involvement with such activities as Scouting, community organizations, school clubs, and/or athletics

Character - Students will be considered for SMSHS selection based on one (1) or more of the following indicators of character:

Taking criticism willingly and accepting recommendations graciously:

- Consistently exemplifying desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)
- Uphold principles of morality and ethics
- Cooperating by complying with school regulations concerning property, programs, offices, halls, etc.
- Regularly showing courtesy, concern, and respect for others
- Manifesting truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

Eligible students must fill out a student activity information form. This is not an application he/she have completed. Knowing this information will give the committee a better idea of a student's eligibility for membership.

Students need to complete all sections. Completion of the form does not guarantee selection. The form includes information on co-curricular activities, leadership positions, service activities, community service activities, recognition and awards, an essay on why the student should be selected, and signatures by the student and parent/guardian. The completed forms, complete with required signatures, must be turned in by the announced due date in order to be considered for induction.

Make Up Work

Students who are absent for any excused reason will be required to make up work missed in each class. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return (see page 8 for make-up work responsibility requirements).

In-School Suspension (AIA)

If your son or daughter is assigned AIA, they will be provided the opportunity to complete all school work/assignments during this time with the exception of physical education. Failure to complete assignments by the end of the day will result in a zero for the assignment.

Tutoring

In order to guide our students down the pathway to success, we will provide a tutoring program for every student to receive assistance to avoid academic failure. In addition, the tutoring program will be provided for any student that needs help on an as-needed basis. The philosophy of the program will be such that we can successfully teach all students and not allow them to get so far behind that there are no hopes of them passing.

Schoolwide Tutoring:

- Schoolwide tutoring will be scheduled Monday through Thursday during the entire school year and will be supervised by subject departments. All subjects will be represented on a rotating basis throughout the week.
- Every student on the failure list for a subject must attend tutoring for that subject during the following week.
- Any student with excessive absences will be required to attend tutoring for the subject that is most impacted as a result of the absences.
- All parents/guardians will be notified of the tutoring plan at the beginning of the school year in a mailing that will encourage them to become part of the team in order to foster the growth mind-set among all.

Consequences:

- Saturday detention will be assigned to any student who misses mandatory tutoring. Work, athletics, etc. will not be acceptable excuses for missing.
- One (1) day of AIA will be assigned, and the Saturday detention will be reassigned for any missed Saturday detention. Work, athletics, etc. will not be acceptable excuses for missing.

Homework

The assignment of homework to students is an accepted policy of our School District. It is felt that in fulfilling such assignments, students can be helped to develop independent work habits

and a sense of responsibility.

How can you help? You need to supply the basics: a desk in a quiet place (no radio or TV playing) with adequate lighting and a dictionary. Some suggestions for helping with homework:

- Plan a regular time to do homework each day (forty-five [45] minutes to one [1] hour)
- Let your child know that you are available to help.
- If your child does not have homework, use the time period for review or extra reading.
- Check to see if the assignments are completed and legible; if not, redo them.
- **BE POSITIVE!**

CSIU Parent Portal

eSchoolBook is available for all students in order to help increase the flow of information between parents/guardians, teachers, and students. Please contact the school in order to receive your personal user ID in order to allow for daily updates for each and everyone of your child's classes.

SCHOOL GUIDANCE

School Guidance Services are available to all students. Guidance Services are designed to meet a variety of student needs surrounding social, behavioral, academic, career, and personal issues. Students are encouraged to use their guidance counselor as a resource for each of these developmental areas. In order to prepare students for life beyond high school and to provide early exposure to a variety of careers, several career activities and resources are made available to middle and high school students.

GETTYSBURG TRIP

The eighth grade class takes a two-day field trip to Gettysburg, PA in late May each year. This trip is chaperoned by middle school teachers. All eighth graders are encouraged, but not required, to take the trip, and there are multiple fundraising opportunities to help defray the costs of the trip. No students are kept from taking the trip due to financial concerns as long as they invest reasonable effort in fundraising.

This trip is not a required part of the middle school curriculum. Therefore, students can be excluded from the trip for several reasons, including;

- Disciplinary issues. If a student is suspended from school during the year of the trip, or if they have an excessive number of detentions, they will not be permitted to attend.
- Attendance issues. If a student has received a magistrate warning letter during the year of the trip due to excessive unexcused absences, or if they have an excessive number of unexcused tardies, they will not be permitted to attend.

- Academic issues. If a student is failing a course for the year as of April 1 during the year of the trip, they will not be permitted to attend.

This student handbook represents a summary of Board Policy on various topics. The full text of the actual Board Policy should be consulted and shall be controlling in matters of interpretation, clarification, conflict, and enforcement.

SHARPSVILLE ALMA MATER

Long may we cherish our loyalty to you,

And to our colors we'll ever be true

Proudly we carry our banner of right,

We stand protecting it by day and by night,

We stand protecting it by day and by night.

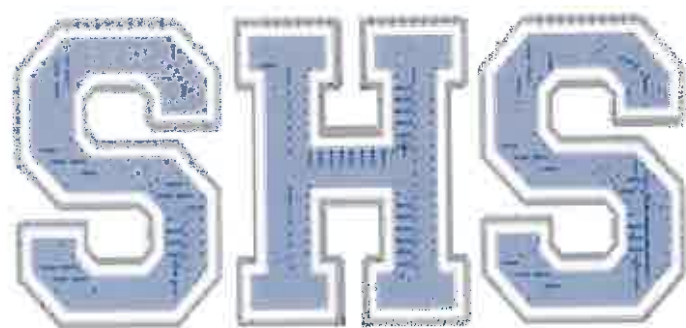
Our alma mater with glory will shine

Until God's love and faith are ours divine,

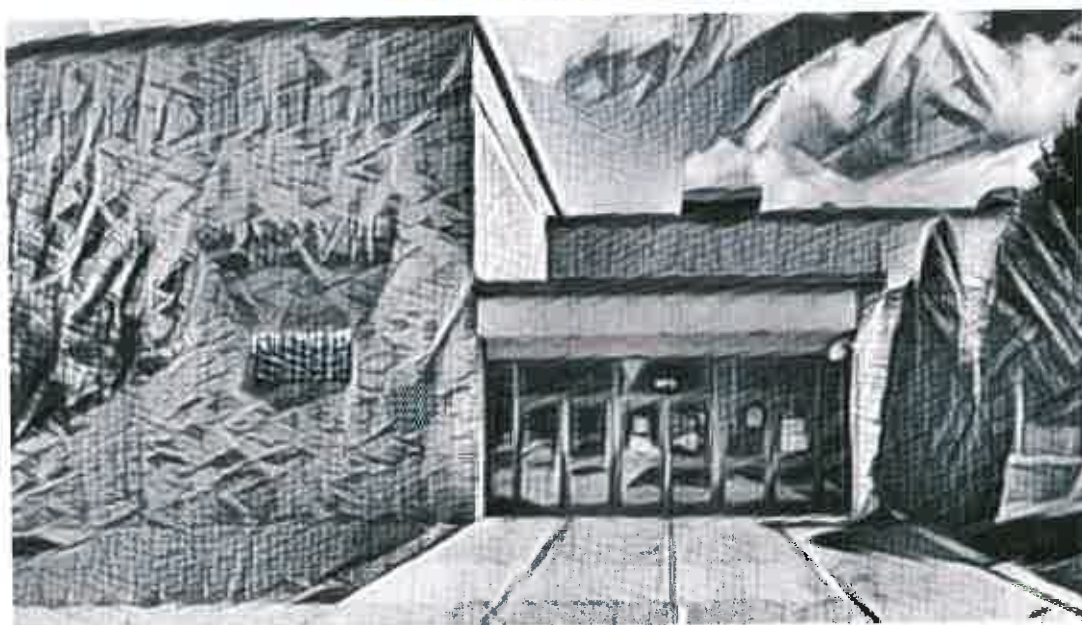
Until God's love and faith are ours divine.

[illegible]

[illegible]



Sharpsville Area High School



2019/2020 Student Handbook

301 BLUE DEVIL WAY
SHARPSVILLE, PA 16150

Sharpsville Area High School

301 Blue Devil Way
Sharpsville, PA 16150

www.sharpsville.k12.pa.us

Phone: 724-962-7861

Fax: 724-962-7730

ADMINISTRATION

Superintendent:	Mr. John Vannoy	x4104
Admin. Assistant to Supt.	Mrs. Darlene Cheney	x4101
Director of Student Services	Mr. Timothy Dadich	x4110
High School Principal	Ms. Carol Houck	x1850
High School Secretary	Mrs. Deana Myers	x1001
Administrative Assistance	Mrs. Krystal Miller	x1651

SCHOOL COUNSELING DEPARTMENT

High School Counselor	Mrs. Ellen Kellar (Grades 10-12)	x1520
Middle School & 9 th Grade	Mr. Frank Galati (Grades 6-9)	x2510
Guidance Secretary	Mrs. Karen Zagger	x1000

ATHLETICS AND FACILITIES

Athletic Director	Mrs. Carla Hawthorne	x1560
Head of Maintenance	Mr. Wade Hoagland	x4105

COMMUNICATIONS

Sharpsville Area School District uses an electronic notification system and website to communicate with parents, students, and staff. Please make sure you keep your e-mail and telephone information current with your building's secretaries.

PLEASE READ THE FOLLOWING

If you are not registered to receive the electronic notices, log onto the district website at <http://www.sharpsville.k12.pa.us>. Make sure to **download this FREE App** to your iPhone, iPad, Android, Blackberry & Windows phones and tablets. Stay up to date with school news and announcements, including **TWO HOUR DELAYS, SNOW CANCELATION OR CLOSING**. Keep track of upcoming events on the interactive calendar. Have easy access to links, documents, and forms. Help protect our campus with anonymous reporting through the Tip Line. Learn more online at <http://www.eschoolview.com>

MISSION STATEMENT

The mission of the Sharpsville Area School District, is to provide a comprehensive education, which will meet the academic, social, and emotional, needs of all students to enable them to face future challenges.

SAFE SCHOOLS ACT

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

NON-DISCRIMINATION

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

It is the policy of the Sharpsville Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact Ms. Carol Houck, High School Principal, 301 Blue Devil Way, Sharpsville, Pennsylvania 16150.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal within fifteen (15) days. Please refer to District policy 103 for the appeal procedure

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE EXCEPTIONAL STUDENTS

The Sharpsville Area School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student the child must be of school age, in need of specially designed instruction and meet eligibility criteria for one or more mental and or physical disabilities as set forth in Pennsylvania State Standards.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet student needs. At no cost to the parents/guardians, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

Parents/guardians may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpsville Area School District's Special Education Department at (724) 962-7168.

Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the Sharpsville Area School District will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharpsville Area School District's Special Education Department at (724) 962-7168.

Services for Gifted Students

In accordance with the Board's philosophy to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with the mandate of the Commonwealth of Pennsylvania. Thus, the District shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

Ability of candidates for this program shall be evidenced by the criteria as set forth in the Pennsylvania School Code and outlined in the District's Administrative Regulation related to this policy.

The District shall make the Permission to Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term.

CONFIDENTIALITY OF STUDENT RECORDS

The Sharpsville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy.

STUDENT RIGHTS

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

Parents/guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students may not be asked to leave merely because they have reached 17 years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

REASONABLE REQUESTS

Students must comply with all reasonable requests from staff. Students who do not comply with reasonable request will receive a second opportunity to comply from the adult in charge. Failure to comply will result in a phone call home and immediate one (1) day suspension from school.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

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

It is the responsibility of the students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
- Dress and groom to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of student prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Public Display of Affection - It is important that students do not display public affection in a fashion that will be interpreted as too personal or private. Consistent attention drawn to this matter could result in disciplinary action.
- YOU are responsible for what you say and what you write.
- Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously. All information will be shared with the police. **DO NOT** put yourself in this situation. In today's world, threats are not a joking matter.

SUPERVISION OF STUDENTS

The school district is responsible for your students during the following times:

- From the time they leave their house in the morning until they arrive at home after school.
- During the instructional hours of the school day on school district property.
- On school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation.
- At school district events held before, during, or after school that are directly observed and supervised by school district staff.

2019-2020 SCHOOL CALENDAR

First Student Day	September 3, 2019
In-Service (1/2 Act 80 Day)	September 25, 2019
In-Service (1/2 Act 80 Day)	October 18, 2019
End of 1 st Nine Weeks	November 5, 2019
Thanksgiving Break	November 27-29 – Dec. 2, 2019
In-Service (1/2 Act 80 Day)	December 12, 2019
Winter Break	December 23-January 3, 2020
In Service (No School)	January 20, 2020
End of 2 nd Nine Weeks	January 27, 2020
In-Service (1/2 Act 80 Day)	February 11, 2020
In-Service (1/2 Act 80 Day)	March 31, 2020
End of 3 rd Nine Weeks	April 1, 2020
Spring Break	April 10-13, 2020
Keystone Testing	May 11-22, 2020
Memorial Day (No School)	May 25, 2020
End of 4 th Nine weeks/ Graduation	June 9, 2020

DAILY BELL SCHEDULE

7:43 a.m.	Doors Open
7:50 a.m.	Tardy Bell
7:50 a.m. - 8:49 a.m.	Period 1
8:52 a.m. - 9:35 a.m.	Period 2
9:38 a.m. - 10:21 a.m.	Period 3
10:24 a.m. - 11:07 a.m.	Period 4
11:10 a.m. - 11:40 a.m.	"A" Lunch
11:25 - Career Center Bus Leaves for afternoon classes	
11:10 a.m. - 11:53 a.m.	Period 5/6
11:43 a.m. - 12:26 p.m.	Period 6/7
11:56 a.m. - 12:26 p.m.	"B" Lunch
11:56 a.m. - 12:39 p.m.	Period 7/8
12:29 p.m. - 1:12 p.m.	Period 8/9
12:42 p.m. - 1:12 p.m.	"C" Lunch
1:15 p.m. - 1:58 p.m.	Period 10
2:01 p.m. - 2:44 p.m.	Period 11
2:44 p.m. - Students Dismissed	

TWO HOUR DELAY BELL SCHEDULE

9:43 a.m.	Doors Open
9:50 a.m.	Tardy Bell
9:50 a.m. - 10:13 a.m.	Period 1
10:16 a.m. - 10:31 a.m.	Period 2
10:34 a.m. - 10:49 a.m.	Period 3
10:52 a.m. - 11:07 a.m.	Period 4
11:10 a.m. - 11:40 a.m.	"A" Lunch
11:25 a.m. - Career Center Students leave for MCCC	
PERIOD 5/6 TO PERIOD 11 WILL BE A NORMAL BELL SCHEDULE FOR THE REST OF THE DAY.	
All Lunches (A, B, & C) are at their normal times.	
2:44 p.m.	Students Dismissed

ATTENDANCE - DAILY

Students are expected to report to school on time each day and to report to all classes and study halls on time. A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness. *This excuse is required within three (3) days after the absence or tardy to school.* Tardiness or absences, which are unexcused after the three (3) days, are recorded as permanently unexcused.

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

THE EXCESSIVE ABSENCES AND APPEAL

Excessive Absence

The following applies to class absences exclusive of those which are documented by a physician's medical excuse.

A student who has 25 or more class absences for a year course shall be ineligible for credit without attending and winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeal Committee after all records, including physician's excuses, are submitted to the appropriate grade level administrator. The Appeal Committee will consist of an administrator, guidance counselor, and a classroom teacher(s) who will determine whether the student's absences or tardies are legitimate. If the committee so determines, the student may be granted a waiver.

Early Dismissal

Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal in pen on suitable stationery, which the student should present to the school office at the start of the school day. Electronic, scanned excuses, with parental signatures are also acceptable. The note must state: student's full name, date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office when leaving the building for an early dismissal.

Students who become ill during the day should obtain permission from the main school office to go to the nurse's office. If the school nurse deems it necessary that an ill student be excused from school, he/she will issue an excuse slip to any such student. Students should not go to the restroom when ill; to do so will constitute a class cut.

Excused Absences

1. Illness
2. Health Care
3. Death in Family
4. Educational Tours and Trips with Prior Approval (Note: A completed Special Absence Request form must be submitted to the principal two weeks prior to the trip)
5. Observance of Religious Holidays

ATTENDANCE CONTINUED

Make Up Work for Excused or Approved Extended Absences

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student's teachers. The school may require the parent to verify a student's illness by a written statement from a physician.

It is reasonable to require student work to be completed within the number of days the student missed when the total number is three (3) or less. For approved extended absences, which is defined as four (4) or more days, the completion of work must be arranged immediately upon return to school and completed within five (5) school days. If student does collect work prior to the trip, the work is expected to be submitted upon the day of the student's return to school. Failure to do so will result in a zero for all assignments.

Tardy to School

Students are expected to arrive at school on time each day prior to 7:50 AM. Entering the school building any time after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within three (3) days after the tardy.

CONSEQUENCES: 4TH Tardy or more Afterschool Detention will be assigned and a phone call made to the parents. Failure to attend the Afterschool Detentions will be assigned Saturday Detention by the Administrator.

Any tardy remaining as unexcused after three (3) days will be permanently recorded as 'unexcused' and will result in consequences as outlined in the State Policy on Attendance and Truancy. Tardiness to school must be for valid reasons. "Sleeping in", "missing the bus" and "car problems" are not considered as valid reasons for being tardy. A late school bus is a valid excuse. *Refer to Board Policy No.204, for more information related to student attendance.*

Truancy

Refer to the State Policy on Attendance and Truancy. The laws of the Commonwealth of Pennsylvania allow the court to impose education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Parents and students will be notified by mail and phone after 7 days of an unexcused or excessive tardy concern. Students are to be in school the entire day to be eligible to participate in activities (this includes practices; athletic events; field trips; plays/musicals; club meetings; etc.) Students are to be in school on time, not late.

Any student who leaves school for illness reasons during the course of the school day is not eligible to participate in any school-sponsored activity occurring that same day or evening.

Unexcused Absences

If the reason for a school absence is outside of the above mentioned conditions, or if a student fails to submit a written excuse within three (3) school days, the absence will be recorded as unexcused. Refer to Board Policy No. 204 for more information related to student attendance.

BOOK BAGS

Book bags are not permitted to be used during the school day. They may be brought to school but must be left in the student's locker. Girls' purses/handbags may not be large enough to fit a standard size textbook in it.

BULLYING/CYBER BULLYING

According to Pennsylvania Statute, "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive
4. That has the effect of doing any of the following: • Substantially interfering with a student's education; • Creating a threatening environment; or • Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, "school setting" means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes "cyber bullying", which involves the use of electronic devices to engage in any of the conduct described above.

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences provided under Board Policy No. 249 to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident's alignment to criteria 1, 3, and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyber Bullying

- **Power:** It is bullying and not just playing around, when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few.
- **Repeated, Intentional Actions:** Negative actions are repeated, happening over and over in many different settings. Usually adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.
- **Different Levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant ("I gotcha!"), and one is crying or looking frightened, humiliated, confused, or angry.

Examples but not limited to:

BULLYING/CYBER BULLYING CONTINUED

• Taking another person's property • Hitting another person • Taunting • Persuading people to reject or exclude another person • Spreading false rumors • Name calling Writing hateful notes through email, cell phones, social media, Google Docs Reports of "bullying" should be made to the building principal, guidance counselor, or other trusted adult.

CONSEQUENCES

Please refer to Board Policy Nos. for additional information regarding Non-Discrimination, Unlawful Harassment, Hazing and Bullying/Cyber Bullying.

In addition, conduct which constitutes Bullying or Cyber Bullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

BUS TRANSPORTATION

Proper and reasonable conduct is expected from all students while being transported. The authority of the school shall continue and be respected during the time necessary to accommodate the home to school transportation phase necessary to our educational program.

Approved sequence of driver-control measures in case of pupil misconduct:

1. Warning the offender that misconduct will not be tolerated.
2. Assignment to a seat.
3. Reporting names, incidents of continuing and extreme misbehavior to the principal of the school and the director of transportation attended by the offender

CONSEQUENCES - The principal will notify the parent/guardian of the student reported.

A verbal and written warning that misconduct shall cease	A second reporting will result in a suspension of riding privileges as determined by the principal after he/she has a conference with the parent/guardian and/or student.
--	---

All bus stops are authorized by the Sharpsville Area School Board as designated by the Director of Pupil Transportation. Students should also be aware that while you are being transported you are "on school property." This means that if you violate the discipline code, you are responsible for whatever penalty it would call for, plus the loss of your riding privileges.

Per school policy (810.2), the Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

Remember, Bus Transportation to and from School Is A Privilege!!!

Should you lose your privileges, you are expected to provide your own transportation to and from school or the days you are not in attendance will be marked unexcused/illegal.

CAFETERIA CONDUCT

The school operates a closed lunch period. All students are required to eat lunch in the cafeteria **only**. You are scheduled for a cafeteria period the same as being scheduled for a class. In order to provide for efficient cafeteria operation and as a guide in respecting all other students, the following rules are listed:

- Sit at a table (even if you brought your own lunch from home). Keep milk cartons, food, and waste paper **on** your table **not under it!** All food and beverages **must** be consumed in the cafeteria.
- Keep tables, chairs, and floor clean in your area so the next group will also have a clean area in which to eat. Empty all debris from plates, etc. into waste containers
- **Students are not permitted in any part of the building other than the cafeteria during their lunch period.**
- No student is permitted to leave the school grounds during the lunch period unless it has been approved by the principal.
- The School District will provide school lunches. You are permitted to bring your own lunch and not participate in the school lunch program if you so desire. **However, you are not allowed to order out.**
- Cafeteria monitors have the right to assign seats at any time at their discretion.

Students may not order any type of food to be delivered.

Misconduct in the cafeteria can lead to removal from the cafeteria for a time until behavior improves.

DRESS AND GROOMING

All students are expected to dress in a manner that promotes school pride and enhances the school's image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. Board Policy No. 221.

Dress Code Guidelines

TOPS

PERMITTED:

Polo style shirts, button downs with or without a collar, turtle necks, mock turtle necks, sweaters (crew neck, V-neck, full length zipper, half zipper pull over, boat neck, vest/sweater, and cardigan), crew neck, hoodies, or ¾ zip up sweatshirts and T-shirts.

All shirts must have sleeves including short sleeve, cap sleeve, three quarter length and long sleeve.

All tops must cover below the waistline.

NOT PERMITTED

Revealing clothing (Examples of what **NOT** to wear: halters, thin straps, muscle shirts or tank tops, torn or cut-off shirts of any kind, tops that do not go below the waistline, tops that bare the stomach, show cleavage or have an open transparent back).

Outerwear/ outdoor jackets are not permitted in class and should be hung in students assigned locker.

DRESS AND GROOMING CONTINUED

BOTTOMS

PERMITTED

Bottoms such as jeans, cargo pants, capri pants, corduroy pants, dress pants, sweat pant, loose joggers and shorts which are not shorter than five inches from the top of the knee are permitted.

Students are not required to wear a belt with pants but ALL pants must be worn at the waist. The waist is defined as the area between the bottom of the rib cage and top of the hip bone.

NOT PERMITTED

Holes, tears, patches, or under sewn patches of any type are not permitted in any style of pants.

Student are NOT permitted to wear yoga pants, leggings, or pajama bottoms.

Wearing bottoms which expose skin or undergarments is strictly prohibited.

DRESSES/JUMPERS AND SKIRTS/SKORTS

PERMITTED

All dresses and jumpers must have sleeves or be worn with an approved top.

Dresses, jumpers, skirts, and skorts must be no shorter than 5 inches from the top of the knee.

Panty hose, tights, and socks are permitted in all colors under clothing.

NOT PERMITTED

Form fitting or tight garments where undergarments can be seen are strictly prohibited.

Fishnet or ripped up stockings or leggings.

GENERAL

Bandannas /Chains are **NOT** to be worn from the pockets, waist, or on any part of the body including as headbands.

Sunglasses and non-prescription dark glasses are **NOT** permitted unless doctor ordered

Slippers are **NOT** to be worn for footwear.

DRESS AND GROOMING CONTINUED

Hats, headscarves, and hoods are NOT permitted.

Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Further Offenses</u>
The student will be required to change.	The student will be required to change and will be assigned an after school detention. Refusal to change will result in in-school suspension.	The student will be required to change and will be assigned a Saturday detention. Refusal to change will result in out of school suspension.	The student will be suspended from school with the number of days at the discretion of the school administrator.

NOTE: *The aforementioned discipline code is not all encompassing. We, the Administration, cannot possibly describe every occurrence that would be covered by the guidelines of the Discipline Code. Those situations that are not described or outlined will be handled in a manner deemed appropriate by the Administration.*

DRIVING TO SCHOOL

Parking Permit

Driving in personal vehicles to and from school is by permit only. Students are strongly encouraged to utilize the district-provided bus transportation to and from school. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to high school Seniors and Juniors possessing a valid Pennsylvania driver's license (not a PA Learners' Permit) and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders and loss of driving/riding privileges is available on the high school website.

Apply for a parking permit student **MUST** meet the following prerequisites:

Be in good standing and have no fines or payments that are due	NOT be failing or have failed any classes	Maintain a 2.8 GPA	Have received at least a proficient on any Keystone Exam
--	---	--------------------	--

Students may lose parking privileges if suspended from school

1st Suspension	2nd Suspension	3rd Suspension	4th Suspension
Warning	Loss of Driving Privileges for one week	Loss of Driving Privileges for one Semester.	Loss of Driving Privileges for one calendar year.

DRIVING TO SCHOOL CONTINUED

Students are permitted to park ONLY in the student numbered parking spots. **Students are not permitted to enter through the Middle School at any entrance.** Students are not permitted to park on Wakefield Drive. We need to work with our neighbors to ensure a positive relationship.

DRIVING TO SCHOOL CONTINUED

Registration - All vehicles driven to school and parked on school property must be registered with a parking sticker. You may obtain your pass through the High School Office. This applies also to vehicles driven only occasionally. The parking pass requires you to park in your designated spot.

Vehicles without a registered school pass displayed will be towed at the expense of the owner.

Loitering - Vehicles will be vacated immediately upon being parked. Loitering, eating, etc., in the vehicle is not acceptable. Vehicles should be locked and not entered throughout the school day without permission. **THIS IS FOR YOUR PROTECTION** - The school is not responsible for any items removed from vehicles parked in the student parking lot.

All Rules Regarding Smoking, Weapons, Drugs, Alcohol, etc., which apply in school, also apply in the student parking lot and vehicles.

NOTE: The School District cannot assume any responsibility for mishaps or damages to vehicles while driven to school or parked on school property.

DRUGS, VAPING, TOBACCO AND ALCOHOL

The Sharpsville Area School District takes a no tolerance attitude toward the use or abuse of drugs and alcohol. District Board Policy No 222 & 227. prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored curricular and extra-curricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy include the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia. Distribution of Drugs/Alcohol The consequences for distributing, sharing, or involving others in the use of drugs and/or alcohol in school include all of the consequences listed above, plus possible referral to the school board for expulsion.

Possession/Use of Drugs/Alcohol Consequences

If a student is found to be in violation of the District's Drug and Alcohol Policy, the following punitive action will be taken:

Suspension (3-10 days)	Informal hearing with Parent/ guardian and student involved	Formal hearing student will need to appear before the SASD Board	Referral to the police and drug/alcohol treatment.
------------------------	---	--	--

DRUGS, VAPING, TOBACCO AND ALCOHOL CONTINUED

A second offense/violation of the Drug and Alcohol Policy while enrolled as a student within the Sharpsville Area School District (grades K-12) will result in a recommendation for expulsion by school officials.

Sale of Drugs/Smoking Paraphernalia/Alcohol

The sale of drugs and/or alcohol in the Sharpsville Area School District will not be tolerated. Students will be adjudicated before both the Sharpsville Area School Board and appropriate legal authorities. The school consequence is expulsion from the district. The police and district attorney will determine the legal consequences.

Students That Seek Assistance/Help

A student who voluntarily and on his/her own accord approaches any faculty or staff, administrator, or refers himself/herself to the Student Assistance Team because they are seeking help for a drug and/or alcohol problem, will not be disciplined for their admission. This does not apply to those students directly involved in a drug or alcohol related incident or investigation.

Tobacco Policy

Act 145 of 1996, prohibits the possession of, and or use of any tobacco product (to include e-cigarettes, vape pens, etc...) in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpsville Area School District as outlined above. Violation of this policy will result in the following consequences:

A fine assessed by the local magistrate.	An in-school suspension for a period of three (3) days for the first offense , five (5) days out of school for the second offense , and ten (10) day out of school for the third and subsequent offenses . In addition, a Smoking Cessation Program will be required to be completed.
--	--

ELECTRONIC DEVICES/ CELL PHONES

The use of electronic devices/cell phones, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as deemed school related. Refer to Board Policy No. 237.

Electronic devices may be brought to school but must be **kept turned off** and **out of sight** during **ALL** instructional periods and activities. Use of electronic devices in certain designated areas of the school, by teacher in charge, or principal. For example, during your 30-minute lunch phones may be checked, music with ear buds may be listened to. The phone will have to be put away 5 minutes prior to lunch dismissal. Students will be expected to follow the lunch monitors directive or it will be considered a consequence for violating the technology policy. See chart below.

ELECTRONIC DEVICES/ CELL PHONES CONTINUED

Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

Electronic devices and headphones / earbuds **MAY NOT BE VISIBLE** unless explicit permission from the classroom teacher, substitute teacher, instructional aide or other school staff in authority. Phones, headphones /ear buds etc. may not be visible once a student walks into the lobby or hallways.

In the High school, phones and headphones /earbuds should be stored /locked in student lockers. If you carry the phone it must not be seen or visible and ringer must be turned off, THIS INCLUDES HALLWAYS AND STUDY HALLS.

The use of electronic devices is a privilege, not a right.

Consequences for Violating the Technology Policy (HS)

<u>First Offense</u>	<u>Second And Further Offenses</u>
A parent/ guardian will be notified by phone from the building principal and the phone will be returned to the student at the end of the school day.	A parent/ guardian will be required to have a conference with the building principal and the PARENT / GUARDIAN MUST PICK UP THE PHONE FROM THE OFFICE. The phone will not be handed over to the student only to the parent/ guardian. This will only be done during hours that the school is open 7:30 AM-3:30PM

Links can be found on the main district website. Please refer to Board Policy for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board Policy will be considered a Third Offense consequence.

FIGHTING/DISORDERLY CONDUCT/ARSON & RELATED ACTIONS

The Commonwealth of Pennsylvania now requires reports of student aggressive behavior twice a year. Such behavior would involve, but not be limited to: intimidation, extortion, ethnic intimidation, harassment, sexual harassment, fighting, assault, etc. Such offenses are taken seriously by the Sharpsville Area School District and are subject to criminal prosecution. Such offenses include name-calling and verbal teasing when it is done in a mean-spirited fashion.

Fighting is not permitted at any time in the school, on the bus, on school property, or while under school jurisdiction. Students involved in a fight or displaying aggressive behavior detrimental to the safety of other students or school personnel will be subject to the following:

FIGHTING/DISORDERLY CONDUCT/ARSON & RELATED ACTIONS CONTINUED

First Offense –Out of school suspension for 3-10 days and charges of disorderly conduct can be filed with the local police. Meeting with the principal and formal hearing.	Second Offense – Out of school suspension for 10 days with an expulsion hearing in front of the school board.
---	--

Arson /Lighters and Related Actions

Any student who sets fire on school property shall be suspended for ***ten (10) day suspension***, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Setting false fire alarms will result in a ***ten (10) day suspension*** and the appropriate authorities shall be notified for legal action.

Bomb scares will result in a ***ten (10) day suspension***, hearing before the Board of Education for expulsion, and the appropriate authorities shall be notified for legal action.

Incendiary devices (including lighters), possession or use, will result in suspension and depending on the circumstances, may be referred to the local authorities for legal action.

Lighters

It is a violation of the fire code to have a lighted object in the school or to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, lighter, match, etc.) or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

FINE POLICY

Students shall be required to pay for any damages that they cause directly or indirectly to school property. Students who owe a fine may be prohibited from participating in clubs/athletics/prom, and commencement. A diploma or report card will not be granted until payment is made. Unpaid debts will result in charges being filed with the local magistrate's office.

FIRE DRILLS

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. All teachers are expected to take roll and have an updated attendance sheet with them at all times.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Act 157 of 2002, amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day. The legislation allows students to decline reciting the Pledge; however, the School District is required to notify, in writing, parent(s)/guardians(s) of their refusal to recite the Pledge. Students who choose to refrain from participation shall respect the rights and interests of classmates who do wish to participate by standing and remaining quiet during the Pledge of Allegiance.

FUNDRAISING

All fundraising must go through a SASD Board approved club or organization. *Students may not sell items of their own to raise money.* Fundraisers from outside groups must first be presented and approved by administration before moving forward.

HALL PASSES

Students should report to their assigned class and are not permitted in the hallways unless they have a signed teacher pass or other form of identification denoting where they are assigned. Students must utilize their time wisely, get to class on time with all materials and must have a teacher signed pass on them to be used as a hall pass. Students who are not able to present a hall pass when requested will be escorted to the office to speak with the principal. Detentions for missed classes will be assigned by the teacher / administrator that requests the pass.

HEALTH SERVICES/ ILLNESS AT SCHOOL

The Sharpsville School District Health Services staff act as a liaison between the family, school, and community in an effort to improve the health status of children and have them achieve the maximum benefit from their educational experience.

A student who becomes ill at school should ask for a pass to the main office or in an emergency situation contact the school nurse directly. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class. Students ***must not leave*** the building because of illness without authorization from the school nurse or main office personnel. Students leaving school without permission will be treated as an offender and could receive suspension for this action. Students **are not permitted to contact parents via cell phone or any other personal device. *This is a violation of our student health procedures and our technology policy.***

Office staff will then contact the nurse, who will decide what should be done. The School Nurse will by assess illness and injury, administering medication, providing nursing procedures, supporting students with chronic health problems, providing mandated health screenings, monitoring immunizations, and being a resource for families on available community health care programs.

Health Examinations/ Screenings

The following examinations are mandated by the state of Pennsylvania and may be performed by your child's personal physician or dentist: • Physical examinations (kindergarten or first grade, sixth and

HEALTH SERVICES/ ILLNESS AT SCHOOL CONTINUED

eleventh grades, and any student entering school in Pennsylvania for the first time) • Dental examinations (kindergarten or first grade, third and seventh grades, and any child entering school for the first time in Pennsylvania) If you are unable to schedule these exams with your own health care provider, please contact the School Nurse

Medication

The law which regulates the administration of medication in the school is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over the counter drugs, including cough drops. If you anticipate or find that your child must take medication during school hours, please obtain a copy of the medication policy and a permission form. Medications must be turned into the Nurse's Office immediately upon arrival to school and must be in the original prescription bottle or the original package. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse's office.

LEAVING THE SCHOOL BUILDING OR PROPERTY

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

Consequences for leaving the building/ grounds without permission:

First Offense	Second Offense	Third and Subsequent Offense(s)
Three (3) days AIA Truancy charges filed with magistrate	Five (5) days AIA Truancy charges filed with magistrate	Ten (10) days AIA Truancy charges filed with magistrate

PARTICIPATION IN SPECIAL EVENTS (Activities/Athletics)

Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity. Participation in extracurricular activities and athletic events is a privilege. Students assigned to in-school or out of school suspension are prohibited from participating in activities/athletics until the day after the suspension ends.

Prom

To remain eligible to participate in all prom activities, the student agrees to:

PARTICIPATION IN SPECIAL EVENTS (Activities/Athletics) CONTINUED

Prom

- *Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy*
- *To provide a doctor's note for all absences in excess of ten (10) days.*
- *Complete all Community Service Requirements by the deadline.*
- *Not engage in any activity resulting in suspension from school (in school or out of school); suspension over 5 days (single suspension or cumulative) will result in loss of prom privileges.*
- *Not miss more than 15 days of school (unexcused)*
- *Not be late to school more than 15 days of school (unexcused)*
- *Not be failing two (2) or more subject for the year by the third marking period.*

Commencement

To remain eligible to participate in commencement activities, the student agrees to:

- *Bring a note in the case of a necessary absence as per the Sharpsville Area School District Attendance Policy.*
- *Not miss more than 25 days of school (unexcused).*
- *Not be late to school more than 20 days of school (unexcused)*
- *Complete all Community Service Requirements by deadline given.*
- *Successfully complete his/her educational program and mandatory Keystone Testing or Senior Project if not meeting the level of proficiency required by the state.*

REASONABLE REQUESTS / CLASSROOM DISRUPTIONS

Students must comply with all reasonable requests from staff. Students who do not comply with reasonable request will receive a second opportunity to comply from the adult in charge. **Failure to comply will result in a phone call home and immediate one (1) day suspension from school.**

Students who chronically disrupt class with inappropriate behavior/actions will be subject to disciplinary measures, which could include disorderly conduct charges filed against them. If the student were found guilty, he/she would be fined plus court costs. **CONSEQUENCES please refer to Fighting/ Disorderly Conduct /Arson and Related Actions.**

SEARCHES

Refer to Board Policy 226. Searches authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches

Individual students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on

school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the

student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation. School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardians(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s).

Individual Locker Inspections and Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal hearings. No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter. Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them

The courts have held that school lockers are school property loaned to the student for the student's convenience. (School authorities may search the student's locker **without** prior warning in seeking contraband. School authorities are charged with the safety of all students under their care and supervision. Courts have reasoned that the school extends locker use to students only for legitimate purposes). Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic sweeping searches of all lockers.

We strongly suggest that all students put a lock on their locker. A duplicate of the key or a copy of the combination must be on file in the main office. A violation of this rule will result in the lock being cut off if the need arises.

It is the responsibility of each student to make sure that his/her own locker is kept clean and neat. Students are not permitted to double-up in another locker.

General Searches Without Individualized Suspicion

When certain criteria are present, general searches of school premises, students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities (e.g., prom, homecoming, etc.), for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled

substances, explosives or other harmful materials by smell, as well as metal detectors and other

technology. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school sponsored activity, or into other times and places that students are under school supervision.

Individual Vehicle Inspections and Searches

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds that make the student's consent a condition of access to the privilege. Vehicle search procedures follow the same protocol as locker searches.

SEXUAL HARASSMENT

The Sharpville Area School District does not condone nor will it tolerate sexual harassment, whether it is of a physical, written, graphic, or verbal nature. Sexual harassment is defined but not limited to: comments of a sexual nature, physical contact/harassment of a sexual nature, sexual jokes, personally intrusive conversations, obscene gestures, pornographic materials, obscene graffiti directed at a specific student or employee, and coercion for sexual favors.

Any incident of this nature should be reported to the Administration **immediately**. All reports will be investigated; and any student found guilty of sexual harassment will receive punishments ranging from a verbal reprimand to suspension from school depending upon the severity of the harassment and whether or not there have been prior referrals of sexual harassment regarding the offender. In addition, charges could be filed with the local magistrate.

In cases that are deemed severe by school administration, consequences are as follows:

- Three (3) day suspension for the first offense
- Five (5) day suspension for the second offense
- Ten (10) day suspension for the third offense
- Charges can be filed with the police.

- The principal may deviate from the progression of consequences listed above based on the severity of the case.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students playing sports are requested to bring proof of insurance from home or they must buy the school insurance before they will be allowed to participate.

School insurance does not cover football.

SCHOOL PROPERTY

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies and equipment entrusted to their use such as books, computers, desks, lockers, tables and chairs within the classroom, bathroom stall walls and mirrors. **Do not** tamper with the fire alarms, fire extinguishers, or any electrical systems. Students who willfully damage school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. All costs of replacing, repairing, or cleaning such items are the sole responsibility of the parent and student. Refer to FINE POLICY

SCHOOL SPIRIT AT ALL SCHOOL SPONSERED EVENTS

Sharpville Area School District encourage and promote sportsmanship by student athletes, coaches, and spectators. Profanity, racial or ethnic comments, or other intimidating actions directed at officials, student athletes, coaches, or team representatives will **not** be tolerated and are grounds for removal from the site of competition. Your cooperation with the school personnel managing the events will be greatly appreciated and beneficial to all parties. The same code of conduct is expected at all functions of the school including assemblies, band performances, choir performances, etc.

SCHOOL SPONSERED TRIPS/ COMPETITIONS

Participation in school sponsored trips and/or competition is a privilege and not a right. Appropriate dress, appearance, and behavior are expected. Non-compliance will result in exclusion from such activities. All policies students are expected to follow while in school apply to any and all trips unless specifically stated otherwise – this includes dress code.

SMOKE-FREE CAMPUS

For the safety and well-being of our students, staff and visitors, Board authorizes the 24-hour, year-round smoke free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers, e-cigarettes or any similar devices at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person using or renting school facilities at

any time. Refer to Board Policy 222&227.

Possession and Use of Tobacco

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, and all other tobacco and smokeless tobacco products (chew and look-alike products) in school buildings, on school buses, on school property, and at school sponsored events and activities, including travel to and from such events and activities. In addition to disciplinary consequences, Students will be issued a citation for use or possession of smoke or smokeless tobacco.

STUDENT WELLNESS POLICY

Sharpsville Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to

providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. To read the entire Board Policy on Student Wellness please refer to the Sharpsville Areas School District School Board Policy No. 246.

TECHNOLOGY/ NETWORK ACCESS FOR STUDENTS

The use of computer and network facilities shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The electronic information available to students and staff does not imply endorsement of the content by the School District, nor does the District guarantee the accuracy of information received on the Internet. 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. *The School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.*

The District reserves the right to log network use and to monitor fileserver space utilization by District users. The Board establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. Students are not permitted to use the school district for personal use of the e-mail service; this includes sending, receiving, and/or accessing home services. The only acceptable use of e-mail is for a class-related assignment approved by the subject teacher.

Prohibited Network Usage

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. The following uses are **prohibited**: use of the network to facilitate illegal activity including hate mail, discriminatory remarks,

and offensive or inflammatory communication; unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials; and destruction, modification, or abuse of network hardware or software. The use of the network for commercial or for profit purposes; non-work or non-school related work; product advertisement or political lobbying; to access obscene or pornographic material; to transmit material likely to be offensive or objectionable to recipients; to intentionally obtain or modify files, passwords, and data belonging to other users; loading or use of unauthorized games, programs, files, or other electronic media is also **prohibited**. Impersonation of another user, inappropriate language or profanity, or use of the network to disrupt the work of other users **will not** be tolerated.

Consequences or Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network - intentional or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. This may include removal from any and/or all computer related courses for the remainder of the school year.

Network Usage Consent Form

All students and a parent/guardian are required to sign the Network Consent Form before they will be permitted access to the Internet. The forms will be kept on record. Students cannot use the network or Internet until these forms have been turned in and checked.

Home Use of Online Resources

Several online resources available within the District have recently become available to students and staff at home. These resources can be accessed via the District's web page at <http://www.sharpsville.k12.pa.us>.

TELEPHONE

A public telephone **is no longer** provided for student use. However, there is a phone in the office for students to use for emergency purposes. Student may come to the office with teacher or nurse permission/pass from class if an emergency arises. *Social telephone messages are not accepted at school, nor will you be called to the phone.*

THEFT/ STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. If you wear glasses or watches keep track of them at all times. Students, not the school, are responsible for their personal property, including electronic devices. All lockers must have a lock. Lockers without a lock (at the end of the first week of school) will be bolted shut. The office must have a copy of the key/combination on file.

Lost and Found

If you should find an article, textbook, etc., please bring it to the main office to be placed in the lost and found. If you have lost an article, please come to the office to look for it.

TRESPASSING

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

VISTORS

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the main office. Parents/guardians are always welcome. Students are not permitted to bring guests. Visitors are expected to leave promptly when their business is completed.

WEAPONS POLICY

Section 218.1 of the District's Policy Manual states: Weapons shall include, but are not limited to: any knife or cutting instrument/tool; nun chuck stick; firearm, shotgun, or rifle; or any other tool/instrument or implement capable of inflicting serious bodily injury. Anyone not legally empowered by the School Board who possesses a weapon in a school building, on school grounds, at school sponsored functions, or in any conveyance providing transportation for the school is guilty of a misdemeanor of the first degree and will be referred to the appropriate legal authorities. Such person, if a student, will also be suspended from school for a period of ten (10) days and will be referred to the School Board for an expulsion hearing, for a period of **not less** than one (1) **calendar** year.

WITHDRAWALS AND TRANSFERS

Contact the Guidance Office for specific details.

WORKING PERMITS

If you are under 18 years of age and/or are in school, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Applications and all necessary information may be obtained in the High School Guidance Office.

All early releases for work require students to personally sign out in the high school office each day. Due to school policy, early release for work will be granted to **seniors only** if scheduling arrangements can be made. (Exceptions to the above will be made on a case-by-case basis.)

Work Release, Independent Studies and Apprenticeships

Permission for early dismissal for work will be given to **seniors** if they meet state and local requirements for working papers and for graduation. Forms completed by both parents/guardians and employer must be on file in the Guidance Office. No student will be excused unless he/she has a work permit and signs out daily in the High School Office. Exceptions to the above will be made on a case-by-case basis. Work release will only be granted for the **LAST TWO PERIODS OF THE DAY**.

Students excused for work must be passing all subjects. These students must be responsible for their own transportation to the job location and notify the guidance office if their employment is terminated or the place of employment changes. Students should check with the high school office to secure announcements, which pertain to them. Failure to follow these regulations will result in the loss of early dismissal permission.

Students interested in completing an apprentice program or an independent study focused on a career interest may do so if they are on track to graduate, are in good academic and behavioral standing, and/or believes the experience would provide an academic benefit. Students interested in independent studies or apprenticeships should set up a meeting with the building principal. Board approval is required.

ACADEMIC INFORMATION

ACADEMIC AWARDS PROGRAM- HIGH SCHOOL ONLY

Criteria:

- awards will be based on GPA
- grades for subjects, which meet a minimum of five (5) days per week, shall be included in the GPA students will qualify if they have achieved a GPA of 3.25 for each year.

NOTE: GPA is done on a yearly basis and not on a cumulative year's basis.

ACADEMIC COACHING / AFTER SCHOOL TUTORING

After school tutoring is available to all students Monday –Thursday in all subject areas. Individual Teachers may post times they are available quarterly. There will also be open library for students who need to take advantage of the library for research. Make up tests will be given at a designated time, one (1) hour each week, and will be proctored by a certified teacher. Students must notify the subject teacher of their intention to take a makeup test. Students who opt to attend the tutoring program in lieu of detention will be given detention credit for attendance. Students must be doing work for a scheduled subject and remain for the total detention time.

Students who are not eligible to participate in a sport or activity due to academics are REQUIRED to attend after school tutoring. Teachers and coaches are asked to make sure this is monitored closely.

CLASS RANK / GRADING SYSTEM / CALCULATION OF GPA - High School

Effective Class of 2020 and Beyond

The High School is comprised of four (4) nine (9)-week grading periods. Grades are on a four-point quality point scale unless enrolled in a weighted course. See the list below for details of weighted course categories and the corresponding quality points.

GPA Calculation is as follows for all NON-WEIGHTED Courses:

PERCENT	GRADE	REGULAR COURSES
90-100	A	4
89-80	B	3
79-70	C	2
69-60	D	1
59-0	F	0

CLASS RANK / GRADING SYSTEM continued...

The following WEIGHTED courses will have a 1 added to the final GPA.

- University of Pittsburgh Courses
- AP Language & Composition
- AP Literature & Composition
- AP Biology
- AP Studio Art
- Organic Chemistry
- Dual Enrollment Courses

GPA Calculation is as follows for all WEIGHTED Courses:

PERCENT	GRADE	WEIGHTED COURSES
90-100	A	5
89-80	B	4
79-70	C	3
69-60	D	2
59-0	F	1

Class Rank

All classes taken during the normal school day / year are included in class rank/GPA calculation. (This includes dual enrollment courses, which require pre-approval from the Principal and Guidance Counselor). Class rank is determined by ordering students based upon a cumulative GPA calculated using final grades earned for courses.

COMMUNITY SERVICE

All students must participate in pre-approved community service; thirty-two (32) hours for graduation. **Additionally**, all students must participate in a school activity or sports each school year. If the student is not participating in a sport or activity they will need to add an additional 15 hours of community service per year. This would mean they are required to have 23 hours of community service per year.

CSIU PARENT PORTAL

eSchoolBook is available for all students in order to help increase the flow of information between parents/guardians, teachers, and students. Please contact the school in order to receive your personal user ID in order to allow for daily updates for each and every one of your child's classes.

FOOD SERVICES/ CAFETERIA

The Sharpsville Area School District cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a variety of healthy items are offered daily and at a reasonable price. Menus are available on the District's website at <http://www.sharpsville.k12.pa.us/CafeteriaMenu.aspx>.

FOOD SERVICES/ CAFETERIA CONTINUED

National School Breakfast Program*:

Building the Meal--Choose 3 or 4 of the following

Grain/Protein 2 oz.

Fruit/Vegetable** 2- ½ Cup Servings

Milk Half Pint

*Breakfast is not served on two hour delay days

**Students are required to take at least ½ cup of fruit/vegetable

National School Lunch Program:

Building the Meal--Choose 3-5 of the following

Grain 2 oz.

Protein 2 oz.

Fruit* ½ Cup Serving

Vegetable* 2-½ Cup Servings

Milk Half Pint

*Students are required to take at least ½ cup of fruit or vegetable

All students may purchase one reimbursable meal per service. For Paid/Free/Reduced status pricing, students must build a reimbursable meal using the guidelines above. Any items purchased outside of that reimbursable meal such as second meals and extras are charged at a la carte prices. All a la carte items meet the Federal Smart Snacks guidelines.

Please contact the Food Service Department for all further information including but not limited to: Accommodating Special Dietary Needs, Nutritional Information, Account Inquiry, Account Requested Restrictions, and Birthday Celebrations/Catering Events at (724) 962-8300 x. 2750.

Free/Reduced Priced Meal

Free and reduced priced meals are available to eligible families. Applications for free and reduced meals are mailed to every household each year prior to the start of the school year. An online application can be found at <http://www.paschoolmeals.com>. If you are eligible for free or reduced priced meals, your status remains in effect throughout the school year and will continue for the first 30 school days of the following school year. Families must reapply each year to document proof of their eligibility. Students may be directly certified for free meals as a result of receiving or being part of a household who receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Medical Assistance (MA). Parents will be notified of their child(ren)'s eligibility status.

Contact the administrative secretary for questions regarding eligibility status at (724) 962-8300 x 4101

There may be instances where the District may use your eligibility status to provide additional benefits to your child such as the Backpack Program and/or the Success by Six Summer Reading Program, PSAT Testing, and One to One Initiative. If you choose not to have your information used to receive such benefits, please contact the high school office.

FOOD SERVICES/ CAFETERIA CONTINUED

Making payments

A computerized POS system is utilized at all schools. A finger-scanning system is in place in order to properly document both payments and purchases made to student accounts. Payments can be made at the point of sale or online. The District encourages parents who choose to pay at the point of sale to maintain a positive balance on their child's cafeteria account. It is suggested that students maintain a weekly purchasing balance instead of a daily purchasing balance. Not having to exchange money hand to hand will increase the speed at the serving line allowing students more time to enjoy their meals. Checks can be made payable to the Sharpsville Area Cafeteria Fund. Please include the student's name and/or student ID on the memo line of the check.

Payments can be made online at www.schoolcafe.com using your child's student ID. Payments can be set up automatically or funds can be added as needed. A convenience fee is charged at the time of payment that is payable to School Cafe. Payments will be updated in as little as 20 minutes, or may take up to 48 hours in certain circumstances. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. Please note that creating an online account is FREE and can be used to monitor your child's account. No fee is charged unless an online payment is made.

Please note that student lunch account balances carry over to the next school year. In the event that your student(s) is/are withdrawing, please contact the Business Office at 724-962-8300 Ext. 4103 to request a refund. Graduating seniors are encouraged to spend down their account balance to zero. Seniors will be able to obtain a refund in the Cafeteria at the end of the school year if their account balance is less than \$10.00. Balances in excess of \$10.00 will either be transferred to a younger member of the household, or refunded to the parent/guardian. When no younger members of the household exist, small balances less than \$10.00 that remain after a senior has graduated will be considered a donation to the Cafeteria Fund.

Delinquent Account:

Parents are notified periodically of their student's lunch balance either by email or U.S. mail. In the event that you are notified that your child's account is in the negative, we encourage you to make a payment as soon as possible. Please note that the school will continue to provide your child a breakfast and/or lunch regardless of his/her account balance and their negative account balance will continue to grow. Students will not be permitted to purchase a la carte items if their account has a negative balance.

All accounts are expected to be paid in full at the conclusion of each school year. Accounts with excessive outstanding balances will be turned over to a collection agency at the end of the school year. All collection fees charged by the collection agency will be the responsibility of the parent/guardian.

Account Balances

Cafeteria account balances will transfer over from year to year. Students will begin the new school year with the account balance that they ended with the previous school year. Positive account balances will carry over for students' use as well as negative account balances that still need to be paid. If at the end of the school year, a student's account balance is negative \$50.00, and no payment schedule or payment has been made to the account, the account will be turned over to a collection agency. The

FOOD SERVICES/ CAFETERIA CONTINUED

Student's guardian will receive a final notice from the school district, via U.S. mail, with an opportunity to become current in their child's account before their account is turned over to a collection agency. Upon entering the new school year, a student's account that has been turned over to a collection agency, will be reset to a zero balance. Any payments made to Sharpsville cafeteria at this point in time will be applied to the student's current cafeteria account for the student's current use and will not be reflected in any way on the balance owed from the previous school year. Guardians will still be responsible to pay the outstanding balance from the previous school year.

Graduating Seniors with Positive Account Balances

Graduating seniors with positive account balances under \$10.00 will be given the opportunity to obtain a refund through the cafeteria's cashiers during the last week of the school year. Any senior who does not use this opportunity to obtain a refund for their positive balance under \$10.00 can have their balances transferred to a younger member of their family. If there is not a family member to transfer a graduating senior's positive balance to, the balance will become nonrefundable and will be donated to the district's Angel Tree program. Any graduating senior with an account balance of \$10.00 or more, must request a refund by contacting the district's business manager at 724-962-8300 x. 4103.

GRADUATION REQUIREMENTS – HIGH SCHOOL ONLY

High School - The graduation requirements for Sharpsville Area High School are based on grades 9, 10, 11 and 12 in accordance with the State Board of Education regulations.

Twenty-six (26) units in the following curriculum areas in grades 9, 10, 11 and 12 shall be required for graduation for all students. The required planned courses shall include the following:

- **English** - four (4) planned courses
- **Social Studies** - four (4) planned courses*
- **Mathematics** - four (4) planned courses
- **Science** - four (4) planned courses*
- **Foreign Languages** - two (2) planned courses
- **Health Education** - one (1) planned course
- **Physical Education** - a planned course in each of grades 9, 10, 11 and 12
- **Basic Skills** – physical education and Industrial Technology (grade 9)
- **Consumer Education** – One (1) planned course to include Child Care or FCS
- **Electives** - the number of courses needed to earn a minimum of twenty-six (26) units (no course may fulfill a requirement in more than one (1) area).

****With prior approval, another course may be substituted for one (1) required planned course in this area, depending on vocational plans of student. ****

Career Center Students - Follow the above criteria except:

- **Social Studies** – three (3) planned courses
- **Science** – three (3) planned courses **must** include biology, chemistry and physics (may be conceptual level classes and/or integrated science classes)

Cosmetology Students will follow the above criteria except:

- **Social Studies** – two (2) planned courses
- **Mathematics** – three (3) planned courses
- **Science** – three (3) planned courses **must** include biology, chemistry and physics (may

- be conceptual level classes and/or integrated science classes)
- Foreign Language – one (1) planned course

HOMEBOUND INSTRUCTION

Whenever a student contracts a disability or an extended illness, provision can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Homebound instruction can then be arranged with a **maximum of five (5) hours per week**.

Requests for homebound instruction should be initiated by the parent/guardian through the principal and supported by the necessary statement from a physician. There is no charge to the parents/guardians for this service.

NOTE: The Department of Public Instruction will approve Requests for homebound instruction on the basis of emotional, nervous, or mental disorders only when a licensed psychiatrist or psychologist issues the statement supporting the request.

HOMEWORK

The assignment of homework to students is an accepted policy of our School District. It is felt that in fulfilling such assignments, students can be helped to develop independent work habits and a sense of responsibility.

How can you help? You need to supply the basics: a desk in a quiet place (no radio or TV playing) with adequate lighting and a dictionary.

Some suggestions for helping with homework:

- Plan a regular time to do homework each day (forty-five [45] minutes to one [1] hour)
- Let your child know that you are available to help.
- If your child does not have homework, use the time period for review or extra reading.
- Check to see if the assignments are completed and legible; if not, redo them.
- **BE POSITIVE!**

MAKE UP WORK

Students who are absent for any excused reason will be required to make up work missed in each class. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return (see page 8 for make-up work responsibility requirements). Students with an unexcused absence will receive a zero for work missed or work expected to be submitted the day they are absent.

NATIONAL HONOR SOCIETY (NHS)

Invitation to Join

Students are invited to become members of the National Honor Society based upon their academic

record at Sharpsville Area High School.

At the spring induction ceremony, juniors with a cumulative minimum grade point average of 3.85 at the conclusion of the third quarter will be invited to join the Society. At the same ceremony, any seniors not inducted as a junior, and having earned a cumulative minimum 3.75 grade point average at the conclusion of the third quarter, will be invited to join the Society.

Induction Ceremony

An induction ceremony for new members will be held each spring after the third quarter report cards have been prepared. New Members will only be inducted one per year.

Current members, parents, guest, and the inductees are invited to attend the ceremony. Inductees must attend the ceremony to become members, unless they have been lawfully excused from school that day.

Each inductee will receive a written notice prior to the event inviting them to attend. Each inductee will receive an official letter of induction at the ceremony.

Maintaining Membership

Once inducted, a member must maintain a minimum of 3.75 cumulative grade point average through graduation to remain as a member. If a member earns less than a cumulative 3.75 grade point average at any time, they will be removed from membership.

Graduation

Members of the Society will wear blue and white honor cords at the annual graduation ceremony. They may purchase these cords by paying the established fee, or they may borrow and return the cords free of charge for use at the ceremony.

PERMIT TO DROP A COURSE OR PROGRAM CHANGE (Student Initiated)

Permission to drop a course is difficult to obtain. When a student elects a course, they are expected to complete it. If a course is dropped after the first two (2) weeks into the course, a failing grade will be recorded on the permanent record card and no credit will be given.

Program Change (Student Initiated)

Changes can be made or a course dropped through the first two (2) weeks of classes if:

- The change will not overload a class.
- The change results in a reasonable program of studies of the established curriculum.
- Parent/guardian, teacher, Counselor, and the principal approve the change.

After the first two (2) weeks into the course, if a course is dropped from the schedule, a failing grade will be recorded on your permanent record card and no credit will be given. No partial credits are ever given for successful completion of any quarter of the course.

PHYSICAL EDUCATION

All students must participate in physical education. In view of this it is strongly urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a **written** statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made a part of the student's record. Students are not excused from physical education.

Dress Code

Because of the fact that physical education is an activity-oriented course, there are specific requirements as it relates to appropriate apparel in class.

Aside from the dress/apparel guidelines stipulated by the physical education department, there are items of apparel that are **not** permitted. These items include:

- Any and all jewelry (chains, earrings, etc.) that present a potential health/safety hazard either to the student who is wearing the said item or to others in the class.
- Any and all jewelry (hoops, etc.) in conjunction with body piercing of the ears, facial area, and/or torso

PLAGIARISM AND /OR CHEATING

Cheating and plagiarism are **not** acceptable practices by students. Students found cheating or plagiarizing will be penalized and disciplinary action may be taken.

Cheating includes but is not limited to:

- Copying homework from another student
- Securing answers in a dishonest manner
- Allowing work to be copied by another student
- Transmitting answers from class to class

Plagiarism is using another's thoughts, writings, drawings, etc. as one's own. Plagiarism includes but is not limited to:

- Failure to document with quotation marks any material copied directly from other sources
- Failure to acknowledge paraphrased materials (from someone else's ideas)
- Failure to provide a works cited (bibliography)
- Failure to provide sources for any visual drawing, sketch, painting, etc.

The above mentioned points include works taken from the Internet, software, published or unpublished works, and computer disks and/or files.

Consequences for cheating or plagiarism:

<i>First Offense</i> – Student will receive zero "0" credit on the assignment. Parent will be notified. All students involved will be spoken to. Students may be also be referred to an Administrator for further disciplinary action.	<i>Second Offense</i> – Will result in disciplinary action by an Administrator. This may include suspension from school.	<i>Third Offense</i> – Will result in the student(s) receiving a failing grade for the nine (9) week grading period.
---	---	---

REPORT CARDS

- You should expect to receive your child's report card approximately one (1) week after the last day of the grading period.
- Percentages are placed on the report cards (not letter grades). The grade earned reflects class participation, homework, reports/research, tests, and quizzes.
- If you have a concern about your child's performances, you should schedule a conference with the teacher.

SCHOOL GUIDANCE

School Guidance Services are available to all students. Guidance Services are designed to meet a variety of student needs surrounding social, behavioral, academic, career, and personal issues. Students are encouraged to use their guidance counselor as a resource for each of these developmental areas. In order to prepare students for life beyond high school and to provide early exposure to a variety of careers, several career activities and resources are made available to middle and high school students.

STUDY HALL / ACADEMIC COACHING PERIODS

Students are required to study in study hall. Study hall teachers may issue passes only to the main office, guidance office, or to the restroom in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass. Card/game playing is not an acceptable activity for study hall. Students may listen to music while they work as long as they have headphones, the music cannot be heard by others, and permission is provided by the adult in charge.

SUMMER SCHOOL/CREDIT RECOVERY

Summer school will be based on failure of a course for the year. The principal and guidance counselor will be in touch with the student and parent or guardian when this need occurs. The cost for credit recovery will be paid by the parent and the courses will be aligned specifically to the curriculum offered by the school district.

TECHNOLOGY: ONE TO ONE INITIATIVE

Technology Fee

All students in Grades 8 and 9 will receive a brand new Chromebook beginning the 2019-20 school year. Those students will be part of the One-to-One program and will be required to pay an annual technology fee of \$50.00 per year. If your child qualifies for the free/reduced lunch program and you submit an application that is approved on or before your Chromebook Distribution Date, the technology fee will be \$10 per year for those approved for free lunch and \$25 per year for those approved for reduced lunch. This fee will be used to cover maintenance, repair and software upgrades. Intentional laptop damage, as

determined by district staff, will not be covered. The entire cost to repair or replace intentionally damaged machines falls on the student/parent. Multiple repair claims by any one student will be reviewed and appropriate action taken. Action may include a ban on taking the computer from the building.

Repair Policy

The annual technology fee will cover all repairs to the laptop as long as there is no evidence of vandalism or misuse. In case of loss, theft, misuse or vandalism, the following approximate costs will be incurred by the parent and paid to Sharpsville Area School District. Full replacement cost of a Chromebook is \$250.00.

- A. Chromebook Keyboard: \$49
- B. Chromebook LCD: \$79
- C. Chromebook Case: \$29
- D. Chromebook Charger: \$39
- E. Chromebook Battery: \$79
- F. Chromebook Bezel: \$49
- G. Chromebook Touchpad: \$49
- H. Chromebook Motherboard: \$129
- I. Loss/Theft: According to Scale

Warranty

Many Chromebook companies offer an Extended Warranty with Accidental Damage Protection that extends the standard warranty from 1 to 3 years and provides Accidental Damage Coverage for 3 years from the purchase date. Parents/Guardians can purchase this coverage when their student first receives their Chromebook. The cost of the Insurance is \$60.

This service contract adds 2 Years Mail-In/Carry-In for a total of 3 Years

- 1. Includes 3 years of Accidental Damage Protection that starts with the Manufacturer's Warranty
 - 1. Only one repair per year is allowed due to accidental damage
 - 2. One replacement unit (if needed) is allowed over the lifetime of the Extended Warranty Period
- 2. Shipping paid both ways during all 3 years.
- 3. Toll-Free Support during Extended Warranty Period
- 4. Excluded if damage is result of misuse or abuse
- 5. Premium Battery Support includes one replacement of a defective battery per year of warranty

Taking Chromebook Home

The Sharpsville Area School District owns the Chromebook unless the student pays the purchase price as listed above. Students will use the same device each school year for the functional life of the device. Therefore, it is very important that the device be treated with care. You are required to leave all identification and inventory tags in place. Do not write on the device or attach any stickers to it. The

case provided by the district must be kept on the Chromebooks at all times. Students in grades 8 and 9 may take the device home once the Computer/Network Acceptable Use Policy and Student Chromebook Acceptance Form are signed and returned and the Technology Fee is paid. If for any reason parents do not want the device at home, students may sign them in and out each day.

TEXTBOOKS

The school at the expense of the School District supplies textbooks. When books are issued at the beginning of the year, the teachers will record the number and condition of the book. Students are responsible for the loss of books or damage to them. In either case, the students should pay for and procure new books immediately. If books are later recovered, the money will be refunded. If students withdraw from school before the end of the term, they should personally return all books to the respective teachers. Lost / damaged books must be paid for before the issuance of the final report card.

SHS

Sharpsville Area High School



2019/2020 Student Handbook **DISCIPLINE CODE**

DISCIPLINE CODE

Education involves many areas of learning. The classroom experience is of primary importance to everyone involved in education. However, along with knowledge, students must also develop discipline and self-control.

A school whose student body has a respect for its teachers, for its rules and regulations, and for each other will be a school that has a climate conducive to learning.

This discipline code has been prepared for the welfare and protection of every student at Sharpsville Area High School. You are responsible for knowing and understanding this information.

Students who continuously violate the school discipline or harassment code or school policies regarding drugs, alcohol, or tobacco will be referred to the SAP team.

Students and the Police

When the police request permission to interrogate a minor at school, the principal shall:

- Request that any person conducting such interrogation be in plain clothes where possible.
- Determine why such interrogation could not occur at the student's home.
- Attempt to inform the student's parent/guardian.

Whenever the Superintendent or delegate has determined that the police have a legitimate purpose in interrogating a minor within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.

Detention

After School Detention - The student is detained after school either with the assigning teacher or in a specified detention room.

- All detentions will be held from 3:00 p.m. - 3:30 p.m.
- Students assigned detention will be given twenty-four (24) hours' notice.
- Any student failing to serve the assigned detention will be scheduled an additional night.
- If a student fails to serve the re-assigned detention, he/she will then be assigned suspension or a Saturday detention.
- Any disciplinary infractions during detention will result in suspension and the makeup of the original detention.

Saturday Detention - This form of discipline is utilized in cases where students do not respond well to after-school detention. Students will be assigned to Saturday detention for up to three (3) hours. Saturday detention runs from 8:00 a.m. – 11:00 a.m.

Restriction

In this case, any or all of a student's privileges are revoked. This action will be for a specified time period.

Restorative Justice

The three main goals for this option are as follows:

1. **Accountability.** Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed and enable them to repair the harm they caused to the extent possible.
2. **Community safety.** Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
3. **Competency development.** Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person

Restorative justice programs allow for the reparation of harm. They have the potential to influence school climate and strengthen positive social connections between students and staff.

Common elements to school restorative justice programs include:

1. Student referrals at the discretion of teachers, administrators, or other students.
2. Service to the school or to the individual(s) affected by the violation.
3. Involving students who are willing to accept some responsibility for their actions.
4. Involving victims and others in the process, with voluntary participation.
5. Keeping proceedings confidential.
6. Direct parent involvement in the process – victim and the accused.

This option would be provided by the principal in lieu of suspension (In-School or Out-of-School) for certain violations of the student code of conduct.

Suspension

In-School (AIA) - This form of disciplinary action involves exclusion from classes and all activities for the duration of the suspension. Additional days can be added if the student does not cooperate with the rules and regulations governing AIA.

Out-of-School - In this form of disciplinary action, the student is removed from the school environment for a period of one (1) to ten (10) days.

Less than four (4) days - Suspension from school for a period of **up to** three (3) school days by the principal does not require a hearing. A student must be informed of the reasons for the suspension and given an opportunity to respond before the suspension becomes effective. A letter will be forwarded to the parent/guardian outlining the terms of the suspension with a copy forwarded to the Superintendent's Office.

Four (4) to ten (10) days - Suspension from school **beyond** three (3) days **and up to** ten (10) school days by the principal requires an informal hearing before the principal. The informal hearing

must take place within the first five (5) days of the suspension. The maximum period a student may be suspended for an offense shall not exceed ten (10) days.

Expulsion - Expulsion from school is defined as the exclusion from school for a period in excess of ten (10) days. The length of the expulsion is determined by the Board of Education.

All expulsions must be after a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A majority vote of the entire School Board is required for expulsion. The expelled student's progress and behavior will be reviewed one (1) time per year following the expulsion to determine if the student has made the necessary adjustments to merit re-admittance. The date for review will be established at the time of expulsion. A majority vote of the entire Board of School Directors will be required for re-admittance of expelled student.

Make up all work REQUIRED and students' responsibility:

1. Students will receive a form upon their return to school.
2. The form must be taken to each teacher for the list of make-up work and due dates as assigned by the teacher.
3. Work must be turned in on time. The maximum points that can be earned on this work is 60%. Failure to complete the assignments will result in a zero.

Students assigned AIA – students must complete all work provided to the expectations of the teacher in order to receive credit. Work completed or expected to be turned in will receive a zero if a student absence is unexcused

NOTE: Any student who is suspended, whether it is in-school, out-of-school, or an expulsion, is barred from participation in or attendance at extracurricular activities. This includes practices and/or performances of any kind including Baccalaureate and Commencement. Work that is collected for completion must be submitted upon the student's return to school or no credit will be granted.

Informal Hearing

At an informal hearing the following due process requirements will be observed:

- Notification of the reason(s) for the suspension, in writing, given to the parents/guardians and to the student.
- Sufficient notice of time and place of the informal hearing.
- The right to cross-examine any witness(es).
- The student's right to speak and produce a witness(es) on his/her own behalf.

All hearings will be held during regular school hours so that any witness(es) involved will be readily available. The principal will be in charge of the informal hearing.

Formal Hearing

At a formal hearing the following due process requirements are to be observed:

- Notification of the charges, **in writing**, sent to the parents/guardian by certified mail with a copy sent to the student.
- Sufficient notice of the time and place of hearing.
- The right to be represented by counsel.
- The right, upon request, to be presented with the name(s) of the witness(es) and copies of statements and affidavits of the witness(es).
- The right to demand that any such witness(es) appears in person and answer questions or be cross-examined.
- The student's right to testify and produce a witness(es) on his/her own behalf.
- A record must be kept of this hearing either by a stenographer or by tape recorder. The student is entitled, at the **student's** expense, to a copy of the transcript. The Superintendent shall be in charge of administering the hearing. The hearings will be private unless the parent/guardian requests, **in writing**, an open hearing.

NOTE: As a student in the Sharpsville Area School District, you will be held accountable for your actions. It is your responsibility to be aware of the following and aforementioned information.

DISRESPECT/ASSAULT OF AN EMPLOYEE

Verbal Abuse, Obscene Gestures, or Obscene Language

First Offense - Suspension contingent upon the degree of the offense.

Second Offense - Suspension with the possibility of Proceedings for Expulsion at a Formal Hearing before the Board of Education.

Intentional Physical Contact

Suspension with the Proceedings for Expulsion at a Formal Hearing before the Board of Education.

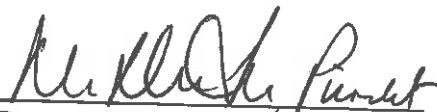
SHARPSVILLE AREA SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT

COMPENSATION PLAN

July 1, 2019 THROUGH JUNE 30, 2022

Approved by the Board of Education on June 19, 2019



Dr. Deanna Thomas, President



Jaime L. Roberts, Secretary

TABLE OF CONTENTS

I.	TERM OF COMPENSATION.....	3
II.	DEFINITIONS.....	3
III.	COMPENSATION PLAN.....	3
IV.	WORK YEAR.....	3
V.	WORK DAY.....	3
VI.	SALARY.....	4
VII.	RELATED BENEFITS.....	5
VII.	RETIREMENT BENEFITS.....	8
IX.	EMPLOYMENT STATUS.....	9
X.	ACKNOWLEDGEMENT OF DISTRICT COMPLIANCE ...	10

SHARPSVILLE AREA SCHOOL DISTRICT

The Sharpsville Area School District (SASD) sets forth the following Administrative Assistant Compensation Plan. The Board of Education recognizes the importance of maintaining an effective administrative support team to strengthen the administrative, business, and educational programs of the District.

I. TERM OF COMPENSATION

This Plan is effective July 1, 2019, and shall continue until June 30, 2022. All new employees shall be subject to a probationary period to be determined by the Board of Directors.

II. DEFINITIONS

The term "Administrative Assistant" shall include the following positions for the purpose of this plan:

Administrative Assistant to the Business Manager
Administrative Assistant to the Superintendent
Administrative Assistant to the Director of Student Services
Assistant to the Technology Integrator/Data Specialist

III. COMPENSATION PLAN

Salaries and related compensation for Administrative Assistants have been determined following the "meet and discuss" process between a committee of the School Board and the Administrative Assistants team. Said compensation shall be based upon the employee's performance relative to the duties specified in both the job description and additional assignments made by their immediate supervisor.

IV. WORK YEAR

The Administrative Assistants' work year shall be twelve (12) months, July 1 through June 30.

V. WORK DAY

The work day shall consist of eight (8) hours. Said length of day may be modified by the Superintendent in relation to job responsibilities. No payment for work performed in excess of 40 hours per week will be granted without prior authorization of the Superintendent.

VI. SALARY

The following salaries are adopted:

2019-20 Salary

Barbara Dunlap - Administrative Assistant to the Business Manager	To Be Determined
Darlene Cheney - Administrative Assistant to the Superintendent	To Be Determined
Krystal Miller- Administrative Assistant to the Director of Student Services	To be Determined
Aaron Meardith - Assistant to the Technology Integrator/ Data Specialist	To be Determined

Salary increases for the Administrative Assistants for the 2019-2020, 2020-2021 and 2021-2022 fiscal years will be based on merit as determined by criteria developed by the Superintendent. Annual salary increases will be based on the performance evaluation completed by each Administrative Assistant's direct supervisor as per the following scale:

Failing	0%
Needs Improvement	1%
Proficient	2%
Distinguished	3%

Annual salaries will be approved by the Board. Yearly salary distribution will be made in accordance with the District's payroll policy. Currently, it is twelve payments during the calendar year, with each payment on the twentieth of the month. (Friday prior should the 20th occur on a weekend.)

The salaries for new Administrative Assistants will be established at the time of hire.

VII. RELATED BENEFITS

A. Vacation Days

Twelve-month Administrative Assistants' vacation will be granted as follows:

1 year	5 days
2 years	10 days
3 years	11 days
4 years	12 days
5 years	14 days
6 years	15 days
10 years	16 days
11 years	17 days
15 years	18 days
20 years	19 days
25 years	20 days

Approval of all vacation leave will be considered by the Superintendent of Schools in relation to both the operational demands of the Central/Business Offices and the availability of other employees. Administrative Assistants shall be permitted to take vacation any time which does not interfere with the critical operation of the office.

Administrative Assistants will be governed by the following:

1. Vacation is earned in the fiscal year July 1 – June 30. There will be no accrument of vacation beyond July 31st each year.
2. No vacation time will be granted for any work up to three months. Vacation cannot be taken during the first three months of employment.
3. An employee will become eligible for additional vacation for years of service in the fiscal year in which the required anniversary date of initial employment occurs with at least six months of the fiscal year remaining.
4. In the event that an Administrative Assistant's work year is shortened, it is mandated that vacation days will be pro-rated accordingly.
5. Upon written request by June 1st of each year, each Administrative Assistant shall receive their daily rate for up to five (5) unused vacation days.

B. Holidays – Twelve-month employees

New Year's Day
Good Friday
Day After Easter
Memorial Day

Labor Day
Thanksgiving and the Day Following
Christmas Holiday as scheduled in the
yearly school calendar

Fourth of July

Snow Days as scheduled within the school calendar
Other days off afforded the instructional staff
during the school calendar

C. Paid Leave of Absence

1. Paid leave of absence in accordance with those granted to support staff employees:
 - a. Sick Leave
 - b. Bereavement
 - c. Jury Duty
 - d. Emergency
2. Family Sick Leave – Each employee shall be entitled to five (5) paid leave days per year for the purpose of attending to the illness of a member of the immediate family. Immediate family shall be defined as child, parent, husband, wife, grandparent, grandchild, or live-in relatives. If both husband and wife are employed in the District, only one (1) individual at a time will be eligible to use this leave. If more than three (3) consecutive days are taken, the District may request a doctor's excuse. This leave will be deducted from the employee's sick leave.
3. Personal Days – two (2) personal days each year without deduction of salary. One Personal Leave Day shall be cumulative from year to year for a maximum of 3 per year.

D. Insurance Benefits

1. Health Care - Medical insurance benefits will be in accordance with those granted to instructional staff members through December 31, 2019.

Beginning January 1, 2020, eligible Administrative Assistants will be enrolled in a Qualified High Deductible Plan (QHDHP). The QHDHP shall be administered in accordance with the regulations and guidelines as established/amended by the Internal Revenue Service. The deductibles shall be \$1,500 single and \$3,000 family. At no time may the deductible be an amount below the IRS minimum.

The District will establish a health savings account (HSA) for each eligible Administrative Assistant enrolled in the QHDHP effective January 1, 2020. The HSA will be administered in accordance with the regulations and guidelines as established/amended by the Internal Revenue Service. The SASD will make annual contributions to those employees' HSA who are enrolled in the QHDHP as soon as possible on or after January 1st each year. However, it is understood that a period of time may be necessary in order for the monies to be processed and posted the employee's HSA. The employer's contribution will be based on each

employee's QHDHP enrollment status (single or family) in accordance with the following schedule:

<u>Calendar Year</u>	<u>% of Deductible</u>
2020	50%
2021	33%
2022	25%

Administrative Assistants who enroll in the QHDHP other than on January 1 will have their employer contribution pro-rated based on the remaining months in the calendar year.

Administrative Assistants can make contributions to their HSA through voluntary payroll deduction. Employees are responsible for compliance with IRS regulations including annual contributions and eligibility limits.

The SASD shall be responsible for the payment of the monthly HSA administration fee. Investments are voluntary and any fees associated with investment accounts shall be the responsibility of the employee.

Premium Share - Employees receiving hospitalization, surgical and major medical coverage will have a co-pay deducted from their monthly pay in accordance with the AFSCME Agreement.

Spousal Coverage – The spouse of an employee will not be eligible to enroll under the SASD medical plan as a dependent if the spouse is eligible for coverage under another employer's plan. The spouse may enroll under the SASD plan as a dependent if at any time they lose coverage under their employer's plan due to an employment termination, reduction in hours with loss of coverage, employer's termination of contribution to plan or plan termination.

Insurance Waiver - An Administrative Assistant may decline the Group Medical coverage in exchange for an annual incentive payment of 1/2 the cost of eligible insurance. The said payment will be pro-rated as part of the regular pay periods throughout the twelve month pay period. During the open enrollment period beginning December 1 of each year, each Administrative Assistant must notify the Superintendent of his/her intention to opt out of the medical insurance plan for the upcoming calendar year.

2. Dental - The District will pay for individual dental coverage for each employee. The District will pay twenty dollars (\$20.00) per month towards family coverage for each eligible employee. Any additional costs for family coverage shall be shared by the District and employee at the rate of 50%/50%.
3. Vision - The District will provide vision insurance coverage in accordance with the coverage provided instructional staff. (No Co-Pay)

4. Life Insurance - \$40,000 Life and AD&D
5. Income Disability - coverage as per the SAEA Contract

VIII. RETIREMENT BENEFITS

The District will provide a retirement payment to those employees who meet the following eligibility requirements:

- The equivalent of at least twenty-five (25) years of employment in the Pennsylvania Public Schools as defined by the Pennsylvania School Employee's Retirement System.
- The equivalent of at least twenty (20) years of employment in the Sharpstown Area School District.
- A minimum of fifty-two (52) years of age by the time retirement becomes effective.
- Notify the Superintendent's Office in writing 180 days in advance of the effective date of the retirement.

- A. Retirement Payment - A retirement payment shall be made to eligible employees for their unused sick days as follows:

Payment for unused sick leave will be at the following rate:

Days 1 through 99	Fifteen dollars (\$15.00) per day
Days 100 through 199	Twenty dollars (\$20.00) per day
Days 200 or greater	Twenty-five dollars (\$25.00) per day

B. Continuation of Medical Insurance

1. The District shall continue to provide group medical insurance (hospitalization, surgical, and major medical coverage) through the District's group medical insurance plan for the retiree, spouse, and eligible dependents, if applicable, subject to the limitations which follow. This benefit will cease for any Administrative Assistant who retires after December 31, 2019.
2. If both husband and wife are employed by the District, only one of the two will be eligible to participate in the program. Coverage shall continue until age sixty-six (66) or until Medicare coverage begins, whichever comes first. In the event of death of the retired employee prior to Medicare eligibility, the coverage will be provided by the District for the spouse until age sixty-six (66) or Medicare coverage begins (whichever occurs first) and/or any eligible dependent who meets the criteria for the same under the master contract to the date at which the deceased employee would have reached the age of sixty-six (66) or until Medicare begins (whichever occurs first).

3. The District will provide premium payments equal to the total cost of insurance at the time of retirement less any amount the retiree is eligible to receive under Act 23 or similar legislation. The retiree shall continue to submit the same co-pay that is in effect for Administrative Assistants. The maximum benefit upon retirement shall be \$50,000.00 in premium payments, with the Administrator being solely responsible for any increases in premium after the date of retirement. Any difference in the actual cost of the selected coverage and the capped amount paid by the District as specified above shall be the responsibility of the retiree.
4. The District will bill the retiring employee for the remaining premium dollars and the employee will remit this resulting payment to the employer on a monthly basis no later than the twenty-fifth (25th) of the month prior to the month of coverage. An additional grace period of thirty (30) calendar days will be provided. Failure to submit the co-pay and/or differential by the conclusion of the grace period will result in cancellation of the provided coverage.
5. Should the retiree and/or surviving spouse be covered or eligible to be covered under another medical insurance plan, the District's obligation to provide benefits under this provision shall cease for the period of time these benefits are so provided and/or available. Retirees or surviving spouses shall be required to verify availability/non-availability of medical insurance.

IX. EMPLOYMENT STATUS

Your employment at the Sharpsville Area School District is on an "at-will" basis and may be terminated at any time by the Board of School Directors of the Sharpsville Area School District for any reason. Your employment is on an "at-will" basis, meaning that your employment may be terminated by either the Board of School Directors of the Sharpsville Area School District or the employee, with or without notice, and with or without cause. Only the Board School Directors has the right to vary the at-will employment status of any employee and any change must be in writing.

This Compensation Plan is not intended as and does not create a contract of employment between the Sharpsville Area School District and any individual employee. The explanations of wages and benefits provided in this Compensation Plan are not intended to and should not be interpreted as changing the at will status of any employee. The Board of School Directors of the Sharpsville Area School District reserves the right to change your wages and benefits and its policies, practices and procedures at any time within its sole discretion. This Compensation Plan may be revised periodically to include different wages, benefits, and procedures.

X. ACKNOWLEDGEMENT OF DISTRICT COMPLIANCE

As an Equal Rights and Opportunities School District, the Sharpsville Area School District does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or nonrelevant handicaps and disabilities. The Sharpsville Area School District's commitment of nondiscrimination extends to students, employees, prospective employees and the community.

The Sharpsville Area School District is committed to the provisions of the Handicapped Act as amended by (PL 94-142) including Section 504.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Sharpsville Area School District hereby certifies that its governing body has adopted the terms of this Resolution and the same is recorded in the minutes of the meeting held on June 19, 2019.

**SHARPSVILLE AREA SCHOOL DISTRICT
CAFETERIA REPORT**

MAY 2019

	BUDGET	MONTH	BUDGET TO DATE	YEAR TO DATE
Beginning Cash Balance		\$54,914.93		\$27,517.32
Revenues:				
Lunch/Breakfast/A La Carte	174,247.00	16,041.83	173,273.00	162,766.86
Adult Lunches	11,993.00	1,378.80	11,926.00	13,498.13
Special Functions	35,364.00	294.60	35,168.00	31,157.00
State Subsidy	19,114.00	2,233.78	19,008.00	16,369.50
Social Security Subsidy	11,329.00	1,155.88	11,236.00	10,017.90
Retirement Subsidy	59,510.00	5,051.07	53,607.00	43,782.01
Federal Subsidy	305,272.00	35,310.69	309,165.00	273,683.45
Donated Commodities	-	-	-	-
Transfers from General Fund	-	-	-	-
Interest	-	90.73	-	535.48
Other	-	-	-	-
Account's Receivable	-	-	-	53,510.26
Total Revenues	616,829.00	61,557.38	613,383.00	605,320.59
Expenditures:				
Wages	201,566.00	20,272.88	207,674.00	175,292.36
Employee Benefits	84,517.00	8,328.14	76,811.00	59,152.86
FMSC Expenses	331,464.00	37,124.22	323,744.00	290,640.30
Substitute Services	-	-	-	886.76
Supplies	-	-	-	1,797.00
Value of Donated Foods	-	-	-	-
Accounts Payable	-	-	-	54,321.56
Total Expenditures	<u>\$617,547.00</u>	<u>\$65,725.24</u>	<u>\$608,229.00</u>	<u>\$582,090.84</u>
Ending Cash Balance	<u>(\$718.00)</u>	<u>\$50,747.07</u>	<u>\$5,154.00</u>	<u>\$50,747.07</u>

SHARPSVILLE AREA SCHOOL DISTRICT



ATHLETIC HANDBOOK 2019-2020

TABLE OF CONTENTS

Preface	2
Philosophy and Objectives for Athletes	3
Safety in Sports	5
Preseason Heat Acclimatization Guidelines	6
Drug Use and Abuse	7
Bullying, Hazing, and Harassment	8
Booster Clubs	8
Meals	9
Transportation	9
Athletic Committee	9
Duties and Responsibilities of the High School Principal	10
Duties and Responsibilities of the Athletic Director	11
Duties and Responsibilities of the Head Coach	13
Duties and Responsibilities of the Assistant Coach	16
General Regulations	18
Late Arrivals from Away Events	18
Minimum Participation Requirements	19
Physical Examination Policy	20
State Regulations for Sports	20
Local Regulations for Sports	20
Coaches Emergency Procedures	20
Accident/Personal Injury Report	21
Transportation to Contests	21
Equipment for Athletics	21
Eligibility Requirements for Participation in School Athletics/Activities	22
Tardiness/Illness Eligibility	23
Athletic Awards	23
Appendix A-1 Policy 247 - Hazing	26
Appendix A-2 Policy 248 – Unlawful Harassment	29
Appendix A-3 Policy 249 – Bullying/Cyberbullying	35
Appendix B-1 Waiver of Liability and Indemnification (Coach)	38
Appendix B-2 Waiver of Liability and Indemnification – For Minor	39
Appendix C Schedule of Events	40
Appendix D Parent Letter	44
Appendix E Complaint Form	45
Appendix F Contest Travel Release	46
Appendix G Player Rules	47
Appendix H Parent Communication Plan	48

PREFACE

Success in athletics can be attributed to a combination of factors, such as: good coaching techniques, discipline, and the ability to handle the students. This Handbook contains information that should be carefully read and followed by all coaches. In addition to the rules and regulations governing each sport, it contains statements, which if practiced consistently by all coaches will result in a successful program. If athletes learn nothing more from their coaches than organization and discipline, they can be successful in life's ventures. We do no favors for athletes or the team by bending the rules. This only leads to resentment on the part of the athletes who are giving one hundred percent. The coach who enforces the policies contained herein will be a winner.

Athletics holds a prominent position in the program of Sharpsville Area High School. However, at no time will athletics be permitted to become competitive with the academic philosophy of our school.

Individual coaches may offer optional out-of-season programs. Players' attendance at these out of season training programs cannot be made mandatory and there will be no retribution towards a player who chooses not to participate.

Because of the small size of the District, students are encouraged to participate in various athletic and extracurricular activities in order to expand their experiences. Coaches/Advisors must cooperate to help these students have a rewarding experience. The program in season has priority over other out-of-season programs. When two programs are simultaneously in season, a performance, game, etc. should take priority over a practice. Students are to be encouraged and not discouraged or made to have to choose between one or the other. Our programs depend on students and it is our duty to support their efforts.

This manual is intended to benefit the **Student Athlete, School Board, Athletic Committee, Administration, Athletic Director, and Coaches.**

PHILOSOPHY & OBJECTIVES FOR ATHLETICS

Philosophy: The athletic program in the Sharpsville Area School District is designed to promote a wholesome atmosphere of good sportsmanship, teamwork, and competition among the students and to generate school spirit. The Administration of the Sharpsville Area School District believes that the success of the athletic program is not necessarily measured by the record of victories compiled by the various teams.

The Administration would never presume to dictate to any coach the methods, style of play, or procedures used in preparing his/her squad for competition. However, there are several guiding principles which in keeping with the educational nature of coaching seem necessary to be established as an overall framework of operation for coaches.

Members of each squad will reflect the highest order of ability, behavior, actions, and attitudes. Such things as using tobacco, drugs, or profanity on the field cannot be tolerated, can only lead to an unsuccessful program and will require disciplinary action. This extends to every coach, assistant, and volunteer.

Athletic programs in the elementary school are designed to expose students to the sport. The goal is to learn how to play the game and to work on acquiring the necessary skills needed to participate in the program. Emphasis needs to be on offering a learning experience that is fun and not based on win/lose competition.

High School Varsity, Junior Varsity and Middle School programs are designed to maximize learned skills in competition representing our school. At these levels, not all team members may get in every contest. It is our hope that when the contest has been decided, free substitution will be utilized. All parental concerns should be addressed through the Sharpsville Area School District Athletic Complaint Form as attached as Appendix D.

Effective coaching presumes efficient planning. Practice sessions as well as every phase of the entire sport activity must be planned in advance. Athletes participating in a PIAA sport are permitted at the same time to participate on teams not sponsored by the Sharpsville Area School District or PIAA. The PIAA sport practices and games take priority over the outside team. The student-athlete cannot be penalized by the coaching staff for participating in the out of school activity when it does not interfere with practices or competitions of the in-season PIAA Sport.

Objectives:

- 1. To provide natural outlets for students desiring to participate on teams in competition with other teams of similar ability.**
- 2. To assist in the development of school and student morale.**
- 3. To teach good sportsmanship and teamwork.**
- 4. To help develop skills that have carry-over value in terms of leisure time.**

SAFETY IN SPORTS

A student participating in or desiring to participate in an athletic activity and the student's parent or guardian shall, each school year prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a concussion and traumatic brain injury information sheet.

A student who as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the student's school entity exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The governing body of a school entity may designate a specific person or persons, who must be appropriate medical professionals, to provide written clearance for return to participation.

Once each school year, a coach shall complete the concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health and the Cardiac Wise on-line course. A coach shall not coach an athletic activity until the coach completes the training course required under this subsection. The governing body of a school entity shall establish the following minimum penalties for a coach found in violation of the removal from play or return to play requirements:

- 1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.**
- 2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.**
- 3. For a third violation, permanent suspension from coaching any athletic activity.**

PRESEASON HEAT-ACCLIMATIZATION GUIDELINES

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems.

Core Principles:

- 1. Acclimatization Period: The first five days of football practice—Monday, August 6th. Helmets and shoulder pads with shorts the first 5 days is permitted with no contact.**
- 2. These practices are limited to 5 hours of practice daily for the 3 days of heat acclimatization. Practice sessions may be no longer than 3 hours in length and teams must have 2 hours of rest (recovery period) between sessions.**
- 3. If more than 48 hours between the conclusion of the heat acclimatization program and first day of practice, the program will not have its intended effect medically. Therefore, these practices are limited to five hours per day with no contact on the fifth day since it is prior to the start of the stipulated fall season.**
- 4. Monday's practice August 13th – may be 5 hours with a 2 hours buffer between practices and contact may be included.**
- 5. Prevention of Heat Illness from the Sport Medicine Guidelines of the PIAA Handbook should be observed. These include regular measurements of environmental conditions. See Sports Medicine Guidelines for more detail or consult with your athletic trainer and/or team physician.**

Out-of-Season Activities: General conditioning provides only partial heat acclimatization. Therefore, student athletes should be exposed gradually to hot and/or humid environmental conditions to provide better heat acclimatization. Each exposure also should involve a gradual increase in the amount of exercise that is undertaken over a period of days to weeks until the exercise intensity and duration is comparable to that likely to occur in competition. If conditions are extreme, training or competition should be held during a cooler time of the day.

When protective gear and clothing is authorized by the school Principal outside of the defined season, frequent rest periods should be scheduled so that the gear and clothing can be loosened to allow evaporation of sweat and other forms of heat loss. During the acclimatization process, it may be advisable to use a minimum of protective gear and clothing and to practice in T-shirts, shorts, socks and shoes. Excessive tape and outer clothing that restrict sweat evaporation should be avoided. Rubberized suits should never be used.

SCHEDULE OF DATES

Refer to Appendix C for official practice dates, first scrimmages, and contest dates.

DRUG USE AND ABUSE

The use of drugs in any manner, and/or for the intent of enhancing athletic performance, is prohibited and is a violation of both the District's Athletic Policy and Discipline Code. Drugs may include but are not limited to, any drug sold or distributed for the purpose of athletic enhancement and those referred to in the Student Handbook.

A violation of this policy will result in an immediate suspension from school for a period of ten days and referral for a drug and alcohol assessment. During this period of time, the student-athlete is not permitted to participate, whether it is practice or competition. Upon the student's return to school, they will be permitted to return to the team under a probationary status and must submit to a drug test at the parent's expense .

A second offense of this nature, as it relates to any aspect of school jurisdiction, is an immediate ten-day suspension and referral to the Board of Education for expulsion. In conjunction with a second offense the student will not be

permitted any future participation in athletics within the Sharpsville Area School District until they return to school.

We are here to help our student-athletes in any way possible. A self-referral of a drug or alcohol problem will be dealt with and assessed on a case-by-case basis.

Coaches may not distribute any performance enhancers/substances. Any coach who violates this policy will be subject to disciplinary action by the Board of Education.

NOTE: It is the responsibility of the Athletic Director, head coaches and their staff to communicate this policy to all student-athletes.

HAZING, HARASSMENT AND BULLYING

It is the responsibility of the head coach and all assistant and volunteer coaches to inform all student athletes of the District's policies on hazing, harassment, and bullying and to discourage such practices. Further, it the responsibility of all coaches to insure that such incidents do not occur. In the event that something does occur that might be interpreted as a violation of these policies, it must be reported immediately, in writing, to the administration and the Director of Athletics.

The policies in their complete form can be found in the Appendix A.

BOOSTER CLUBS

Booster Clubs are a valuable complement to the school's athletic programs. Their activities often provide additional financial resources for the programs they support. Sharpsville Area School District recognizes these groups. Head Coaches, Assistant Coaches and Spouses may serve the Booster Club as a general member or as a member of its executive board, bu shall not serve the Booster Club as the treasurer or any other officer with check signing authority on the Booster Club's bank account.

MEALS

Meals will be provided for all playoff games or if the contest is over 80 miles round trip and leaving after school by request of the Head Coach.

TRANSPORTATION

Motor Coaches will be provided by the school district to teams qualifying for the State Championship game only. Boosters may provide Motor Coaches if they are willing to pay for the difference in price.

ATHLETIC COMMITTEE

The Athletic Committee shall recommend athletic policy to the School Board. The Athletic Committee or Superintendent shall recommend to the School Board personnel for employment in the Sharpsville Athletic Department. In addition, the Athletic Department will contribute to a more effective, broader athletic program. The Athletic Committee shall be composed of the following members:

- 1. Superintendent**
- 2. School Board President, Ex-Officio**
- 3. 3 School Board Members-selected by the President of the Board.**
- 4. Building Level Principal**
- 5. Athletic Director**

The Athletic Committee shall meet monthly. A member of the School Board will act as Chairperson of the Committee and will be appointed to this position by the School Board President. Head coaches are welcomed to attend meetings.

DUTIES AND RESPONSIBILITIES OF THE HIGH SCHOOL PRINCIPAL

The High School Principal, in all matters pertaining to interscholastic athletics, is responsible to the Pennsylvania Interscholastic Athletic Association. The Principal may delegate some of these powers and responsibilities but such delegation shall not relieve the Principal of responsibility.

The High School Principal shall:

- 1. Control all interscholastic athletic relations in which the school participates. This applies to interscholastic athletics for both boys and girls.**
- 2. Sanction all contests in which Sharpsville High School participates. To see that all contracts for interscholastic contests in which the school participates are in writing and bear proper signatures.**
- 3. Exclude any contestant who because of bad habits, or improper conduct, would not represent the school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until the participant is pronounced physically fit by a physician.**
- 4. Assure educational eligibility of all participating "in season" athletes; i.e., academically, attendance, discipline, etc., in accordance with the Board Policy 123 – Interscholastic Athletics and the by-laws of this Pennsylvania Interscholastic Athletic Association.**
- 5. Authorize the Athletic Director to represent the school in the absence of the Principal concerning matters of interscholastic athletics.**
- 6. Alert staff and students of required behavior regulations as set forth by either District Ten or the Pennsylvania Interscholastic Athletic Association.**
- 7. Complete an evaluation form on each Head Coach at the conclusion of each coach's season. This evaluation must be completed within a two-week period at the conclusion of the season. A meeting will be scheduled with the principal and the head coach to discuss the contents of the evaluation.**
- 8. The Principal and Athletic Director will be responsible for an individual evaluation on each Head Coach.**

DUTIES AND RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

The Athletic Director shall:

- 1. Be directly responsible to the Principal and indirectly to the Superintendent for the administration and supervision of the interscholastic athletic program. This shall include both boys and girls interscholastic events.**
- 2. Attend Mercer County Athletic Directors meetings, District Ten meetings, and meetings or conferences that are of importance to the proper functioning of the program.**
- 3. Supervise the development of all interscholastic sports at the various levels for boys and girls and see that the policies of the School District are carried out.**
- 4. Prepare the schedules of all sports excluding those assigned by the Mercer County Athletic Conference Executive Secretary. Head Coaches of the various sports will assist in making these schedules by recommending schools for athletic relationships.**
- 5. Make all interscholastic game contracts, have them signed by the High School Principal, and see that confirmation of such contract is on file. This is to be done with the assistance of the Head Coaches.**
- 6. Select, purchase and inventory, with the help of the Head Coaches, equipment and supplies needed for the various athletic teams of the Sharpsville Area School District. All purchases will require a purchase order prior to placing the order.**
- 7. Handle matters affecting cancellation of contests because of weather or other conditions. Cancellations will be made after consultation with the High School Principal.**
- 8. Make transportation arrangements for all "away" contests for all teams with input from the Head Coaches.**
- 9. Keep a complete record of all varsity interscholastic contests (with scores) furnished by the Head Coaches of each sport.**
- 10. Supervise the sale of tickets to interscholastic contests and maintain a payroll of all extra help in carrying out the athletic program. Selection of extra help will be made at the discretion of the Athletic Director.**
- 11. Keep on file a complete inventory of all athletic equipment in the School District. This inventory is to be prepared by the Head Coach.**
- 12. Arrange medical examinations for all students participating in interscholastic events before regular practice sessions of each sport**

- are to begin.
13. **Prepare all necessary forms and eligibility rosters of players for athletic contests in compliance with the Pennsylvania Interscholastic Athletic Association. This will be done with the assistance of the Head Coaches. The Athletic Director is to receive information from coaches at least one week prior to the first game.**
 14. **Inform all coaches of their responsibility for making certain that every student participant has on file a medical examination card, school insurance, or an insurance exemption form.**
 15. **Develop the athletic budget for the year.**
 16. **Secure officials, prepare official contracts, and provide method of payment for officials.**
 17. **Maintain and distribute medical trainer supplies.**
 18. **Provide a physician for "home" varsity football games.**
 19. **Arrange ambulance service for all "home" football games.**
 20. **Arrange for police services and general security at athletic contests.**
 21. **Supervise "home" athletic contests.**
 22. **Make arrangements for football equipment to be reconditioned (pickup and return).**
 23. **Provide assistance and input to the coaches when called upon.**
 24. **Make arrangements for athletes or teams participating in district and state playoffs (transportation, meals, forms, attendance and supervision).**
 25. **Schedule practices and interscholastic and intramural activities.**
 26. **Maintain all correspondence pertaining to athletics with media.**
 27. **Work closely with the maintenance staff in preparing fields and facilities for contests and practices.**
 28. **Schedule three pre-season Coaching Seminars each year to cover emergency procedures, athletic handbook, and injury prevention.**
 29. **Complete an evaluation form on each Head Coach and Assistant Coach at the conclusion of each coach's season. This evaluation must be completed within a two-week period at the conclusion of the season.**

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

The Head Coach shall:

- 1. All head coaches (paid and/or volunteer) must complete the on-line concussion course at <http://nfhslearn.com>, and sudden cardiac arrest course, <http://www.sportsafetyinternational.org/cardiacwise/>, every year before the first practice. These courses must be completed and a copy of the certificate turned into the Athletic Director before the first official practice date for the sport. Only one certification is required each year for persons that coach more than one sport.**
- 2. All coaches hired before June 30th, 2016 must complete 2 SafeSchools Trainings for Coaching Education, Fundamentals of Coaching and First Aid, by June 30, 2017 for employment in the 2018-2019 school year. All coaches hired after July 1, 2016 have 2 years to complete the courses.**
- 3. All coaches must have an approved online coaching registration with the PIAA before they will be hired by the Sharpville Area School District starting for 2018-2019 school year.**
- 4. In the event that a coach feels that it is in the best interest of the program to dismiss an athlete from the team, the Head Coach must hold a conference with the Athletic Director and the Building Principal before conducting the dismissal. If a dismissal occurs, the individual will have the opportunity to request a conference with the coaches involved and the administration.**
- 5. Report any major or minor unusual incidents involving the program to the Athletic Director and Principal. This should occur prior to any removal from your team.**
- 6. Be responsible for the control, care, distribution and maintenance of supplies and equipment and facility involved for that particular sport.**
- 7. Supervise and direct the work of all the coaches and athletes in that sport, regardless of the grade level of the activity.**
- 8. Work directly with the Athletic Director in the purchase of equipment.**
- 9. Assist the Athletic Director in the establishment of all schedules in that sport and the hiring of officials for these events when applicable.**
- 10. Provide the Athletic Director with the following information within ten (10) school days after the completion of the season or as the date**

indicates on the form for inclusion in the Athletic History of the School.

- a. **Summary Results: Opponents and Scores.**
 - b. **Summary of Letter-Winners.**
 - c. **Summary of Season Inventory.**
 - d. **Assistant Coaches Evaluations**
11. **Submit a proposed budget for that sport to the Athletic Director. The Head Coach will receive the budget form in mid-December.**
 12. **Make sure that all students participating in the activity have physical cards signed by the doctor and the parent and insurance exemption forms indicating private coverage, prior to the first practice. These items are to be alphabetized and returned to the Athletic Director as soon as possible, or within five (5) days after the first practice session. Insurance exemption forms provided by the District must be utilized. Although this responsibility may be delegated to assistants at various levels, such delegation shall not relieve the Head Coach of responsibility.**
 13. **Provide the building Principal and Athletic Director with alphabetized (by grade) lists of names with all necessary information of P.I.A.A. eligibility at least one week prior to the first game. Football and Basketball coaches should also provide a numerical roster.**
 14. **Provide the Athletic Director with a Departure Schedule at least three weeks prior to their first contest.**
 15. **Coaches cannot make out-of-season activities mandatory for in-season involvement. A waiver must be signed by all coaches and parents of students participating in off season activities requiring transportation and are included as Appendix B.**
 16. **Be responsible to notify the media of varsity game results upon completion of each contest.**
 17. **Follow the set of Player Rules established for all athletic programs. These rules can be found at the end of this handbook as Appendix F.**
 18. **Assist with the physical examinations for that sport. A designee may be appointed.**
 19. **Attend the mandatory P.I.A.A. Rules Interpretation Meeting for that sport prior to the start of the season.**
 20. **Follow district guidelines set for player's appearance and actions on and off the playing field.**
 21. **Athletes are not to be practicing (shooting around) without coaching supervision before athletic contest.**
 22. **To report problems, conflicts, or injuries of major significance that**

occur at contests or practices to the Principal and/or Athletic Director as soon as possible. Also, a written report explaining the circumstances should follow within twenty-four (24) hours.

23. Each Coach is responsible for checking the daily attendance bulletin as well as their mailbox each day in order to assure that their student athletes are in attendance and are eligible. If there is a question or doubt, contact the high school office immediately for clarification.
24. Remain at the athletic site until all players have departed.
25. Coaches may develop their own code of conduct as long as they do not violate school district policy, the athletic policy or a student's constitutional rights.
26. Team rules must be submitted to the Athletic Director and Principal prior to the first day of practice.
27. The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games and scrimmages.
28. Coaches and advisors are responsible for working collaboratively to allow students to participate in multiple activities.
29. Sunday practices are allowed under the following conditions;
 - a. The Sunday practice is not the seventh consecutive practice day.
 - b. Permission has been given by the Superintendent.
 - c. The Sunday practice is not mandatory.
 - d. The practice is scheduled to begin after 1:00 p.m.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COACHES

It is fundamental that the Coach is completely responsible for the behavior, safety, and welfare of the squad during practice sessions and games. His/her behavior must reflect a positive image which mirrors the behavior expected for each athlete. The coach sets the example for the student athlete. This positive image and good sportsmanship shall be exhibited at every athletic contest or school sponsored event that the coach attends. This includes in-season and out-of-season events.

- 1. All coaches (paid and/or volunteer) must complete the on-line concussion course at <http://nfhslearn.com>, and sudden cardiac arrest course, <http://www.sportsafetyinternational.org/cardiacwise/>, every year before the first practice. These courses must be completed and a copy of the certificate turned into the Athletic Director before the first official practice date for the sport. Only one certification is required each year for persons that coach more than one sport.**
- 2. All coaches hired before June 30th, 2016 must complete 2 SafeSchools Trainings for Coaching Education, Fundamentals of Coaching and First Aid, by June 30, 2017 for employment in the 2018-2019 school year. All coaches hired after July 1, 2016 have 2 years to complete the courses.**
- 3. All coaches must have an approved online coaching registration with the PIAA before they will be hired by the Sharpsville Area School District starting for 2018-2019 school year.**
- 4. Coaches are responsible for unlocking and locking doors of buildings before and after practice sessions.**
- 5. The coach is to be the last one to leave the building.**
- 6. Coaches are to be prompt reporting to practice and are not to leave sessions unattended.**
- 7. Coaches are responsible for seeing that any participant excluded from taking part in the activity, either game or practice, by the medical doctor or nurse, do not re-enter the activity until proper release is granted.**
- 8. They must exhibit good sportsmanship at all times and encourage good sportsmanship both in victory and in defeat.**
- 9. They must instill in their athletes the respect for constituted authority both on and off the playing field.**
- 10. The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games**

and scrimmages.

- 11. Coaches must insist that all athletes ride the bus to and from all interscholastic games and scrimmages. Any athlete not riding the bus will not be permitted to participate, unless written approval has been granted by the High School Principal, Parents, or Legal Guardian. Please use the Contest Travel Release found in Appendix E.**
- 12. When early dismissal is required, the Coach must obtain permission from the building Principal. The Coach should submit a list of students to the office so that teachers can be made aware of who would be leaving early.**
- 13. All coaches are required to return all school equipment and keys upon completion of their season.**
- 14. Coaches cannot make out-of-season activities mandatory for in-season involvement. A waiver must be signed by all coaches and parents of students participating in off season activities requiring transportation. The waiver is included in the Athletic Handbook as Appendix B.**
- 15. To report problems, conflicts, or injuries of major significance that occur at contests or practices to the Principal and/or Athletic Director as soon as possible. Also, a written report explaining the circumstances should follow within twenty-four (24) hours.**
- 16. Each coach is responsible for checking the daily attendance bulletin as well as their mailbox each day in order to assure that their student athletes are in attendance and are eligible. If there is a question or doubt, contact the high school office immediately for clarification.**
- 17. All Coaches are responsible for attending a pre-season meeting to review the Athletic Handbook, emergency procedures, and Injury Prevention.**

GENERAL REGULATIONS

In order to determine the feasibility of providing a particular athletic program for our students, the following guidelines have been established regulating minimum team numbers and sign up/participation dates. The cut-off days for reporting numbers of participants to the principal are as follows:

Fall Sports:	5th day of school
Winter Sports:	5th day after the official PIAA practice start date
Spring Sports:	5th day after the official PIAA practice start date

Players can continue to come out for a sport until they would miss more than 50% of all contest after their 2 week conditioning period. For example if there are 16 contests, the student would be able to come out 2 weeks prior to the 8th game athletes coming out after the official PIAA start date will be required to go through a two week conditioning period before being permitted to participate in a scheduled game/match etc... The exception would be a student moving into the District after the PIAA start date and who was playing that sport in the prior school at the time of the transfer.

Any coach(es) and athlete(s) who participate in their respective State playoff program will be required to leave the site immediately after being eliminated from the tournament/playoff. Coaches or athletes who want to remain will do so at their own expense.

CUTTING PLAYERS POLICY

It is the coach's decision whether or not he chooses to cut any players.

LATE ARRIVALS FROM AWAY EVENTS

In the case of a late arrival from away events, the following guidelines will be used for arrival to school the following day. In the case of a bus arriving between 12:00 a.m. and 1:00 a.m., the students who were on the bus for the event will have their starting time extended to 9:00 a.m. In the case of a bus arriving later than 1:00 a.m., the students who were on the bus for the event will have their starting time delayed to 10:00 a.m.

This is only to be utilized in the case of a bus failure, an accident that is not

preventable by the head coach and their coaching staff or if an athletic contest went longer than expected. It does not allow for any pre-planned stops. In addition, the high school office should be notified of the situation the following morning by 7:40 A.M. The delayed starting time will be strictly adhered to and the same policies will be in effect for any tardiness past the designed time.

MINIMUM PARTICIPANT REQUIREMENTS

Fall

Football	22
Volleyball	12
Cross Country	15
Golf	5
Soccer	15

Winter

Wrestling	13
Girls Basketball	10
Boys Basketball	10

Spring

Track	30
Baseball	12
Softball	12

Any sport not meeting the minimum number of participants will be placed on probation for that year. The Head Coach of a sport that has been placed on probation will be required to develop an improvement plan and meet with the Athletic Committee within one month of the completion of their season.

PHYSICAL EXAMINATION POLICY

The Pennsylvania Interscholastic Athletic Association and the Sharpsville Area School District require pupils to have a physical examination before entering interscholastic practices, scrimmages, or games. The Sharpsville Area School District and PIAA requires the physical to be given prior to each sport season but not before June 1st. The Head Coach and Assistant Coaches will insist that all candidates have this physical prior to any participation. Breach of this requirement will necessitate Administrative discipline.

STATE REGULATIONS FOR SPORTS

The Pennsylvania Interscholastic Athletic Association will serve the Sharpsville Area School District as a guide.

LOCAL REGULATIONS FOR SPORTS

The District X rules and regulations will prevail in areas not covered by the Pennsylvania Interscholastic Athletic Association's rules and regulations.

COACHES EMERGENCY PROCEDURES

- 1. Coaches should give necessary assistance to injured athletes.**
- 2. Contact the parents immediately if accident warrants. The parent and/or guardian should inform the coach as to what to do with the injured athlete.**
- 3. If immediate care seems essential and the parent cannot be contacted, call an ambulance service. Give details of the injury and the exact location for pick-up.**
- 4. A written accident report must be filed.**
- 5. Contact the Building Principal in the event of a serious injury.**

ACCIDENT/PERSONAL INJURY REPORT

An Accident and Personal Injury Report form must be submitted to the high school/middle school office within twenty-four hours of a workplace student/staff/coach injury or accident resulting in the need for medical attention regardless of lost time or no lost time.

If necessary, attach a letter detailing any additional information that may be pertinent to the incident. Be sure to include the date of the injury, the individual(s) injured, a description of the accident and any additional remarks that are necessary. Once completed be sure to prepare a duplicate, submit one copy to the high school/middle school office and send one copy to the Superintendent's Office if medical treatment is beyond the capability of the school.

TRANSPORTATION TO CONTESTS

Head coaches are to assume the responsibility of providing the Athletic Director with dates and times they will require transportation to all "away" athletic events. This request should be done for the season at least three weeks prior to the first contest.

The Head Coach and at least one paid assistant, if a paid assistant is employed, must ride on the bus to and from all interscholastic games and scrimmages.

EQUIPMENT FOR ATHLETICS

All Head Coaches are responsible for equipment requests and inventories of equipment in their sport. Forms are provided for these items.

Students shall be informed that athletic equipment purchased by the School District must be returned at the conclusion of the season. Students failing to return equipment may have report cards and/or awards withheld and are responsible for paying for any lost equipment. Equipment damaged beyond normal wear and tear will be the responsibility of the athlete to pay for replacement of such equipment.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN SCHOOL ATHLETICS/ACTIVITIES

Participants in interscholastic athletics, school activities, and clubs will be eligible to participate as long as they meet the eligibility requirements established by the School Board. Eligibility is defined for the first one-third of each grading period, as meeting PIAA requirements which is passing four major subjects. For the remainder of each grading period, eligibility is defined as not having a combined total of two failing grades (F) in courses equal to two credits. For example, an “F” in English and one in Math would make the student NOT eligible. Again an “F” in English and an “F” in Physical Education would make the student eligible since Physical Education is not a full credit course. A full credit is defined as a class that meets five (5) days a week for the entire year. Tutoring is available and is highly recommended for students receiving a failing grade.

Any participant who is declared ineligible for the first time during the particular activity will be able to practice, but not play in any games etc. The second time during the season that a student is ineligible by these standards, he/she will not be able to play in games/matches and will not be permitted to practice during the period of ineligibility. The third time during that season that a student is ineligible by these standards, he/she will be dismissed from the team but will be eligible for the next season. Any student who is declared ineligible will not be permitted to attend training trips, away contests, and any activities where they would be dismissed from school. Likewise, a student who is ineligible for the time during school can go to dances, club activities, and club meetings. The second time and every time after that, the student forfeits all rights to participate; and therefore, will be barred from all activities.

Any activity which is related to the curriculum and figures into a student’s grade is exempt.

In the implementation of this policy, there will be a weekly evaluation of each student’s eligibility based upon the failure reports due in the Principal’s Office each Friday afternoon. Students not meeting the academic requirements would not participate the following week. At the beginning of a new school year, ineligible status will be issued to students whose academic achievement was unsatisfactory according to the PIAA guidelines.

TARDINESS/ILLNESS ELIGIBILITY

Students are to be in school the entire day to be eligible to participate in activities (practices, games, activities). This means that students are to be in school on time, not late. The only time that student athletes are permitted to come in late the morning after a game would be if the coaches have been given prior approval by the High School Principal to tell the students that they can be late. We understand that forces beyond our own control may lead to a situation where a student arrives to school late. We will work with students in these situations; however, excessive tardiness (as determined by the principal) to school will result in the loss of eligibility to participate. All students must be in school by 11:00 a.m. in order to be eligible to participate. A written excuse from the physician or dentist must be presented upon the student entering the school building.

Any student who leaves school for illness reasons during the course of the regular school day is not eligible to participate in any school sponsored activity occurring that same day/evening. This does not affect students who are excused from school for a normal doctor or dental appointment that had been previously scheduled and approved by the High School Office.

ATHLETIC AWARDS

1. Authority to make awards - The Head Coach shall recommend the members of the squad who have met the requirements for a letter. If any problems arise due to extenuating circumstances, a committee composed of the Principal, Athletic Director, and the Head Coach shall make the final decision.
2. Awards
 - A. Six inch chenille letter and certificate - all varsity sports, including cheerleading. A letter will be awarded to an athlete the first time he/she meets the qualifications of each sport.
 - B. The second year a participant meets the requirements he/she will receive a leatherette certificate and a metal insignia for that sport.
 - C. The third year a participant meets the requirement he/she will receive a 5 1/2" by 7" silver plated plaque and service bar.
 - D. The fourth year a participant meets the requirement he/she will receive an 8" by 8" gold plated plaque.

3. General criteria in meeting the requirements for a letter:

- A. Attendance/Participation -** Athletes should attend all practices unless excused by the Head Coach. Athletes must compete the entire season, including District and State competition in order to earn a letter.
- B. Sportsmanship -** Athletes should realize that they are representing their school and community and should conduct themselves in such a manner that they are unquestionable assets to both.
- C. Adherence to Training Rules -** Athletes must abide by the training rules set forth by the Head Coach and the Athletic Department.
- D. Interscholastic Competitions -** Participants must compete in Pennsylvania Interscholastic Athletic Association approved interscholastic varsity level sports or competitions.

4. Specific criteria in meeting the requirements for a letter.

- A. Football/Basketball:** must participate in at least 50% of the all varsity games (excluding scrimmages).
- B. Golf/Girls' Volleyball:** Must play in at least fifty (50) percent of all varsity matches.
- C. Wrestling:** Must participate in at least half of the varsity matches and score at least a total of eight team points.
- D. Baseball/Softball:** Must participate in at least fifty (50) percent of the innings played during the season.
- E. Soccer:** must participate in at least 50% of the all varsity matches (excluding scrimmages).
- F. Track/Cross Country:** Must participate in at least half of the varsity meets and score at least twenty-one (21) points.

● **Dual Meet Requirements:**

First Place	5 points
Second Place	3 points
Third Place	1 point

● **Invitational Requirements:**

First Place	10 points
Second Place	8 points
Third Place	6 points

Fourth Place	4 points
Fifth Place	2 points
Sixth Place	1 point

- **Standard set at all athletic Invitational**

The athlete will receive ten (10) points for district qualifying standards set by the Pennsylvania Interscholastic Athletic Association in their individual events. Relay standards are set by the coaches because the district does not have a set time. Athletes reaching the coach's standard will also receive ten (10) points and will be eligible to compete at the District Ten meet.

G. *Cheerleading:* All cheerleaders, regardless of grade, are eligible to cheer for any sport. Only varsity squads can letter. Lettering is achieved by the number of games attended per season. All girls must attend ninety (90) percent of designated season games excluding tournaments. If a cheerleader misses more than ten (10) percent of the games, a valid excuse is required (example: death in family). Working is not a valid excuse.

H. *Bocce:* must participate in at least 50% of the all varsity matches. This includes the 'helper' for the Bocce participant.

I. *Special Situations:*

- 1. *Managers:*** Fulfill the duties assigned by the Head Coach. Recommendation of the Head Coach shall determine award winners.
- 2. *Two Years in the Same Sport:*** Any athlete who participated in the same sport during his/her junior and senior years and did not meet the specific requirements for a letter, may be recommended for a letter by the Head Coach.
- 3. *Trainers:*** Fulfill the duties assigned by the Head Coach. Recommendation of the Head Coach shall determine award winners.
- 4. *Injured Athletes:*** An athlete who has been injured and cannot complete the season or who cannot meet the requirements of that sport may receive a letter upon the recommendation of the Head Coach.

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: February 16, 2010

REVISED: March 19, 2012

247. HAZING	
1. Purpose	The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.
2. Definitions	<p>For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 510, 511 Pol. 122, 123	<p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>

<p>4. Delegation of Responsibility</p>	<p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.</p>
<p>5. Guidelines</p>	<p><u>Complaint Procedure</u></p> <p>When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</p> <p>The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</p> <p>The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</p> <p>The investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p>

247. HAZING - Pg. 3

	<p>The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>Board Policy – 122, 123</p>
--	---

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: February 16, 2010

REVISED: March 19, 2012

	248. UNLAWFUL HARASSMENT
1. Purpose	The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.
2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)	<p>The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
3. Definitions 29 CFR Sec. 1606.8(a)	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

248. UNLAWFUL HARASSMENT - Pg. 2

<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.
<p>4. Delegation of Responsibility Pol. 163</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure.

<p>5. Guidelines</p>	<ol style="list-style-type: none"> 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
----------------------	--

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

	<p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>Harassment Regulations and Guidelines</p> <p>Code of Federal Regulations -- 29 CFR Sec. 1604.11(a), 1606.8(a)</p> <p>Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties</p> <p>Board Policy – 103, 103.1, 806</p>
--	--

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
 Home Address: _____
 Home Phone: _____
 School Building: _____
 Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

 Complainant's Signature

 Date

 Received By

 Date

SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: December 1, 2008

REVISED: February 16, 2010

	249. BULLYING/CYBERBULLYING
1. Purpose	The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
2. Definitions SC 1303.1-A	<p>Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

249. BULLYING/CYBERBULLYING - Pg. 2

4. Delegation of Responsibility	Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.
	The Superintendent or designee shall develop administrative regulations to implement this policy.
SC 1303.1-A	The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.
SC 1303.1-A	The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.
SC 1303.1-A	<p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.
5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218	The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.
	This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.
SC 1302-A, 1303.1-A Pol. 226	<p><u>Education</u></p> <p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p>

<p>SC 1303.1-A Pol. 218, 233</p>	<p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school. 2. Parental conference. 3. Loss of school privileges. 4. Transfer to another school building, classroom or school bus. 5. Exclusion from school-sponsored activities. 6. Detention. 7. Suspension. 8. Expulsion. 9. Counseling/Therapy outside of school. 10. Referral to law enforcement officials. <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 1302-A, 1303.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Board Policy – 000, 218, 233, 236</p>
--------------------------------------	---

WAIVER OF LIABILITY, AND INDEMNIFICATION

Acknowledgment and Assumption of Risk:

In consideration of being permitted to participate in any athletic/sports events related to or sponsored by Sharpsville Area School District ("SASD"), and any events and activities related thereto, and intending to be legally bound, the undersigned hereby agrees and acknowledges that:

I am aware of the dangers and the risks to my person and property and to those of my passenger(s) when I transport student-athletes(s) or other individual(s) in a privately-owned motor vehicle to or from athletic/sport activities or related events sponsored by or related to the SASD.

I understand that operating a motor vehicle while engaged in the above activities involves certain risks for physical injury or property damage. I also understand that there are potential risks to myself and my passenger(s) while operating a motor vehicle of which I may not presently be aware. Because of the dangers of operating a motor vehicle in these circumstances, I recognize the importance and agree to fully comply with all applicable laws, policies, rules and regulations, of any local, state or federal agencies and any SASD supervisor's instructions regarding this activity.

I understand that the SASD does not provide insurance coverage for privately-owned vehicles, and that my personal liability insurance may not provide coverage for such risks, and I shall consult with my insurance agent or carrier, as the SASD has no responsibility or liability for any injury or damage resulting from my operation of a motor vehicle.

I voluntarily elect to transport student-athletes or other individuals in a private motor vehicle with knowledge of the dangers and risks involved, financial or otherwise, and I hereby agree to accept and assume any and all risks and liability, including but not limited to, property damage, personal injury, disability, or death that may result therefrom.

Waiver of Liability and Indemnification:

In consideration of being permitted to participate in athletic/sport events related to or sponsored by Sharpsville Area School District ("SASD"), and any other related events and activities, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, and intending to be legally bound, the undersigned hereby agrees and acknowledges that he/she will forever:

a. waive, release, and discharge the SASD, its elected or appointed officers, employees, agents, attorneys, and insurance carriers, (collectively "**Releasees**") from any and all liability for my death, disability, personal injury, property damage, property theft or claims of any nature whatsoever, or that of my passenger(s) which may hereafter accrue to me or them, or my estate or the estate of any passengers as a direct or indirect result of my negligence or the negligence of others that may occur while transporting student-athletes or other individuals to and from athletic/sport activities or events in a private motor vehicle; and

b. agree to defend, indemnify, and hold harmless the Releasees, from and against any and all claims of any nature whatsoever including all costs, expenses and attorneys' fees which in any manner result from my own actions, inactions or negligence, and the action, inaction or negligence of others while transporting student-athletes or other individuals to and/or from athletic/sport activities or events sponsored by or related to the SASD in a private motor vehicle.

I hereby consent that this release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

READ BEFORE SIGNING: I, the undersigned, affirm that I am at least 18 years of age and I am freely signing this Waiver of Liability, and Indemnification Agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me. I further agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

Name: _____

Signature: _____

Witness: _____

Date: _____

Date: _____

WAIVER OF LIABILITY AND INDEMNIFICATION - FOR MINOR

Acknowledgment and Assumption of Risk: In consideration of being permitted to participate in any athletic/sport events related to or sponsored by Sharpville Area School District ("SASD"), the undersigned parent(s) and/or legal guardian(s) of the minor-participant, intending to be legally bound, hereby acknowledge and agree as follows:

That the minor-participant may be transported in a privately-owned vehicle to and/or from any athletic/sport events related to or sponsored by the SASD, and any other events and activities related thereto. The parent(s) and/or legal guardian(s) shall instruct the minor-participant prior to being transported in a privately owned motor vehicle, that he/she should inspect the vehicle and equipment to be used and if the participant believes anything is unsafe, he/she should immediately advise his/her coach or supervisor of such condition(s) and refuse to participate in the event or be transported in such motor vehicle.

That being transported in a motor involves certain risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the vehicle operators actions, inactions or negligence, but also from the action, inaction or negligence of others, or the condition of any equipment used. Further, that there may be other risks not known or reasonably foreseeable.

That the SASD does not provide insurance coverage for privately-owned motor vehicles and has no responsibility or liability for any injury resulting from such vehicles, and the personal motor vehicle liability insurance of the owner/operator of a privately-owned motor vehicle may not provide coverage for such risks.

I/We voluntarily elect to permit the undersigned minor-participant to be transported to and/or from any athletic/sport events related to or sponsored by the SASD in a privately-owned motor vehicle with knowledge of the danger involved, and hereby agree to accept and assume any and all risks, including but not limited to, property damage, permanent disability, or death of the minor-participant.

Waiver of Liability and Indemnification: In consideration of the minor-participant being permitted to participate in any athletic/sport events related to or sponsored by Sharpville Area School District ("SASD"), I/we, the parent(s) and/or legal guardian(s) of the minor-participant, intending to be legally bound hereby acknowledge and agree to forever:

a. waive, release, and discharge the SASD and its elected or appointed officers, employees, agents, attorneys, and insurance carriers, (collectively "Releasees") from of any and all liability to each of the undersigned, their heirs and/or next of kin for any and all claims, demands, losses or damages or injury, including death or damage to property, caused or alleged to be caused in whole or in part from the actions, inactions or negligence of the operator of a privately-owned motor vehicle, and the action, inaction or negligence of others, and assume any and all liability for the minor-participant's death, disability, personal injury, property damage, property theft or claims of any nature whatsoever which may hereafter accrue to the minor-participant or the parent(s) and/or legal guardian(s) of the minor-participant, and his/her estate as a direct or indirect result of the minor-participant being transported to and/or from any athletic/sport events related to or sponsored by the SASD; and

b. agree to defend, indemnify, and hold harmless the Releasees from and against any and all liability or claims of any nature whatsoever including all costs, expenses and attorneys' fees, which in any manner result from the actions, inactions or negligence of the operator of the privately-owned motor vehicle, or the action, inaction or negligence of others, as a direct or indirect result of the minor-participant being transported in a privately-owned motor vehicle to and/or from any athletic/sport events related to or sponsored by the SASD and any other events and activities related thereto.

The undersigned have read this form and fully understand that by signing this form he/she/they are giving up legal rights and/or remedies which may otherwise be available to him/her/them regarding any losses that may sustain as a result of the minor's participation in the above-referenced activity. I/We agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

(Signature of parent or guardian)

Date: _____

Adult Witness: _____

(Signature of minor-participant)

Date: _____

Adult Witness: _____

Parents/Guardians:

Because of the large amount of time that our coaches spend with their student athletes in interpersonal relationships; it is no surprise to find that at the root of a large number of team problems is poor communications. A positive relationship between coaches and parents can greatly influence players, fans, and overall team atmosphere. Therefore, we have prepared the following chain of command flow chart to assure that the message that is heard is not different than the one intended. We appreciate your strict adherence to our guidelines to assure your child's well-being throughout the season.

Communicate Concern to Head Coach and Assistant



Completion and Submission of complaint form to Athletic Director



Communicate Concern to Building Level Principal



Communicate Concern to Superintendent



Communicate Concern to the Board of Education

Parents may not address a coach regarding an issue until 24 hours following an athletic contest. Violations of this procedure will result in possible parent suspension from future contests or for the individual season.

If you have any questions/concerns, please feel free to contact Mrs. Carla Hawthorne (Ext. 1560), Athletic Director, Mrs. Heidi AbiNader (Ext. 2850), Middle School Principal or Ms. Carol Houck (Ext. 1850), High School Principal. We can all be reached at (724) 962-8300.

Yours in Athletics,

Sharpsville Administration

**SHARPSVILLE AREA SCHOOL DISTRICT
ATHLETIC COMPLAINT FORM**

Individual filing complaint _____ Date _____

In the space provided below, please specify your complaint in detail. If you require more space, use the reverse side of this form. Please sign the form upon completion and return to the office of the athletic director.

Signature _____

**SHARPSVILLE AREA SCHOOL DISTRICT
CONTEST TRAVEL RELEASE**

(Date)

This is to certify that _____ **has my permission to ride**
(Student's name)

(to - from – both) the athletic contest on _____
(Date)

at _____
(Location of Contest)

**I certify that I am personally transporting the above – named student, or have
Arranged for transportation with an adult (non-student) of my choosing for this
student.**

The reason for not riding the bus is:

(The reason must be sufficiently urgent to family needs to justify the request.)

I understand that the Sharpsville Middle/High School rules require that students ride the bus to and from all events and a departure from this requirement will release the Sharpsville Area School District and its employees and officers from all liability with reference to the above – stated transportation.

This form must be on file with the main office before the dismissal of school on the day of the contest.

(Signature of parent/guardian)

APPROVED

NOT APPROVED

Signature of Principal

PLAYER RULES

- **You are a student first and an athlete second. You must maintain the academic standards set forth by the Sharpsville Area School District Athletic Handbook or you will be declared ineligible. The handbook is available on the District website at www.sharpsville.k12.pa.us.**
- **You are a role model to other students in the school system, especially the young ones, be sure to conduct yourself properly at all times, especially on the field.**
- **Expectations for your behavior extend into the classroom as well. Any student suspended from school (in or out) will be suspended from practice and/or games for the same span of time. A second suspension may result in dismissal from the team.**
- **In the event that you accumulate three unexcused absences, you will no longer be able to participate in athletic events for the remainder of the season in which the unexcused absences occurred.**
- **The coaches will do what is necessary to foster and maintain a positive team environment for all players, managers and coaches. The High School Athletic Handbook will be used as a guideline to promote sportsmanship, teamwork, character and development. Do not criticize your coaches or**

teammates. That behavior breaks down morale and unity. All parent concerns will be addressed with the SASD athletic complaint form.

- All players will dress and conduct themselves appropriately at practices/sporting events. Any misbehavior may result in suspension or dismissal from the team.
- All uniforms and equipment will be turned in at the final event of the season. Failure to do so will result in a fine for the replacement value of the equipment.
- Bullying and hazing will not be tolerated. The Sharpsville Area School District reserves the right to involve law enforcement in any violation of the Bullying, cyberbullying or hazing policies.

PARENT COMMUNICATION PLAN CONTRACT

Parenting and coaching are complicated tasks for every individual involved in the process. It is the position of the Sharpsville Area School District to promote a wholesome atmosphere of good sportsmanship, teamwork and competition among the students and to generate school spirit.

Middle School programs are a continuation of the elementary programs. The emphasis is on learning how to play the game, working on skills, and teamwork. Win/lose competition is not to be the prime incentive. Therefore, all students shall be given the opportunity to participate in every aspect of the program. Playing at this level is more important than the winning of the game.

High School Varsity and Junior Varsity programs are designed to the maximum learned skills in competition representing our school. At this level, not all team members may get in every contest. It is our hope that when the contest has been decided that free substitution be utilized.

There are situations that may require a conference between coaches and parents. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary parental concerns should be addressed through the Sharpsville Area School District Athletic Complaint Form. This form should not be used for questioning playing time, coaching philosophy, and/or other student athletes. It should only be used for

issues such as concerns about your child's behavior, ways to help improve your child's performance, or the treatment of your child mentally and physically. The form can be found in the high school office.

As children become involved in programs at school they will experience some of the most rewarding moments of their lives. However, it is also important to understand that there will be times when things do not go exactly as they wish. During these moments, discussion with a coach is encouraged.

Please sign, detach, and return to the Head Coach prior to the start of the season. Keep the Player Rules and Parent Communication Plan Contract for your reference.

My signature below indicates that I have read, understood, and agreed to the Player Rules and Parent Communication Plan Contract.

Player Signature

Parent Signature



Universal Community Behavioral Health

Letter of Agreement

In order to ensure cooperative efforts and to facilitate continuity of care when serving individuals enrolled in the Sharpsville Area School District and The Meadows Psychiatric Center ("The Meadows") agree to the following for the 2019-2020 and 2020-21 school year:

1. To respond to requests for clinical information in a timely manner and in accordance with applicable law. In accordance with appropriate Releases of Information or as otherwise permitted by applicable law, when requested, The Meadows will send Sharpsville Area School District psychiatric information, relevant to each individual to whom they mutually provide services.
2. A designated professional from Sharpsville Area School District agrees to collaborate with The Meadows for students who are receiving mental health and educational services.
3. All employees who have direct contact with children will maintain background clearances (Act 114, Act 151, and Act 34) current within 36 months, and be trained in child abuse recognition and reporting through an approved program every five years. Before hiring a new employee, The Meadows Psychiatric Center will verify employment history for Sexual Misconduct/Abuse Disclose through Act 168. The Meadows will notify the chief school administrator within 72 hours of an employee's arrest or conviction of an offense listed in Section 111(e). All records will be made available to Sharpsville Area School District within 48 hours of the request.
4. This agreement assures that both agencies will abide by Federal and State standards regarding confidentiality of individual's information, as well as maintain the client's protected health information as required by law.
5. Sharpsville Area School District agrees to pay The Meadows Psychiatric Center \$67 per day for educational services offered by a Pennsylvania Certified teacher, Monday through Friday, while their student is at The Meadows.
6. This letter will remain in effect until either party requests termination by a written 30-day notice.

Kristi L. Godin-Snyder, D.Ed
Director of Education
The Meadows Psychiatric Center

David Grabowski, LCSW
CEO/Managing Director
The Meadows Psychiatric Center

John P. Vannoy
School District Representative

Superintendent

Title

6-20-18

Date

Date

Date

132 The Meadows Drive, Centre Hall, PA 16828 | ph 814.364.2161 / fax 814.364.9742 | www.themeadows.net

OUTPATIENT CLINICS: 190 MATCH FACTORY PLACE, BELLEFONTE / 25 ROTHERMEL DRIVE, YEAGERTOWN / 620 WASHINGTON STREET, HUNTINGDON / 1.888.520.8224
BLENDED CASE MANAGEMENT: HUNTINGDON, MIFFLIN & JUNIATA COUNTIES 1.888.520.8224 CRISIS INTERVENTION: CENTRE COUNTY CAN HELP 1.800.643.5432 / CLEARFIELD-JEFFERSON COUNTIES
CRISIS 1.800.341.5040 / JUNIATA VALLEY CRISIS (HUNTINGDON, MIFFLIN, JUNIATA) 1.800.929.9583 / BEDFORD-SOMERSET CRISIS 1.866.611.6467 / SCHUYLKILL COUNTY WE HELP 1.877.993.4357 /
CAMBRIA COUNTY REACH LINE 1.877.268.9463

**Purchase of Service Agreement
Sharpsville Area School District
And**

**Crossroads Group Homes and Services, Inc.
Private Academic Schools**

This agreement is made the 19th day of June, 2019 between the Sharpsville Area School District, 1 Blue Devil Way, Sharpsville, Pa. 16150 and Crossroads Group Homes and Services, Inc., 1243 Roemer Boulevard, Farrell, Pa. 16121. The contract period is from August 26, 2019 through June 2, 2020

1. Facilities Environmental Health and Safety

- a.) Crossroads, Inc. assures that the buildings at 1243 and 1246 Roemer Boulevard in Farrell conform to applicable fire and panic requirements of the Commonwealth or any of its political subdivision.
- b.) A statement of approval by the Department of Labor and Industry is on file at the school district.
- c.) A copy of the licensing approval is on file with the school district and will be updated on a yearly basis.
- d.) Crossroads, Inc. assures that the health, physical welfare, and safety of pupils is maintained as evidenced by the annual survey and inspection of the building by the Department of Public Welfare and the Department of Health.
- e.) Crossroads, Inc. has a procedure on file for student and parent/guardian concerns and that any complaint will be referred to the Sharpsville Area School District.

2. School Food Service

- a.) Crossroads, Inc. assures that its kitchen and cafeteria facilities meet all state and local statutes regarding food safety and sanitation.
- b.) A copy of state and local inspections are on file with the Sharpsville Area School District.

3. Staffing

- a.) Crossroads, Inc. staff members meet the following criteria:
 - 1.) Employees must be of good moral character
 - 2.) Employees must be 21 years of age or older.
 - 3.) Employees must have a minimum of a high school diploma or GED
 - 4.) Act 33 and 34 Clearances are obtained for all staff and are on file at Crossroads Inc.
 - 5.) Physicals and TB test results are completed for all employees and are on file at Crossroads Inc.
 - 6.) Staff members are citizens of the United States or hold U.S. Immigration Services visa.
 - 7.) F.B.I. Clearances will be obtained and kept on file at Crossroads

4. Student Attendance

- a.) Crossroads, Inc. and the Sharpsville Area School District will maintain records of student attendance.
- b.) In the event that a student is absent or more than 45 minutes late to school, a representative of Crossroads will notify the Sharpsville Area School District within one hour of the start of the school day. A representative of Crossroads will also notify the parent or guardian of the child who was absent or late within the same time period.
- c.) The Sharpsville Area School District assures compliance with pupil attendance provisions under Chapter 11 of the State Board of Education Regulations.

5. Student and Program Records

- a.) The Sharpsville Area School District will maintain accurate and detailed records of each individual student attending Crossroads Inc., including:
 - 1.) Hours of instruction in each curricular area
 - 2.) Scholastic achievement
 - 3.) Test scores
 - 4.) Discipline/ Behavior records
 - 5.) Health records
 - 6.) Co-curricular activities records
 - 7.) IEPs
- b.) Crossroads, Inc.'s Director of Education will work cooperatively with school district personnel to provide necessary information and records.

6. Transportation

- a.) The district will provide normal daily transportation of students.
- b.) Crossroads will provide transportation to students serving extended days (orientation and detention)

7. Safe Schools

- a.) The Sharpsville Area School District maintains records in regard to incidents involving acts of violence, possession of a weapon or possession, use or sale of a controlled substance or possession, use or sale of alcohol or tobacco by any persons on school property. These incidents are reported to the Department of Education pursuant to 24 P.S. 13-1303-A.
- b.) Crossroads, Inc.'s Director of Education will immediately report all new incidents involving acts of violence, possession of a weapon or possession, use or sale of a controlled substance or possession, use or sale of alcohol or tobacco to the Sharpsville Area School District and the City of Farrell Police Department. Written reports will be kept on file.

8. School Health Services

- a.) The District will provide school health services to Sharpsville Area students at Crossroads Inc. in accordance to School Code.

9. Academic Standards and Assessment

- a.) A copy of the Crossroads planned course outlines are on file with the school district. The school complies with the academic standards in Reading, Writing, Speaking and Listening, Mathematics, and the Pennsylvania System of the State Assessment (PSSA) under Chapter 4 of the State Board of Education Regulations.

10. Special Education Services and Programs

- a.) The Sharpsville Area School District assures that special education services and provisions under Chapter 14 of the State Board of Education regulations, Chapter 342 of the Department of Education and all provisions of the Individuals with Disabilities Education Act are followed.

- b.) Crossroads, Inc. will monitor and assure that all IEPs are current and implemented. Crossroads' Director of Education will maintain contact with the school district's Director of Special Education to ensure compliance with Chapter 14.
- c.) Regular communication with student and parent / guardian will occur quarterly monitoring all IEP's.

11. Periodic Review of Students

A periodic review meeting will occur for each student at least every 90 school days. At the meeting, the treatment team will decide whether or not the student is ready to return to their home school district. Criteria for return is based on the student's behavior and attendance in the Crossroads program along with the student's standing with the Sharpsville Area School District.

12. Other Contractual Agreements

- a.) Length of the Contract- August 26, 2019 through June 2, 2020.
- b.) Insurance-Crossroads Inc. shall provide and maintain, at its cost and expense, during the entire period of this agreement, a Comprehensive general Liability Insurance policy, in form and from an insurer satisfactory to the Sharpsville Area School District, covering all services to be performed and all obligations assumed under the terms of this agreement. Coverage provided under the policy shall not be less than one million dollars (\$1,000,000) per occurrence, combined single limits for bodily injury (including disease or death) and property damage (including loss of use) and Sharpsville Area School District shall be listed as an additional insured. Crossroads shall also provide and maintain, at its expense, during the entire period of performance of this agreement, such other insurance as is necessary including, but not necessarily limited to: automobile liability insurance, and workman's compensation insurance. A certificate of insurance evidencing the required coverage shall be delivered to the Sharpsville Area School District prior to Crossroads Inc. commencement of performance under the agreement. All insurances required to be provided by Crossroads, Inc. shall be endorsed to provide that insurer will provide at least (30) days prior written notice to the Sharpsville Area School District in the event the insurance required herein is modified, altered, canceled, or not renewed, or if additional insured parties are added during the contract term, such alteration shall require approval and certification to all such additional parties. If Crossroads, Inc. shall not have obtained replacement insurance, as is herein required in this agreement, the Sharpsville Area School District shall have the right to treat such failure as material a breach of its agreement and to exercise all appropriate rights and remedies including termination and, if it so elects, to secure necessary insurance protection at Crossroads, Inc.'s expense.

- c.) Notice Provision: Any and all notices required under the terms and conditions of this agreement shall be delivered to the following:

Crossroads Inc.

Sharpsville Area S.D.

Alex Giroski
Executive Director of Operations
1243 Roemer Blvd.
Farrell, PA 16121

- d.) Contract Termination Rights- Either party may terminate this contract with 30 days written notice.
- e.) The school district will provide school lunches to students that are referred by the school district.
- f.) Hold Harmless: Crossroads, Inc. shall defend, indemnify and hold harmless, the Sharpsville Area School District, its officers, directors, employees, representatives and agents, from any and all liability, claims, charges, suits, actions and causes of action of any nature whatsoever, relating to any act or omission by Crossroads, Inc., its officers, directors, shareholders, employees, representatives and agents, regarding its duties and obligations under this Agreement, whether such act or omission is negligent, intentional, or unintentional.
- g.) Crossroads, Inc., for and in consideration of compensation the amount of \$60.10 per regular education student/per day and \$105.82 per special education student per day, agrees to provide educational services to students from the Sharpsville Area School District, including those ordered by the court. The billing period will begin on the 5th of each month and conclude on the 5th of the following month.

- h.) Nondiscrimination-In carrying out the terms of this agreement, both parties agree not to discriminate against any employee or child or other person on account of age, race, color, sex, religious creed, national origin, or physical or mental handicap. Crossroads, Inc. and the Sharon City School District shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission and with all laws prohibiting discrimination in hiring or employment opportunities.
- i.) Complete Agreement: this writing contains the entire agreement between the parties hereto and no modifications of this agreement shall be binding unless such modifications shall be in writing and signed by the parties hereto.
- j.) Governing Law/Jurisdiction/Venue: This agreement has been executed in the county of Mercer, Commonwealth of Pennsylvania and the rights and obligations of the parties shall be governed by, enforced under, litigated in and interpreted in accordance with the substantive law of the Commonwealth of Pennsylvania without regard to its principles of conflicts of law.
- k.) Assignability: Neither party to this agreement may assign its rights or delegate its duties without the express prior written consent of the other party, and any such purported assignment without written consent shall be void. Such consent shall not be unreasonably withheld, delayed or conditioned.

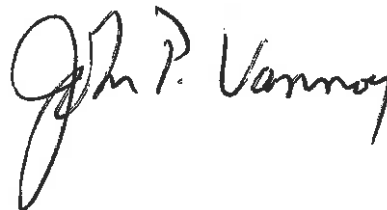
In witness whereof, the duly authorized officers of the parties hereby set their hand causing this agreement to be executed legally and binding.

Crossroads Inc.

Sharpsville Area School District



Alex Giroski
Executive Director of Operations



Taryn Kilbert
Executive Director of Education

**Purchase of Service Agreement
Sharpsville Area School District
And**

**Crossroads Group Homes and Services, Inc.
Alternative Education Program**

This agreement is made the 19th day of June, 2019 between the Sharpsville Area School District, 1 Blue Devil Way, Sharpsville, Pa. 16150 and Crossroads Group Homes and Services, Inc., 1243 Roemer Boulevard, Farrell, Pa. 16121. The contract period is from August 26, 2019 through June 2, 2020

1. Facilities Environmental Health and Safety

- a.) Crossroads, Inc. assures that the buildings at 1243 and 1246 Roemer Boulevard in Farrell conform to applicable fire and panic requirements of the Commonwealth or any of its political subdivision.
- b.) A statement of approval by the Department of Labor and Industry is on file at the school district.
- c.) A copy of the licensing approval is on file with the school district and will be updated on a yearly basis.
- d.) Crossroads, Inc. assures that the health, physical welfare, and safety of pupils is maintained as evidenced by the annual survey and inspection of the building by the Department of Public Welfare and the Department of Health.
- e.) Crossroads, Inc. has a procedure on file for student and parent/guardian concerns and that any complaint will be referred to the Sharpsville Area School District.

2. School Food Service

- a.) Crossroads, Inc. assures that its kitchen and cafeteria facilities meet all state and local statutes regarding food safety and sanitation.
- b.) A copy of state and local inspections are on file with the Sharpsville Area School District.

3. Staffing

- a.) Crossroads, Inc. staff members meet the following criteria:
 - 1.) Employees must be of good moral character
 - 2.) Employees must be 21 years of age or older.
 - 3.) Employees must have a minimum of a high school diploma or GED
 - 4.) Act 33 and 34 Clearances are obtained for all staff and are on file at Crossroads Inc.
 - 5.) Physicals and TB test results are completed for all employees and are on file at Crossroads Inc.
 - 6.) Staff members are citizens of the United States or hold U.S. Immigration Services visa.
 - 7.) F.B.I. Clearances will be obtained and kept on file at Crossroads

4. Student Attendance

- a.) Crossroads, Inc. and the Sharpsville Area School District will maintain records of student attendance.
- b.) In the event that a student is absent or more than 45 minutes late to school, a representative of Crossroads will notify the Sharpsville Area School District within one hour of the start of the school day. A representative of Crossroads will also notify the parent or guardian of the child who was absent or late within the same time period.
- c.) The Sharpsville Area School District assures compliance with pupil attendance provisions under Chapter 11 of the State Board of Education Regulations.

5. Student and Program Records

- a.) The Sharpsville Area School District will maintain accurate and detailed records of each individual student attending Crossroads Inc., including:
 - 1.) Hours of instruction in each curricular area
 - 2.) Scholastic achievement
 - 3.) Test scores
 - 4.) Discipline/ Behavior records
 - 5.) Health records
 - 6.) Co-curricular activities records
 - 7.) IEPs
- b.) Crossroads, Inc.'s Director of Education will work cooperatively with school district personnel to provide necessary information and records.

6. Transportation

- a.) The district will provide normal daily transportation of students.
- b.) Crossroads will provide transportation to students serving extended days (orientation and detention)

7. Safe Schools

- a.) The Sharpsville Area School District maintains records in regard to incidents involving acts of violence, possession of a weapon or possession, use or sale of a controlled substance or possession, use or sale of alcohol or tobacco by any persons on school property. These incidents are reported to the Department of Education pursuant to 24 P.S. 13-1303-A.
- b.) Crossroads, Inc.'s Director of Education will immediately report all new incidents involving acts of violence, possession of a weapon or possession, use or sale of a controlled substance or possession, use or sale of alcohol or tobacco to the Sharpsville Area School District and the City of Farrell Police Department. Written reports will be kept on file.

8. School Health Services

- a.) The District will provide school health services to Sharpsville Area students at Crossroads Inc. in accordance to School Code.

9. Academic Standards and Assessment

- a.) A copy of the Alternative Education Program, including a course outline, objectives, and standards are on file with the school district. The Sharpsville Area School District assures that Crossroads, Inc.'s Alternative Education Program complies with the academic standards in Reading, Speaking and Listening, Mathematics, and the Pennsylvania System of State Assessment (PSSA) under Chapter 4 of the State Board of Education Regulations.

10. Special Education Services and Programs

- a.) The Sharpsville Area School District assures that special education services and provisions under Chapter 14 of the State Board of Education regulations, Chapter 342 of the Department of Education and all provisions of the Individuals with Disabilities Education Act are followed.

- b.) Crossroads, Inc. will monitor and assure that all IEPs are current and implemented. Crossroads' Director of Education will maintain contact with the school district's Director of Special Education to ensure compliance with Chapter 14.
- c.) Regular communication with student and parent / guardian will occur quarterly monitoring all IEP's.

11. Identification of Eligible Students

- a.) Students are identified for placement in an Alternative Education Program for the following:
 - 1.) Disregard for school authority, including persistent violation of school policy and rules.
 - 2.) Display or use of controlled substances on school property or during school-affiliated activities.
 - 3.) Violent or threatening behavior on school property or during school-related activities.
 - 4.) Possession of a weapon on school property as defined under 18 Pa. C.S. Section 912 (relating to possession of a weapon on school property).
 - 5.) Commission of a criminal act on school property.
 - 6.) Misconduct that would merit suspension or expulsion under school property.

12. Periodic Review of Students

A periodic review meeting will occur for each student at least every 90 school days. At the meeting, the treatment team will decide whether or not the student is ready to return to their home school district. Criteria for return is based on the student's behavior and attendance in the Crossroads program along with the student's standing with the Sharpsville Area School District.

13. Other Contractual Agreements

- a.) Length of the Contract- August 26, 2019 through June 2, 2020.
- b.) Insurance-Crossroads Inc. shall provide and maintain, at its cost and expense, during the entire period of this agreement, a Comprehensive general Liability Insurance policy, in form and from an insurer satisfactory to the Sharpsville Area School District, covering all services to be performed and all obligations assumed under the terms of this agreement. Coverage provided under the policy shall not be less than one million dollars (\$1,000,000) per occurrence, combined single limits for bodily injury (including disease or death) and

property damage (including loss of use) and Sharpsville Area School District shall be listed as an additional insured. Crossroads shall also provide and maintain, at its expense, during the entire period of performance of this agreement, such other insurance as is necessary including, but not necessarily limited to: automobile liability insurance, and workman's compensation insurance. A certificate of insurance evidencing the required coverage shall be delivered to the Sharpsville Area School District prior to Crossroads Inc. commencement of performance under the agreement. All insurances required to be provided by Crossroads, Inc. shall be endorsed to provide that insurer will provide at least (30) days prior written notice to the Sharpsville Area School District in the event the insurance required herein is modified, altered, canceled, or not renewed, or if additional insured parties are added during the contract term, such alteration shall require approval and certification to all such additional parties. If Crossroads, Inc. shall not have obtained replacement insurance, as is herein required in this agreement, the Sharpsville Area School District shall have the right to treat such failure as material a breach of its agreement and to exercise all appropriate rights and remedies including termination and, if it so elects, to secure necessary insurance protection at Crossroads, Inc.'s expense.

- c.) Notice Provision: Any and all notices required under the terms and conditions of this agreement shall be delivered to the following:

Crossroads Inc.

Sharpsville Area S.D.

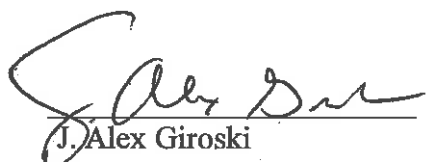
Alex Giroski
Executive Director of Operations
1243 Roemer Blvd.
Farrell, PA 16121

- d.) Contract Termination Rights- Either party may terminate this contract with 30 days written notice.
- e.) The school district will provide school lunches to students that are referred by the school district.
- f.) Hold Harmless: Crossroads, Inc. shall defend, indemnify and hold harmless, the Sharpsville Area School District, its officers, directors, employees, representatives and agents, from any and all liability, claims, charges, suits, actions and causes of action of any nature whatsoever, relating to any act or omission by Crossroads, Inc., its officers, directors, shareholders, employees, representatives and agents, regarding its duties and obligations under this Agreement, whether such act or omission is negligent, intentional, or unintentional.

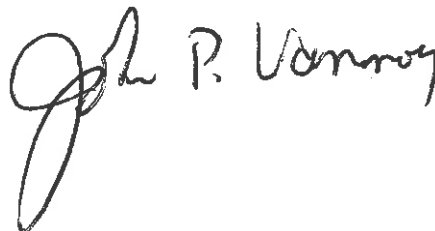
- g.) Crossroads, Inc., for and in consideration of compensation the amount of \$60.10 per regular education student/per day and \$105.82 per special education student per day, agrees to provide educational services to students from the Sharpsville Area School District, including those ordered by the court. The billing period will begin on the 5th of each month and conclude on the 5th of the following month.
- h.) Nondiscrimination-In carrying out the terms of this agreement, both parties agree not to discriminate against any employee or child or other person on account of age, race, color, sex, religious creed, national origin, or physical or mental handicap. Crossroads, Inc. and the Sharon City School District shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission and with all laws prohibiting discrimination in hiring or employment opportunities.
- i.) Complete Agreement: this writing contains the entire agreement between the parties hereto and no modifications of this agreement shall be binding unless such modifications shall be in writing and signed by the parties hereto.
- j.) Governing Law/Jurisdiction/Venue: This agreement has been executed in the county of Mercer, Commonwealth of Pennsylvania and the rights and obligations of the parties shall be governed by, enforced under, litigated in and interpreted in accordance with the substantive law of the Commonwealth of Pennsylvania without regard to its principles of conflicts of law.
- k.) Assignability: Neither party to this agreement may assign its rights or delegate its duties without the express prior written consent of the other party, and any such purported assignment without written consent shall be void. Such consent shall not be unreasonably withheld, delayed or conditioned.

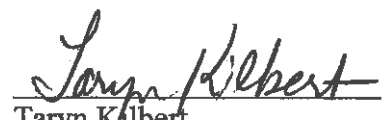
In witness whereof, the duly authorized officers of the parties hereby set their hand causing this agreement to be executed legally and binding.

Crossroads Inc.


J. Alex Giroski
Executive Director of Operations

Sharpsville Area School District




Taryn Kilbert
Executive Director of Education

AGREEMENT BETWEEN
SHARPSVILLE AREA SCHOOL DISTRICT (LEA) AND MERCER COUNTY HEAD START
(Agency)
MEMORANDUM OF UNDERSTANDING

Between

Sharpsville Area School District

And

Mercer County Head Start

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the parties involved to provide effective services for children and families served. This agreement shall be in effect from **July 1, 2019**, through **June 30, 2020**, and will be reviewed annually for necessary updates.

PURPOSE

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet new requirements of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), requiring local educational agencies (LEAs) receiving Title I funds to:

1. Establish channels of communication between school staff and Head Start staff;
2. Receive and transfer children's records, enrollment, parent communication;
3. Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers;
4. Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate; and
5. Link LEA educational services with Head Start agency services.

Activity 1: Establish channels of communication between school staff and their counterparts.

Communications will occur between the Sharpsville Area School District and Mercer County Head Start on an as needed basis, but no less than twice per academic year. Communication may occur between district administration, Head Start program administration/supervisors, district teaching staff and/or Head Start teaching staff. Communications may take place through email, phone calls and/or face to face meetings. Communications may include, but are not limited to, discussions regarding: names of students transitioning to the district from Head Start, academic records, attendance records, health information, socio-economic status of students and demographic information.

Activity 2: Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of the LEA.

The Mercer County Head Start will assure the Head Start programs compile records of children transitioning into the Sharpsville Area School District and seek parent consent to transfer these records. Records will be shared with Sharpsville Area School District no later than the last day of the school year prior to students transitioning. The LEA will receive, file, and utilize the files shared with them. The LEA will assure the kindergarten teacher who will

be responsible for a transferring child has access and utilizes the information shared with them from the Head Start agency. Items that may be included in records transferred from Head Start to the LEA: names of students transitioning to the district from Head Start, academic records, attendance records, health information and demographic information.

Activity 3: Conduct and attend meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers, or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children.

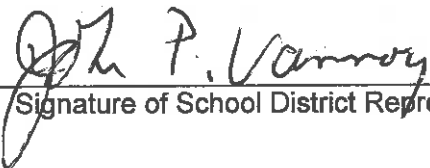
Mercer County Head Start and the Sharpsville Area School District will coordinate an annual meeting with receiving school staff to discuss the developmental and other needs of individual children. Participants in the meeting will include school building staff and the respective Head Start program sending students to each specific school building. Families of students attending Head Start will be invited by the agency to attend this meeting.

Activity 4: Joint transition-related training will occur between Sharpsville Area School District and Mercer County Head Start as appropriate.

The Sharpsville Area School District and Head Start program staff, will participate in transition round tables that occur and are implemented through the county level transition team. In addition, an LEA representative and a Head Start representative will participate as appropriate in the planning team for these events.

Activity 5: LEA will link the educational services provided by such LEA with the services provided by the local Head Start agencies.

Sharpsville Area School District and Mercer County Head Start will coordinate efforts to ensure that families have the necessary information to access high-quality early childhood care and education. Head Start agencies will collaborate and coordinate with public and private entities to improve the availability of quality services to Head Start children and their families. In addition, the LEA will offer school spaces for Head Start family events, and, if feasible, to expand Head Start services into specific school buildings.



Signature of School District Representative

6/20/19

Date

Signature of Mercer County Head Start Representative

Date

**SHARPSVILLE AREA SCHOOL DISTRICT
RESOLUTION 2 of 2019
COMPLIANCE WITH FEDERAL LAW**

As an Equal Rights and Opportunities School District, the Sharpsville Area School District does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or nonrelevant handicaps and disabilities. The Sharpsville Area School District's commitment of nondiscrimination extends to students, employees, prospective employees and the community.

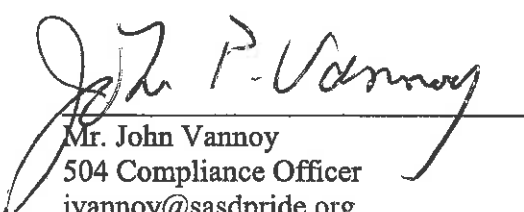
The Sharpsville Area School District is committed to the provisions of the Handicapped Act as amended by (PL 94-142) including Section 504.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.


The Sharpsville Area School District hereby certifies that its governing body has adopted the terms of this Resolution and the same is recorded in the meeting held on June 19, 2019.

Sharpsville Area School District
1 Blue Devil Way
Sharpsville, PA 16150

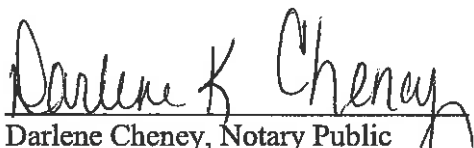

Timothy Dadich
Title IX Coordinator
tdadich@sasdpride.org
724-962-8300 ext. 4110


Mr. John Vannoy
504 Compliance Officer
jvannoy@sasdpride.org
724-962-8300 ext. 4104

Attest:


Jaime L. Roberts
Board Secretary

By:


Darlene Cheney, Notary Public
Commission Expires August 15, 2019


Mr. John Vannoy, Superintendent

