

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**Regular Meeting**  
**August 21, 2017**

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The regular meeting of the Sharpsville Area School Board was held in the Sharpsville Area Elementary School on Monday, August 21, 2017, at 7:00 p.m. with President Bill Henwood presiding. The following members were present: Ron Barnes, Darla Grandy, Rick Haywood, Bill Henwood, Tom Lapikas, Janice Raykie, and Jerry Trontel. David DeForest and Deanna Thomas were absent.

Also present were Superintendent Dr. Brad Ferko, Senior Business Manager/Board Secretary Jaime Roberts, Solicitor Robert Tesone and guests.

**ADOPTION OF THE AGENDA**

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

Motion carried.

**APPROVAL OF MINUTES**

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

Motion carried.

**OPPORTUNITY FOR CITIZEN PARTICIPATION**

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Gillian Demofonte – Fall Play

**SECRETARY'S REPORT**

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Board Secretary Jaime Roberts had no official action to report.

**TREASURER'S REPORT**

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Treasurer Jerry Trontel recommended the following action:



## SCHOOL ACCOUNTS

There was a motion by Mr. Trontel, seconded by Mr. Haywood, 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

	<u>June</u>	<u>July</u>
1) Payroll Fund	0.00	\$5,916.13
2) General Fund	1,906,713.11	1,170,221.88
3) Capital Reserve Fund	22,573.52	22,583.11
4) Capital Project Fund	8,477,547.18	8,478,324.66

### 2. RECOMMENDATION TO APPROVE BILLS FOR PAYMENT

#### a. General Fund

1)	Affirmed for June	\$1,829,770.35
2)	Affirmed for July	972,693.06
3)	Approved for August	244,670.49

#### b. Capital Project

1)	Approved for August	18,741.25
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Approved: Barnes, Grandy, Haywood, Henwood, Lapikas, Raykie, and Trontel

Opposed: None

Motion Carried.

## FINANCE REPORT

In the absence of Chairman David DeForest, Mr. Trontel recommended the following action:



### **ACTIVITY ACCOUNTS**

There was a motion by Mr. Trontel, seconded by Mrs. Grandy, to approve the monthly activity for the Middle and High School Activity Accounts for the months of June and July.

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

Opposed: None

Motion Carried.

### **EDULINK COMPLY AGREEMENT**

There was a motion by Mr. Trontel, seconded by Mrs. Grandy, to approve the EduLink Comply Agreement with annual licensing fee of \$3,385.00 for software to track District and PDE mandates, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

### **2017-18 IDEA-B SUB-GRANT AND IDEA SECTION 619 CONTRACT**

There was a motion by Mr. Trontel, seconded by Mrs. Grandy, to approve the following 2017-18 Midwestern Intermediate Unit IV Contracts:

1. IDEA-B Subgrant
2. IDEA Section 619

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

Opposed: None

Motion Carried.

### **MIDWESTERN INTERMEDIATE UNIT IV LEASE ADDENDUM**

There was a motion by Mr. Trontel, seconded by Mr. Lapikas, to approve the Midwestern Intermediate Unit IV Lease Addendum, the same being attached to and a part of these minutes.



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

Opposed: None

Motion Carried.

### **2017-18 SCHOOL RESOURCE OFFICER**

There was a motion by Mr. Trontel, seconded by Mrs. Raykie, to contract with the Borough of Sharpville for school police services for the 2017-18 school year for a maximum of eight (8) hours per school day at \$16.00 per hour plus payroll costs.

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

Opposed: None

Motion Carried.

### **RESOLUTION 5 OF 2017**

There was a motion by Mr. Trontel, seconded by Mr. Barnes, to approve Resolution 5 of 2017 regarding the Keystone Opportunity Expansion Zone for ten years, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

### **POLICY REPORT**

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Chairman Jerry Trontel recommended the following action:

### **REVISED POLICIES**

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

1. 203 – Immunizations and Communicable Diseases
2. 204 – Attendance
3. 246 – School Wellness
4. 317 – Conduct/Disciplinary Procedures
5. 626 – Federal Fiscal Compliance (Attachment)
6. 808 – Food Services



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

Opposed: None

Motion Carried.

### **NEW POLICY**

There was a motion by Mr. Trontel, seconded by Mrs. Grandy, to approve the following new policy, the same being attached to and a part of these minutes:

#### **1. 209.3 – Diabetes Management**

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

Opposed: None

Motion Carried.

### **CURRICULUM REPORT**

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In the absence of Chairman Deanna Thomas, Mr. Lapikas recommended the following action:

#### **2017-18 TESTING SCHEDULE**

There was a motion by Mr. Lapikas, seconded by Mr. Haywood, to approve the 2017-18 Testing Schedule, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

### **SAEA MEMORANDUM OF UNDERSTANDING**

There was a motion by Mr. Lapikas, seconded by Mr. Haywood, to approve the Sharpsville Area Education Association Memorandum of Understanding, the same being attached to and a part of these minutes.



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

Opposed: None

Motion Carried.

### **2017-18 STUDENT HANDBOOKS**

There was a motion by Mr. Lapikas, seconded by Mr. Trontel, to approve the 2017-18 Student Handbooks, the same being attached to and a part of these minutes:

1. Elementary
2. Middle School
3. High School

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

Opposed: None

Motion Carried.

### **EXECUTIVE SESSION**

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Mr. Henwood announced that the Board will recess for personnel reasons.

*The meeting recessed at 7:32 p.m.*

*The meeting reconvened at 7:54 p.m.*

### **PERSONNEL REPORT**

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Chairman Ron Barnes recommended the following action:

### **CLASS SIZE REDUCTION INITIATIVE TEACHER**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to approve one Elementary Teacher as a Class Size Reduction Initiative Teacher for the 2017-18 school year dependent upon Title IIA funding.

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

Opposed: None

Motion Carried.



**SUMMER FOOD SERVICE WORKERS**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to hire the following 2017 Substitute Summer Food Service Workers at the General Workers' Rate as per the AFSCME Agreement:

1. Terri Koval
2. Lisa Maxwell
3. Holly Ion

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

Opposed: None

Motion Carried.

**INSTRUCTIONAL NEW HIRE – DENOI**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to hire Kailey DeNoi as an Elementary Autistic Support Instructor effective with the 2017-18 school year at the rate of \$48,629.00 (Step B-1) with benefits as per the SAEA Agreement.

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

Opposed: None

Motion Carried.

**SUMMER READING CAMP PERSONNEL**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to hire Sandra Demofonte as a 2017 Summer Reading Camp Personnel at the Adult Education Rate as per the SAEA Agreement.

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

Opposed: None

Motion Carried.

**LEAVE OF ABSENCE**

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



1. Julie Harris – September 8, 2017 through the end of the first semester
2. Jennifer Kuhn – June 1, 2, 5, 6, 7, 8, and 9, 2017
3. Lisa Maxwell - June 1, 2, 5, 6, 7, 8, 9, 12 and 13, 2017
4. Amanda Palko – June 12, 2017
5. Patricia Shuttleworth - - June 1, 2, 5, 6, 7, 8, 9, 12 and 13, 2017

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

Opposed: None

Motion Carried.

#### **RETIREMENT RESIGNATION – SHUTTLEWORTH**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to accept the retirement of Patricia Shuttleworth effective August 6, 2017 with regret.

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

Opposed: None

Motion Carried.

#### **RECALL FROM FURLOUGH**

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to recall Claudell Whitehead from furlough to a two (2) hour per day Cafeteria General Worker with an effective date of August 10, 2017.

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

Opposed: None

Motion Carried.

#### **RESIGNATION – RENEE CANTRELL**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to accept the resignation of Renee Cantrell as an Instructional Aide, Summer Reading Camp Personnel and First Assistant Golf Coach effective July 14, 2017.

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

Opposed: None

Motion Carried.



**RESIGNATION – TESTANI**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to accept the resignation of Paulette Testani as an Instructional Aide effective July 13, 2017.

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

Opposed: None

Motion Carried.

**CAFETERIA NEW HIRE – DERR**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to hire Holly Derr as a four and one half (4.5) hour per day Cafeteria General Worker with salary and benefits as per the AFSCME Agreement effective August 10, 2017.

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

Opposed: None

Motion Carried.

**STUDENT TEACHERS/FIELD MONITORING**

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to approve the following Student Teachers/Field Monitors for the Fall of the 2017-18 school year:

1. Jacob Marino- Thiel College Placed with Deanna Lauther
2. Alexis DeMott – Thiel College Placed with Brenda Weingartner

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

Opposed: None

Motion Carried.

**SPONSOR/ADVISOR APPROVAL – RESCINDED**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to rescind the motion hiring Michele Nespor as the Middle School Newspaper Advisor at the rate of \$347.00 for the 2017-18 school year.



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

Opposed: None

Motion Carried.

**SPONSORS/ADVISORS APPROVAL – RESCINDED**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to rescinding the motion hiring Darlene Cheney as the Webmaster at the rate of \$750.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.

**2017-18 SPONSORS AND ADVISORS**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to appoint the following Sponsors and Advisors for the 2017-18 school year:

1. Patricia Tetrick	Middle School Newspaper	\$347.00
2. Kailey DeNoi	Cheerleading Volunteer	N/A
3. Aaron Meardith	Webmaster	\$750.00

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

Opposed: None

Motion Carried.

**VOLUNTEER BAND VAN DRIVERS**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to approve the following individuals as Volunteer Band Van Drivers for the 2017-18 school year:

1. Adam Reynolds
2. Brad Misavage

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

Opposed: None

Motion Carried.



**INSTRUCTIONAL AIDE NEW HIRE – MURPHY**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to provisionally hire Peggy Murphy as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.

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

Opposed: None

Motion Carried.

**INSTRUCTIONAL AIDE NEW HIRE – YARGO**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to provisionally hire Daniel Yargo as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.

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

Opposed: None

Motion Carried.

**INSTRUCTIONAL AIDE NEW HIRE – HILTON**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to provisionally hire Jason Hilton as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.

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

Opposed: None

Motion Carried.

**INSTRUCTIONAL AIDE NEW HIRE – GOLUB**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to provisionally hire Lindsey Golub as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.



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

Opposed: None

Motion Carried.

#### **INSTRUCTIONAL AIDE NEW HIRE – MENDILLO**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to provisionally hire Patricia Mendillo as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.

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

Opposed: None

Motion Carried.

#### **INSTRUCTIONAL AIDE NEW HIRE – RAMSEY**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to provisionally hire Jessica Ramsey as a seven (7) hour per day Instructional Aide effective August 31, 2017 with salary and benefits as per the AFSCME Agreement.

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

Opposed: None

Motion Carried.

#### **AUTHORIZATION TO HIRE**

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to authorize the administration to hire one (1) instructional aide with retro-active approval at the September meeting.

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

Opposed: None

Motion Carried.

#### **SUPERINTENDENT GOALS**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to approve the Superintendent's Goals for the 2017-18 school year, the same being attached to and a part of these minutes.



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

Opposed: None

Motion Carried.

**SALARY INCREASE – ADMINISTRATIVE ASSISTANT TO THE BUSINESS MANAGER**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to approve a 3% salary increase for Administrative Assistant to the Business Manager Barbara Dunlap at the rate of \$46,837.00 for the 2017-18 school year.

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

Opposed: Raykie

Motion Carried.

**SALARY INCREASE – ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

There was a motion by Mr. Barnes, seconded by Mr. Lapikas, to approve a 2% salary increase for Administrative Assistant to the Superintendent Darlene Cheney at the rate of \$41,555.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.

**SALARY INCREASE – ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF STUDENT SERVICES**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to approve a 3% salary increase for Administrative Assistant to the Director of Student Services Krystal Miller at the rate of \$40,664.00 for the 2017-18 school year.

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

Opposed: Barnes and Raykie

Motion Carried.



**SALARY INCREASE –DIRECTOR OF STUDENT SERVICES**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to approve a 2% salary increase for Director of Students Services John Vannoy at the rate of \$98,838.00 for the 2017-18 school year.

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

Opposed: Haywood

Motion Carried.

**SALARY INCREASE – TECHNOLOGY INTEGRATOR/DATA SPECIALIST**

There was a motion by Mr. Barnes, to approve a 2% salary increase for Technology Integrator/Data Specialist Kirk Scurpa at the rate of \$98,646.00 for the 2017-18 school year.

The motion failed for lack of second.

**EXECUTIVE SESSION**

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Mr. Henwood announced that the Board will recess to Executive Session for personnel reasons.

*The meeting recessed at 8:06 p.m.*

*The meeting reconvened at 8:14 p.m.*

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to approve a 0% salary increase for Technology Integrator/Data Specialist Kirk Scurpa at his existing pay rate for the 2017-18 school year.

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

Opposed: None

Motion Carried.

**SALARY INCREASE – DIRECTOR OF FACILITIES**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to approve a 2% salary increase for Director of Facilities Wade Hoagland at the rate of \$63,796.00 for the 2017-18 school year.



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

Opposed: Raykie

Motion Carried.

**SALARY INCREASE – ASSISTANT TO THE DIRECTOR OF FACILITIES**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to approve a 2% salary increase for Assistant Director of Facilities Andrew Kocis at the rate of \$48,450.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.

**SALARY INCREASE – SENIOR BUSINESS MANAGER**

There was a motion by Mr. Barnes, seconded by Mr. Trontel, to approve a 3% salary increase for Senior Business Manager Jaime Roberts at the salary of \$79,175.00 for the 2017-18 school year.

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

Opposed: Raykie

Motion Carried.

**SALARY INCREASE – SUPERINTENDENT**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to approve a 2% salary increase for Superintendent Dr. Brad Ferko at the salary of \$124,444.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.



### **SALARY INCREASE – BOARD SECRETARY**

There was a motion by Mr. Barnes, seconded by Mrs. Grandy, to approve a 2% salary increase for Jaime Roberts, Board Secretary at the salary of \$7,873.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.

### **SALARY INCREASE – ATHLETIC DIRECTOR**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to approve a 2% salary increase for Athletic Director Amanda Shannon at the salary of \$8,757.00 for the 2017-18 school year.

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

Opposed: None

Motion Carried.

### **BUILDINGS AND GROUNDS REPORT**

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Chairman Rick Haywood recommended the following action:

### **USE OF SCHOOL FACILITIES**

There was a motion by Mr. Haywood, seconded by Mrs. Grandy, to approve the following use of facilities requests:

1. The Sharpsville Area Elementary PTO to use the Elementary Hallways, Gymnasium, Office, Cafeteria and Restrooms on November 17, 2017 from 3:00 PM - 10:00 PM and November 18, 2017 from 6:30 AM - 5:00 PM for the Fall Craft Show/Chinese Office with a waiver of all fees
2. The Sharpsville Area Gridiron to use the High School Cafeteria and Kitchen on August 14-18, 2017 from 10:30 AM - 1:30 PM to feed football team during doubles with a waiver of fees
3. The Girl Scouts - Shenango Valley Unit to use any 7-8 classrooms June 11 - June 15, 2018 for Girl Scout Day Camp from 8:00 AM - 4:30 PM with a waiver of fees
4. The Laurel Technical Institute to use the High School Auditorium on September 13, 2017 from 4:00 PM - 8:00 PM for their graduation ceremony



Approved: Barnes, DeForest, Grandy, Haywood, Henwood, Raykie, Thomas, and Trontel

Opposed: None

Motion Carried.

### **REPLACEMENT TREES**

There was a motion by Mr. Haywood, seconded by Mrs. Grandy, to authorize the purchase of twenty (20) trees for the football field not to exceed \$3,000.00.

Approved: Barnes, DeForest, Grandy, Haywood, Henwood, Raykie, Thomas, and Trontel

Opposed: None

Motion Carried.

### **REFINISHING OF HIGH SCHOOL GYM FLOOR**

There was a motion by Mr. Haywood, seconded by Mrs. Raykie, to accept the proposal from Sport Floors, Inc. under Costars Contract 014-131 for the sanding/refinishing of the High School Gymnasium Floor at a cost of \$33,298.04 as itemized below and the repair of the Middle School Gymnasium Floor at a cost of \$30.00 per board to be paid with bond proceeds.

Base Price	\$21,574.00
New Black Cover Base	\$917.00
Repair Water Damage	\$3,215.00
Replace Volleyball Inserts	\$1,430.00
Alt-Floor Design - Blue Borders	\$2,337.76
Alt-Floor Design - Change Center Logo	\$385.20
Alt-Floor Design - Stain 3 Point Area	\$1,988.58
Alt-Floor Design - Two "S" Designs	\$975.50
Alt-Floor Design - Stain Volleyball Area	\$475.00

Approved: Barnes, DeForest, Grandy, Haywood, Henwood, Raykie, Thomas, and Trontel

Opposed: None

Motion Carried.

### **NEGOTIATIONS COMMITTEE**

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Mr. Henwood had no official action to report.



## PUBLIC RELATIONS COMMITTEE

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Mrs. Grandy announced that Meet the Devils is scheduled for this Wednesday and the first football game is Friday against West Middlesex.

## CAFETERIA REPORT

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Chairman Tom Lapikas recommended the following action:

### FINANCE REPORT

There was a motion by Mr. Lapikas, seconded by Mrs. Raykie, to approve the activity of the Cafeteria Fund for the months of June and July.

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

Opposed: None

Motion Carried.

### 2017-18 BREAKFAST/LUNCH PRICES

There was a motion by Mr. Lapikas, seconded by Mr. Haywood, to approve the following breakfast and lunch prices for the 2017-18 school year:

#### Breakfast

Reduced Price	\$ .15
Elementary/Middle/High School	.25
Adult	<del>1.50</del> sic. <u>1.75</u>

#### Lunch

Reduced Price	\$ .40
Elementary	2.20
Middle/High School	2.45
Adult	3.15

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

Opposed: None

Motion Carried.



**ATHLETIC REPORT**

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Chairman Janice Raykie recommended the following action:

**2017-18 ATHLETIC HANDBOOK**

There was a motion by Mrs. Raykie, seconded by Mr. Haywood, to approve the 2017-18 Athletic Handbook, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

**SPECIALTY ORTHOPEDICS STRENGTH AND CONDITIONING CONTRACT**

There was a motion by Mrs. Raykie, seconded by Mr. Haywood, to approve an agreement with Specialty Orthopedics for Strength and Conditioning at the cost of \$800.00 per month.

Approved: None

Opposed: Barnes, Grandy, Haywood, Henwood, Lapikas, Raykie, and Trontel

Motion Failed.

**2017-18 HEAD SOCCER COACH**

There was a motion by Mrs. Raykie, seconded by Mr. Trontel, to approve Daniel Yargo as the Boys' Soccer Head Coach for the 2017-18 school year at the rate of \$3,283.00 (Step 70%).

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

Opposed: None

Motion Carried.

**2017-18 GOLF COACH**

There was a motion by Mrs. Raykie, seconded by Mr. Grandy, to hire Jeffrey Steiner as a Golf Volunteer Coach for the 2017-18 school year.



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

Opposed: None

Motion Carried.

### **2017-18 MIDDLE SCHOOL SOCCER**

There was a motion by Mrs. Raykie, seconded by Mr. Barnes, to approve Stephen Paris as the Middle School Soccer Coach for the 2017-18 school year at the rate of \$1,525.00 (Max).

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

Opposed: None

Motion Carried.

### **MERCER COUNTY CAREER CENTER REPORT**

There was no report.

### **SUPERINTENDENT'S REPORT**

Superintendent Dr. Ferko recommended the following action:

#### **FIELD TRIPS**

There was a motion by Mrs. Grandy, seconded by Mr. Trontel, to approve the following field trips, for which the District may incur fuel costs for the trips:

1. Approximately 9 AP Biology Students to travel to PLE in Linesville, PA on September 11, 2017 and September 17, 2017 with estimated expenses to include transportation costs of \$384.86 and sub costs of \$227.00 for an estimated total of \$611.86
2. Approximately 90 6th Graders to travel to Heinz Hall on February 1, 2018 with estimated expenses to include transportation costs of \$303.14 and sub costs of \$339.15 for an estimated total of \$642.29
3. Approximately 94 7th Graders to travel to downtown Sharpsville on May 11, 2018 with no cost to the District
4. Approximately 110 8th Graders to travel to Gettysburg on May 24 & 25, 2018 with the only cost to the District being sub costs of \$226.10
5. Approximately 100 High School Marching Band Students to travel to Kennywood on August 20, 2017 with no cost to the District
6. Approximately 5 High School Choir Students to travel to Westminster College on September 28, 2017 with only the cost of transportation being \$50.00



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

Opposed: None

Motion Carried.

### **TRANSPORTATION CONTRACTS**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie, to approve the following transportation contracts for the 2017-18 school year, the same being attached to and a part of these minutes:

1. Reynolds School District
2. Erdos Transport Services

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

Opposed: None

Motion Carried.

### **BUS ROUTES**

There was a motion by Mr. Barnes, seconded by Mrs. Raykie to authorize Student Transportation of America, Inc. to create the bus routes and stops for the 2017-18 school year with retro-active approval at the September meeting.

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

Opposed: None

Motion Carried.

### **TRANSPORTATION VEHICLE APPROVAL**

There was a motion by Mrs. Raykie, seconded by Mr. Lapikas, to approve vehicle lists for the 2017-18 school year from the following transportation vendors, the same being attached to and a part of these minutes:

1. Reynolds School District
2. Student Transportation of America, Inc.
3. Erdos Transport Services



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

Opposed: None

Motion Carried.

#### **BUS DRIVER APPROVAL**

There was a motion by Mr. Barnes, seconded by Mr. Haywood, to approve the list of bus drivers from the following vendors for the 2017-18 school year, the same being attached to and a part of these minutes.

1. Reynolds School District
2. Student Transportation of America, Inc.
3. Erdos Transport Services

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

Opposed: None

Motion Carried.

#### **COMMUNITY COUNSELING CENTER OF MERCER COUNTY LINKAGE AGREEMENT**

There was a motion by Mrs. Grandy, seconded by Mrs. Raykie, to approve the Community Counseling Center of Mercer County Linkage Agreement for school years 2017-18 and 2018-19, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

#### **ONE FEDERAL CREDIT UNION AGREEMENT**

There was a motion by Mr. Trontel, seconded by Mr. Lapikas, to approve the agreement with ONE Federal Credit Union to provide a student savings program providing in-school services and financial education to students in Kindergarten through 12<sup>th</sup> grade, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.



**SHARPSVILLE POLICE DEPARTMENT MEMORANDUM OF UNDERSTANDING**

There was a motion by Mr. Haywood, seconded by Mrs. Grandy, to approve the Memorandum of Understanding with the Sharpsville Area Policy Department effective July 1, 2017 through June 30, 2019, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

**MERCER COUNTY BEHAVIORAL HEALTH COMMISSION AGREEMENT**

There was a motion by Mrs. Grandy, seconded by Mr. Barnes, to approve the agreement with Mercer County Behavioral Health Commission for the 2017-18 school year, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

**MERCER COUNTY HEAD START LETTER OF AGREEMENT**

There was a motion by Mr. Trontel, seconded by Mr. Haywood, to approve the Mercer County Head Start Letter of Agreement for "in-kind" space and services in the amount of \$7,757.36 as well as Type A lunches at a cost of \$3.00 per lunch and \$1.50 per breakfast, the same being attached to and a part of these minutes.

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

Opposed: None

Motion Carried.

**ADJOURNMENT**

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There was a motion by Mr Barnes, seconded by Mr Haywood, to adjourn the meeting.

Motion Carried.

The meeting adjourned at 8:47 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 Schools 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.

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NAME Gillian Demofonte

RESIDENCE 164 South Mercer Avenue, Sharpsville, PA, 16150

DATE 8-21-17

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# PAYROLL ACCOUNT BANK RECONCILIATION

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**FIRST NATIONAL BANK**

**RECONCILIATION DATE:**

**24-Jul-17**

**PREPARED BY:**

**Jaime Roberts**

<b>BALANCE PER BANK STATEMENT</b>		<b>OUTSTANDING CHECKS</b>	
AS OF:	30-Jun-17	CHECK #	DESCRIPTION
		Wire	PSERS 71,222.42
ADD DEPOSITS IN TRANSIT		Wire	PSERS 0.00
		7226	Jenkins 28.07
		10043	DelMonaco, K 59.59
Bank Fee	40.00	10945	Kistler, J. 48.43
		11366	Strain, J. 50.53
	40.00	12007	Aicher, S 10.17
SUBTOTAL .....	40.00	12512	Joseph, M 403.84
		13249	Barnes, J. 183.11
LESS CHECKS OUTSTANDING:		13270	AFSCME 1,803.79
Interest Transfer to Gen Fund	71.38	13271	AFSCME 48.16
		13305	Nashtock, K 402.20
(SEE LIST)	<u>104,818.59</u>	13314	AFSCME 1,746.00
		13315	AFSCME 33.70
TOTAL:	104,889.97	6301701	Berkheimer Tax Admin 27,007.80
	<u>104,889.97</u>	6301702	Berkheimer Tax Admin 180.00
		6301703	PA UC Fund 1,590.78
<b>BANK BALANCE PER STATEMENT RECONCILIATION</b>			
	<u>\$0.00</u>		
<b>GENERAL LEDGER ACCOUNT BALANCE</b>			
	16,827.65		
<b>ADD DEBITS:</b>			
DISTRICT	1,015,577.46		
TOTAL DEBITS	1,015,577.46		
SUBTOTAL .....	1,032,405.11		
<b>LESS CREDITS:</b>			
NET DEDUCTIONS	430,678.09		
NET PAYROLL	601,727.02		
TOTAL CREDITS	<u>1,032,405.11</u>		
<b>BANK BALANCE PER GENERAL LEDGER</b>		<b>TOTAL .....</b>	
	<u>\$0.00</u>	<u>\$104,818.59</u>	







# PAYROLL ACCOUNT BANK RECONCILLATION

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**FIRST NATIONAL BANK**

**RECONCILLATION DATE:**

**15-Aug-17**

**PREPARED BY:**

**Jaime Roberts**

<b>BALANCE PER BANK STATEMENT</b>		<b>OUTSTANDING CHECKS</b>	
AS OF:	31-Jul-17	CHECK #	DESCRIPTION
	\$44,841.79	Wire	PSERS 35,094.80
ADD DEPOSITS IN TRANSIT		Wire	PSERS 0.00
		7226	Jenkins 28.07
Bank Fee	40.00	10043	DelMonaco, K 59.59
		10945	Kistler, J. 48.43
	40.00	11366	Strain, J. 50.53
SUBTOTAL .....	40.00	12007	Aicher, S 10.17
LESS CHECKS OUTSTANDING:		12512	Joseph, M 403.84
Interest Tranfer to Gen Fund	26.04	13314	AFSCME 1,746.00
(SEE LIST)	<u>38,939.62</u>	13315	AFSCME 33.70
TOTAL:	38,965.66	13320	Harris, J. 267.86
	<u>38,965.66</u>	13324	Hogue, J. 83.40
		13329	Henwood, L. 404.09
		13346	AFSCME 709.14
<b>BANK BALANCE PER STATEMENT RECONCILIATION</b>			
	<u>\$5,916.13</u>		
<b>GENERAL LEDGER ACCOUNT BALANCE</b>			
	0.00		
<b>ADD DEBITS:</b>			
DISTRICT	497,492.89		
TOTAL DEBITS	497,492.89		
SUBTOTAL .....	497,492.89		
<b>LESS CREDITS:</b>			
NET DEDUCTIONS	195,571.49		
NET PAYROLL	296,005.27		
TOTAL CREDITS	<u>491,576.76</u>		
<b>BANK BALANCE PER GENERAL LEDGER</b>		<b>TOTAL .....</b>	
	<u>\$5,916.13</u>		
		<u>\$38,939.62</u>	







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

**JUNE 30, 2017**

**CURRENT MONTH**

**YEAR-TO-DATE**

BALANCE FORWARD MAY 31, 2017

CHECKING - GENERAL	\$ 83,478.21	\$ 39,901.78
INDEXED MONEY MARKET	256,094.25	851,547.47
PA GOV TRUST	136,887.78	436,333.26
PA GOV TRUST-I SHARES	853,924.45	50,906.50
INDEXED MONEY MARKET-Restricted	<u>100,308.10</u>	<u>100,000.00</u>

FUNDS AVAILABLE MAY 31, 2017	\$ 1,430,692.79	\$ 1,478,689.01
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RECEIPTS - JUNE

GENERAL REVENUE	2,392,400.45	15,528,302.98
ACCOUNTS RECEIVABLE	<u>56,415.69</u>	<u>2,048,788.83</u>

TOTAL RECEIPTS - JUNE	2,448,816.14	17,577,091.81
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DISBURSEMENTS - JUNE

GENERAL EXPENSES	2,542,405.16	16,584,560.74
ACCT'S PAYABLE	<u>(569,609.34)</u>	<u>564,506.97</u>

TOTAL DISBURSEMENTS JUNE	<u>(1,972,795.82)</u>	<u>(17,149,067.71)</u>
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FUNDS AVAILABLE JUNE 30, 2017	\$ 1,906,713.11	\$ 1,906,713.11
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DISTRIBUTION OF FUNDS:

CHECKING - GENERAL	282,471.60
INDEXED MONEY MARKET	256,199.49
PA GOV TRUST	412,375.50
PA GOV TRUST-I SHARES	855,666.52
INDEXED MONEY MARKET-RESTRICED	<u>100,000.00</u>

FUNDS AVAILABLE JUNE 30, 2017	\$ 1,906,713.11
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**SHARPSVILLE AREA SCHOOL DISTRICT  
TREASURER'S REPORT  
GENERAL FUND ACCOUNT**

**JUNE 30, 2017**

<b>INDEXED MONEY MARKET ACCOUNT</b>	<b>CURRENT INTEREST RATE:</b>	<b>0.50%</b>
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BALANCE FORWARD MAY 31, 2017 \$ 256,094.25

6/30/2017	MM INVESTMENT #19	<u>105.24</u>
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BALANCE AS OF JUNE 30, 2017 \$ 256,199.49

<b>PA GOVERNMENT TRUST INVESTMENTS</b>	<b>CURRENT INTEREST RATE:</b>	<b>0.71%</b>
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BALANCE FORWARD MAY 31, 2017 \$ 136,887.78

6/1/2017	INVESTMENT #30	1,762,740.57
6/5/2017	TO CHECKING	(5,668.62)
6/14/2017	TO CHECKING	(1,500,000.00)
6/16/2017	INVESTMENT #31	396,177.48
6/19/2017	TO CHECKING	(500,000.00)
6/29/2017	INVESTMENT #32	121,714.35
6/30/2017	INVESTMENT #33	<u>523.94</u>

BALANCE AS OF JUNE 30, 2017 \$ 412,375.50

<b>PA GOVERNMENT TRUST I SHARES INVESTMENTS</b>	<b>CURRENT INTEREST RATE:</b>	<b>0.88%</b>
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BALANCE FORWARD MAY 31, 2017 \$ 853,924.45

6/30/2017	INVESTMENT #6	<u>1,742.07</u>
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BALANCE AS OF JUNE 30, 2017 \$ 855,666.52

<b>INDEXED MONEY MARKET ACCOUNT-RESTRICTED</b>	<b>CURRENT INTEREST RATE:</b>	<b>0.50%</b>
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BALANCE FORWARD MAY 31, 2017 \$ 100,308.10

6/30/2017	INVESTMENT #12	41.22
6/30/2017	TO CHECKING	<u>(349.32)</u>

BALANCE AS OF JUNE 30, 2017 \$ 100,000.00



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

**JUNE 30, 2017**

BANK STATEMENT BALANCE	\$	286,125.04
PLUS DEPOSIT(S) IN TRANSIT		1,339.46

**LESS OUTSTANDING CHECKS:**

16763	DOMENIC LOMBARDI	80.11	
16842	ERDOS TRANSPORT SERVICES	2407.50	
16871	GENE PACSI	174.00	
16944	BELLS	180.00	
16951	T. DADICH	61.00	
16955	S. DEMOFONTE	12.69	
16965	GREENVILLE TRACK	90.00	
16967	W. HOAGLAND	50.00	
16988	NEW MATTER ART	499.00	
16990	PAESSP	595.00	
16993	T. PHILLIAN	210.27	
17011	ROBERT TESONE	583.33	
17022	PAMSLE	<u>50.00</u>	<u>(4,992.90)</u>

BANK BALANCE	\$	282,471.60
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	FOR THE MONTH JUNE	YEAR- TO-DATE
BEGINNING BALANCE	83,478.21	39,901.78
RECEIPTS	2,448,816.14	14,500,509.70
INVESTMENTS REDEEMED	<u>2,006,017.94</u>	<u>16,547,273.63</u>
SUB-TOTAL	4,538,312.29	31,087,685.11
DISBURSEMENTS	(2,368,973.30)	(19,337,971.80)
INVESTMENTS PURCHASED	<u>(1,886,867.39)</u>	<u>(11,467,241.71)</u>
BANK BALANCE	\$ 282,471.60	\$ 282,471.60



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
<b>10-1100 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	4,438,920.00	1,092,099.50	4,463,268.86	0.00	100.54	-24,348.86
200 PERSONNEL EMPL BENEFITS	2,785,137.00	503,516.53	2,662,911.07	0.00	95.61	122,225.93
300 PURCHASED PROF & TECH	170,250.00	19,577.17	172,670.92	0.00	101.42	-2,420.92
400 PURCHASED PROPERTY SVC	44,611.00	4,427.81	37,509.00	0.00	84.08	7,102.00
500 OTHER PURCHASED SERVICE	322,451.00	8,581.17	189,773.31	-1,931.67	58.25	134,609.36
600 SUPPLIES	174,259.00	2,598.36	175,514.06	0.00	100.72	-1,255.06
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>7,935,628.00</b>	<b>1,630,800.54</b>	<b>7,701,647.22</b>	<b>-1,931.67</b>	<b>97.02</b>	<b>235,912.45</b>
<b>10-1200 GENERAL FUND - SPEC PROG ELEMEN/SECOND</b>						
100 PERSONNEL SERV-SALARIES	918,180.00	206,277.41	944,985.94	0.00	102.91	-26,805.94
200 PERSONNEL EMPL BENEFITS	675,680.00	101,666.86	601,705.79	0.00	89.05	73,974.21
300 PURCHASED PROF & TECH	240,899.00	11,822.33	86,354.76	0.00	35.84	154,544.24
400 PURCHASED PROPERTY SVC	0.00	0.00	170.00	0.00	0.00	-170.00
500 OTHER PURCHASED SERVICE	110,363.00	9,207.34	120,246.07	4,457.94	112.99	-14,341.01
600 SUPPLIES	36,866.00	269.84	37,436.69	0.00	101.54	-570.69
700 PROPERTY	5,000.00	0.00	6,320.00	0.00	126.40	-1,320.00
800 OTHER OBJECTS	1,350.00	0.00	1,633.49	0.00	120.99	-283.49
<b>Total</b>	<b>1,988,338.00</b>	<b>329,243.78</b>	<b>1,798,852.74</b>	<b>4,457.94</b>	<b>90.69</b>	<b>185,027.32</b>
<b>10-1300 GENERAL FUND - VOCATIONAL EDUCATION</b>						
500 OTHER PURCHASED SERVICE	370,647.00	0.00	310,547.16	0.00	83.78	60,099.84
<b>Total</b>	<b>370,647.00</b>	<b>0.00</b>	<b>310,547.16</b>	<b>0.00</b>	<b>83.78</b>	<b>60,099.84</b>
<b>10-1400 GENERAL FUND - OTHER INSTRUCTION PROG</b>						
100 PERSONNEL SERV-SALARIES	11,687.00	4,015.71	18,637.75	0.00	159.47	-6,950.75
200 PERSONNEL EMPL BENEFITS	4,545.00	1,402.92	7,047.91	0.00	155.06	-2,502.91
300 PURCHASED PROF & TECH	25,112.00	0.00	4,000.00	0.00	15.92	21,112.00
500 OTHER PURCHASED SERVICE	33,153.00	1,400.00	875.81	0.00	2.64	32,277.19



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
600 SUPPLIES	1,900.00	0.00	1,372.97	0.00	72.26	527.03
<b>Total</b>	<b>76,397.00</b>	<b>6,818.63</b>	<b>31,934.44</b>	<b>0.00</b>	<b>41.80</b>	<b>44,462.56</b>
<b>10-2100 GENERAL FUND - SUPPORT SERV-PUPIL PERS</b>						
100 PERSONNEL SERV-SALARIES	319,345.00	67,214.49	292,154.80	0.00	91.48	27,190.20
200 PERSONNEL EMPL BENEFITS	183,255.00	29,726.29	164,923.14	0.00	89.99	18,331.86
300 PURCHASED PROF & TECH	5,015.00	2,524.50	13,240.38	0.00	264.01	-8,225.38
500 OTHER PURCHASED SERVICE	0.00	0.00	707.20	0.00	0.00	-707.20
600 SUPPLIES	2,409.00	0.00	2,925.81	0.00	121.45	-516.81
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>510,024.00</b>	<b>99,465.28</b>	<b>473,951.33</b>	<b>0.00</b>	<b>92.92</b>	<b>36,072.67</b>
<b>10-2200 GENERAL FUND - SUPPORT SERVICES-INSTRU</b>						
100 PERSONNEL SERV-SALARIES	240,804.00	37,216.43	238,675.20	0.00	99.11	2,128.80
200 PERSONNEL EMPL BENEFITS	187,548.00	19,341.71	176,590.49	0.00	94.15	10,957.51
300 PURCHASED PROF & TECH	27,823.00	3,815.16	25,418.35	0.00	91.35	2,404.65
400 PURCHASED PROPERTY SVC	784.00	8.00	748.00	0.00	95.40	36.00
500 OTHER PURCHASED SERVICE	22,488.00	12,923.45	17,126.62	0.00	76.15	5,361.38
600 SUPPLIES	69,748.00	-86.36	60,403.88	0.00	86.60	9,344.12
700 PROPERTY	6,250.00	0.00	6,250.00	0.00	100.00	0.00
800 OTHER OBJECTS	500.00	0.00	238.00	0.00	47.60	262.00
<b>Total</b>	<b>555,945.00</b>	<b>73,218.39</b>	<b>525,450.54</b>	<b>0.00</b>	<b>94.51</b>	<b>30,494.46</b>
<b>10-2300 GENERAL FUND - SUPPORT SERVICES-ADMIN</b>						
100 PERSONNEL SERV-SALARIES	579,748.00	59,019.57	555,673.75	0.00	95.84	24,074.25
200 PERSONNEL EMPL BENEFITS	406,107.00	34,265.00	368,846.49	0.00	90.82	37,260.51
300 PURCHASED PROF & TECH	60,391.00	2,319.82	68,281.10	0.00	113.06	-7,890.10
400 PURCHASED PROPERTY SVC	3,243.00	247.00	2,725.80	0.00	84.05	517.20
500 OTHER PURCHASED SERVICE	41,401.00	1,202.77	33,748.34	0.00	81.51	7,652.66
600 SUPPLIES	23,466.00	816.53	22,276.86	681.70	97.83	507.44



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

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	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	7,828.00	595.00	7,228.82	0.00	92.34	599.18
<b>Total</b>	<b>1,122,184.00</b>	<b>98,465.69</b>	<b>1,058,781.16</b>	<b>681.70</b>	<b>94.41</b>	<b>62,721.14</b>
<b>10-2400 GENERAL FUND - SUPP SVC-PUBLIC HEALTH</b>						
100 PERSONNEL SERV-SALARIES	86,529.00	18,438.56	86,636.53	0.00	100.12	-107.53
200 PERSONNEL EMPL BENEFITS	53,540.00	8,657.06	51,256.38	0.00	95.73	2,283.62
300 PURCHASED PROF & TECH	2,964.00	595.00	2,744.00	0.00	92.57	220.00
500 OTHER PURCHASED SERVICE	200.00	0.00	202.00	0.00	101.00	-2.00
600 SUPPLIES	2,319.00	0.00	2,015.26	0.00	86.90	303.74
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>145,552.00</b>	<b>27,690.62</b>	<b>142,854.17</b>	<b>0.00</b>	<b>98.14</b>	<b>2,697.83</b>
<b>10-2500 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	125,302.00	13,140.37	125,269.24	0.00	99.97	32.76
200 PERSONNEL EMPL BENEFITS	90,723.00	6,761.84	79,536.75	0.00	87.66	11,186.25
300 PURCHASED PROF & TECH	19,402.00	-2,222.10	25,616.07	0.00	132.02	-6,214.07
400 PURCHASED PROPERTY SVC	860.00	33.08	387.28	0.00	45.03	472.72
500 OTHER PURCHASED SERVICE	3,150.00	151.73	1,631.93	0.00	51.80	1,518.07
600 SUPPLIES	1,900.00	3.76	1,382.40	37.55	74.73	480.05
800 OTHER OBJECTS	245.00	0.00	235.00	0.00	95.91	10.00
<b>Total</b>	<b>241,582.00</b>	<b>17,868.68</b>	<b>234,058.67</b>	<b>37.55</b>	<b>96.90</b>	<b>7,485.78</b>
<b>10-2600 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	595,377.00	89,827.50	579,657.65	0.00	97.35	15,719.35
200 PERSONNEL EMPL BENEFITS	452,490.00	48,579.70	420,086.44	0.00	92.83	32,403.56
300 PURCHASED PROF & TECH	25,750.00	30.00	360.00	0.00	1.39	25,390.00
400 PURCHASED PROPERTY SVC	114,746.00	335.40	141,650.86	0.00	123.44	-26,904.86
500 OTHER PURCHASED SERVICE	67,412.00	300.00	62,211.80	0.00	92.28	5,200.20
600 SUPPLIES	408,529.00	26,722.07	372,486.82	0.00	91.17	36,042.18



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
700 PROPERTY	42,392.00	13,277.60	55,669.49	0.00	131.32	-13,277.49
800 OTHER OBJECTS	150.00	0.00	0.00	0.00	0.00	150.00
<b>Total</b>	<b>1,706,846.00</b>	<b>179,072.27</b>	<b>1,632,123.06</b>	<b>0.00</b>	<b>95.62</b>	<b>74,722.94</b>
<b>10-2700 GENERAL FUND -</b>						
500 OTHER PURCHASED SERVICE	518,556.00	20,299.69	502,026.14	0.00	96.81	16,529.86
<b>Total</b>	<b>518,556.00</b>	<b>20,299.69</b>	<b>502,026.14</b>	<b>0.00</b>	<b>96.81</b>	<b>16,529.86</b>
<b>10-2800 GENERAL FUND - SUPPORT SVCS-CENTRAL</b>						
100 PERSONNEL SERV-SALARIES	99,484.00	9,912.03	98,564.66	0.00	99.07	919.34
200 PERSONNEL EMPL BENEFITS	64,472.00	4,999.16	59,524.90	0.00	92.32	4,947.10
400 PURCHASED PROPERTY SVC	61,000.00	9,150.00	61,000.00	0.00	100.00	0.00
500 OTHER PURCHASED SERVICE	5,445.00	527.95	7,446.74	0.00	136.76	-2,001.74
600 SUPPLIES	200.00	0.00	37.98	0.00	18.99	162.02
800 OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>230,601.00</b>	<b>24,589.14</b>	<b>226,574.28</b>	<b>0.00</b>	<b>98.25</b>	<b>4,026.72</b>
<b>10-2900 GENERAL FUND -</b>						
500 OTHER PURCHASED SERVICE	10,500.00	0.00	8,401.24	0.00	80.01	2,098.76
<b>Total</b>	<b>10,500.00</b>	<b>0.00</b>	<b>8,401.24</b>	<b>0.00</b>	<b>80.01</b>	<b>2,098.76</b>
<b>10-3100 GENERAL FUND - FOOD SERVICES</b>						
100 PERSONNEL SERV-SALARIES	0.00	9,811.28	9,811.28	0.00	0.00	-9,811.28
200 PERSONNEL EMPL BENEFITS	0.00	-9,606.52	5,259.85	0.00	0.00	-5,259.85
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
<b>Total</b>	<b>0.00</b>	<b>204.76</b>	<b>15,071.13</b>	<b>0.00</b>	<b>0.00</b>	<b>-15,071.13</b>
<b>10-3200 GENERAL FUND - STUDENT ACTIVITIES</b>						
100 PERSONNEL SERV-SALARIES	185,255.00	11,153.50	174,385.30	0.00	94.13	10,869.70
200 PERSONNEL EMPL BENEFITS	72,007.00	4,145.59	65,631.23	0.00	91.14	6,375.77



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
300 PURCHASED PROF & TECH	77,504.00	2,873.33	62,559.70	0.00	80.71	14,944.30
400 PURCHASED PROPERTY SVC	6,782.00	90.00	6,913.34	0.00	101.93	-131.34
500 OTHER PURCHASED SERVICE	55,543.00	7,221.36	56,179.32	0.00	101.14	-636.32
600 SUPPLIES	47,284.00	2,644.74	45,144.86	478.17	96.48	1,660.97
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	10,643.00	1,110.00	24,330.27	0.00	228.60	-13,687.27
<b>Total</b>	<b>455,018.00</b>	<b>29,238.52</b>	<b>435,144.02</b>	<b>478.17</b>	<b>95.73</b>	<b>19,395.81</b>
<b>10-4200 GENERAL FUND - EXISTING SITE IMPROVE</b>						
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>10-4600 GENERAL FUND - EXISTING BLDG IMPROVE</b>						
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>10-5100 GENERAL FUND - OTHER EXPEND &amp; FINANCE</b>						
000	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	58,638.00	0.00	58,625.75	0.00	99.97	12.25
900 OTHER USES OF FUNDS	95,000.00	0.00	95,000.00	0.00	100.00	0.00
<b>Total</b>	<b>153,638.00</b>	<b>0.00</b>	<b>153,625.75</b>	<b>0.00</b>	<b>99.99</b>	<b>12.25</b>
<b>10-5200 GENERAL FUND - FUND TRANSFERS</b>						
900 OTHER USES OF FUNDS	1,213,582.00	7,000.00	1,275,785.26	0.00	105.12	-62,203.26
<b>Total</b>	<b>1,213,582.00</b>	<b>7,000.00</b>	<b>1,275,785.26</b>	<b>0.00</b>	<b>105.12</b>	<b>-62,203.26</b>
<b>10-5800 GENERAL FUND - SUSPENSE ACCOUNT</b>						
100 PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

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	0.00	-1,570.83	-20,362.57	0.00	0.00	20,362.57
300 PURCHASED PROF & TECH	0.00	0.00	78,095.00	0.00	0.00	-78,095.00
<b>Total</b>	<b>0.00</b>	<b>-1,570.83</b>	<b>57,732.43</b>	<b>0.00</b>	<b>0.00</b>	<b>-57,732.43</b>
<b>10-5900 GENERAL FUND - BUDGETARY RESERVE</b>						
900 OTHER USES OF FUNDS	4,767.00	0.00	0.00	0.00	0.00	4,767.00
<b>Total</b>	<b>4,767.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,767.00</b>
<b>10-6100 GENERAL FUND - TAXES LEVIED BY THE LEA</b>						
000	-5,114,818.00	-29,846.21	-5,165,542.19	0.00	100.99	50,724.19
<b>Total</b>	<b>-5,114,818.00</b>	<b>-29,846.21</b>	<b>-5,165,542.19</b>	<b>0.00</b>	<b>100.99</b>	<b>50,724.19</b>
<b>10-6400 GENERAL FUND - DELINQUENCIES TAXES LEV</b>						
000	-221,500.00	-44,732.40	-184,440.18	0.00	83.26	-37,059.82
<b>Total</b>	<b>-221,500.00</b>	<b>-44,732.40</b>	<b>-184,440.18</b>	<b>0.00</b>	<b>83.26</b>	<b>-37,059.82</b>
<b>10-6500 GENERAL FUND - EARNINGS ON INVESTMENTS</b>						
000	-4,000.00	-2,609.59	-14,768.96	0.00	369.22	10,768.96
<b>Total</b>	<b>-4,000.00</b>	<b>-2,609.59</b>	<b>-14,768.96</b>	<b>0.00</b>	<b>369.22</b>	<b>10,768.96</b>
<b>10-6700 GENERAL FUND - REV FROM STUDENT ACT</b>						
000	-33,335.00	0.00	-30,671.00	0.00	92.00	-2,664.00
<b>Total</b>	<b>-33,335.00</b>	<b>0.00</b>	<b>-30,671.00</b>	<b>0.00</b>	<b>92.00</b>	<b>-2,664.00</b>
<b>10-6800 GENERAL FUND - REV FROM INTERMEDIATE</b>						
000	-485,506.00	-30,677.08	-206,711.45	0.00	42.57	-278,794.55
<b>Total</b>	<b>-485,506.00</b>	<b>-30,677.08</b>	<b>-206,711.45</b>	<b>0.00</b>	<b>42.57</b>	<b>-278,794.55</b>
<b>10-6900 GENERAL FUND - OTHER REV FROM LOCAL</b>						
000	-341,116.00	-6,029.21	-262,378.03	-5,478.69	78.52	-73,259.28



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
<b>Total</b>	-341,116.00	-6,029.21	-262,378.03	-5,478.69	78.52	-73,259.28
<b>10-7100 GENERAL FUND - BASIC INSTRUCT &amp; OPER</b>						
000	-6,270,359.00	-1,613,304.69	-6,312,499.69	0.00	100.67	42,140.69
<b>Total</b>	-6,270,359.00	-1,613,304.69	-6,312,499.69	0.00	100.67	42,140.69
<b>10-7200 GENERAL FUND - SUBSIDIES SPECIAL ED</b>						
000	-744,540.00	-180,946.65	-723,176.65	0.00	97.13	-21,363.35
<b>Total</b>	-744,540.00	-180,946.65	-723,176.65	0.00	97.13	-21,363.35
<b>10-7300 GENERAL FUND - SUBSIDIES NON-ED PGMS</b>						
000	-1,188,977.00	-93,884.06	-1,206,212.38	0.00	101.44	17,235.38
<b>Total</b>	-1,188,977.00	-93,884.06	-1,206,212.38	0.00	101.44	17,235.38
<b>10-7500 GENERAL FUND - EXTRA GRANTS</b>						
000	-239,259.00	0.00	-239,259.00	0.00	100.00	0.00
<b>Total</b>	-239,259.00	0.00	-239,259.00	0.00	100.00	0.00
<b>10-7800 GENERAL FUND - SUBSIDIES ST PAID BENE</b>						
000	-1,918,825.00	-390,370.56	-1,179,718.37	0.00	61.48	-739,106.63
<b>Total</b>	-1,918,825.00	-390,370.56	-1,179,718.37	0.00	61.48	-739,106.63
<b>10-7900 GENERAL FUND - REVENUE FOR TECHNOLOGY</b>						
000	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>10-8600 GENERAL FUND - RESTRICT GRANTS-IN-AID</b>						
000	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>10-8700 GENERAL FUND -</b>						



# Condensed IV Board Summary Report

From 06/01/2017 To 06/30/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
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						
000	-33,500.00	0.00	-2,925.08	0.00	8.73	-30,574.92
Total	-33,500.00	0.00	-2,925.08	0.00	8.73	-30,574.92
10-9200 GENERAL FUND - PROCEEDS EXTENDED TERM						
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						
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
10-9500 GENERAL FUND - REFUND OF PRIOR YR EXP						
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
Fund 10 - GENERAL FUND						
Total Expenditure	15,867,818.00	2,536,975.99	15,097,417.30	3,723.69	95.16	766,677.01
Total Other Expenditure	1,371,987.00	5,429.17	1,487,143.44	0.00	108.39	-115,156.44
Total Revenue	-16,595,735.00	-2,392,400.45	-15,528,302.98	-5,478.69	93.60	-1,061,953.33
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	644,070.00	150,004.71	1,056,257.76	-1,755.00	163.72	-410,432.76



## Grand Total

Total Expenditure	15,867,818.00	2,536,975.99	15,097,417.30	3,723.69	95.16	766,677.01
Total Other Expenditure	1,371,987.00	5,429.17	1,487,143.44	0.00	108.39	-115,156.44
Total All Expenditures	17,239,805.00	2,542,405.16	16,584,560.74	3,723.69	96.22	651,520.57
Total Revenue	-16,595,735.00	-2,392,400.45	-15,528,302.98	-5,478.69	93.60	-1,061,953.33
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total All Revenues	-16,595,735.00	-2,392,400.45	-15,528,302.98	-5,478.69	93.60	-1,061,953.33
	644,070.00	150,004.71	1,056,257.76	-1,755.00	163.72	-410,432.76



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

**JUNE 30, 2017**

	MONTH OF JUNE	YEAR-TO-DATE
BALANCE FORWARD MAY 31, 2017	15,566.07	35,811.43
RECEIPTS - JUNE		
6/20/2017 FROM GENERAL FUND	7,000.00	
6/30/2017 INTEREST	7.45	
	7,007.45	
TOTAL RECEIPTS - JUNE	7,007.45	142,182.66
DISBURSEMENTS - JUNE		
NO DISBURSEMENTS		
TOTAL DISBURSEMENTS JUNE		
FUNDS AVAILABLE JUNE 30, 2017	-	155,420.57
	\$ 22,573.52	\$ 22,573.52
CHECKING		2.17
MONEY MARKET ACCOUNT [CURRENT INTEREST RATE: .50%]		22,571.35
FUNDS AVAILABLE JUNE 30, 2017		\$ 22,573.52



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

**JUNE 30, 2017**

	MONTH OF FEBRUARY	YEAR-TO-DATE
BALANCE FORWARD MAY 31, 2017	\$8,483,548.43	\$0.00
RECEIPTS - JUNE		
6/30/2017 INTEREST	<u>666.25</u>	
TOTAL RECEIPTS - JUNE	666.25	8,542,432.62
DISBURSEMENTS - JUNE		
6/19/2017 CK #106 ECKLES ARCHITECTURE	<u>6,667.50</u>	
TOTAL DISBURSEMENTS JUNE	<u>6,667.50</u>	<u>64,885.44</u>
FUNDS AVAILABLE JUNE 30, 2017	\$8,477,547.18	\$8,477,547.18

**SUMMARY OF CAPITAL PROJECT FUNDS**

PLGIT ARTM ACCOUNT (CURRENT RATE .86%)	1,033,547.18	
PLGIT CERTIFICATES OF DEPOSIT - SEE ATTACHED	<u>7,444,000.00</u>	
FUNDS AVAILABLE JUNE 30, 2017		\$8,477,547.18



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

**JUNE 30, 2017**

**CERTIFICATES OF DEPOSIT:**

<u>DATE</u>	<u>BANK</u>	<u>MATURITY</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
5/24/2017	First State Bank, Farnam, NE-(12244)	9/15/2017	1.10%	248,000.00
5/24/2017	Tristate Capital Bank, Pittsburgh, PA-(58457)	10/13/2017	1.00%	248,000.00
5/24/2017	New Omni Bank N.A., Alhambra, CA-(23086)	11/15/2017	1.10%	248,000.00
5/24/2017	Security Bank, Tulsa, OK-(4178)	12/15/2017	1.20%	248,000.00
5/24/2017	Orrstown Bank, Shippensburg, PA-(713)	3/15/2018	1.15%	247,000.00
5/24/2017	Crestmark Bank, Troy, MI-(34353)	3/15/2018	1.15%	247,000.00
5/24/2017	Community West Bank N.A., Goleta, CA-	3/15/2018	1.11%	212,000.00
5/24/2017	Western Alliance Bank, Phoenix, AZ-(57512)	3/15/2018	1.15%	247,000.00
5/24/2017	BofI Federal Bank, San Diego, CA-(35546)	3/15/2018	1.15%	247,000.00
5/24/2017	Flagler Bank, North Palm Beach, FL-(35218)	4/13/2018	1.30%	247,000.00
5/24/2017	Eureka Homestead, Metairie, LA-(29268)	4/13/2018	1.25%	247,000.00
5/24/2017	Usameribank, Largo, FL-(58427)	4/13/2018	1.25%	247,000.00
5/24/2017	Privatebank & Trust Co. (The) (Acqd	4/13/2018	1.20%	165,000.00
5/24/2017	Financial Federal Savings Bank,	4/13/2018	1.25%	247,000.00
5/24/2017	Pacific Western Bank (Acquired Security	4/13/2018	1.25%	247,000.00
5/24/2017	Landmark Community Bank, Collierville, TN-	5/15/2018	1.30%	246,000.00
5/24/2017	First Capital Bank, Germantown, TN-(57552)	5/15/2018	1.30%	246,000.00
5/24/2017	American National Bank Of Minnesota,	5/15/2018	1.40%	246,000.00
5/24/2017	Capital Community Bank, Provo, UT-(33823)	5/15/2018	1.30%	246,000.00
5/24/2017	Citizens State Bank Of La Crosse, La	5/15/2018	1.35%	246,000.00
5/24/2017	Mainstreet Bank, Herndon, VA-(57742)	5/15/2018	1.35%	246,000.00
5/24/2017	Affiliated Bank, Arlington, TX-(34885)	6/15/2018	1.36%	246,000.00
5/24/2017	First Internet Bank Of Indiana,	6/15/2018	1.35%	246,000.00
5/24/2017	Cornerstone Bank, Nebraska, York, NE-	6/15/2018	1.40%	246,000.00
5/24/2017	Bank Of China, New York, NY-(33653)	6/15/2018	1.35%	246,000.00
5/24/2017	East Boston Savings Bank, Boston, MA-	6/15/2018	1.35%	246,000.00
5/24/2017	Post Oak Bank, N.A., Houston, TX-(57729)	6/15/2018	1.35%	246,000.00
5/24/2017	Cfg Community Bank, Lutherville, MD-	8/15/2018	1.40%	245,000.00
5/24/2017	Bank Of The Ozarks, Little Rock, AR-(110)	8/15/2018	1.38%	165,000.00
5/24/2017	Third Coast Bank Ssb, Humble, TX-(58716)	8/15/2018	1.45%	245,000.00
5/24/2017	Prudential Savings Bank, Philadelphia, PA-	8/15/2018	1.45%	245,000.00
<b>TOTAL</b>				<b>\$ 7,444,000.00</b>







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

**JULY 31, 2017**

		FUNDS AVAILABLE
BALANCE FORWARD JULY 1, 2017		JULY 1, 2017
CHECKING - GENERAL	282,471.60	\$ 282,471.60
INDEXED MONEY MARKET	256,199.49	256,199.49
PA GOV TRUST	412,375.50	412,375.50
PA GOV TRUST-I SHARES	855,666.52	855,666.52
INDEXED MONEY MARKET-Restr.	<u>100,000.00</u>	<u>100,000.00</u>
 FUNDS AVAILABLE JULY 1, 2017	 \$ 1,906,713.11	 \$ 1,906,713.11
 RECEIPTS - JULY		
GENERAL REVENUE	231,286.51	231,286.51
ACCOUNT'S RECEIVABLE	<u>4,915.32</u>	<u>4,915.32</u>
 TOTAL RECEIPTS - JULY	 236,201.83	 236,201.83
 DISBURSEMENTS - JULY		
GENERAL EXPENSES	418,009.77	418,009.77
ACCT'S PAYABLE	<u>554,683.29</u>	<u>554,683.29</u>
 TOTAL DISBURSEMENTS JULY	 (972,693.06)	 (972,693.06)
 FUNDS AVAILABLE JULY 31, 2017	 <u>\$ 1,170,221.88</u>	 <u>\$ 1,170,221.88</u>

**DISTRIBUTION OF FUNDS:**

CHECKING - GENERAL	138,461.42
INDEXED MONEY MARKET	256,308.29
PA GOV TRUST	319,743.17
PA GOV TRUST-I SHARES	355,666.52
INDEXED MONEY MARKET-Restricted	<u>100,042.48</u>
 FUNDS AVAILABLE JULY 31, 2017	 \$ 1,170,221.88



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

**JULY 31, 2017**

<b>INDEXED MONEY MARKET ACCOUNT</b>		<b>CURRENT INTEREST RATE:</b>	<b>0.50%</b>
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BALANCE FORWARD JULY 1, 2017	\$	256,199.49
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07/31/17	INVESTMENT #1	<u>108.80</u>
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FUNDS AVAILABLE JULY 31, 2017	\$	256,308.29
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<b>PA GOVERNMENT TRUST INVESTMENTS</b>		<b>CURRENT INTEREST RATE:</b>	<b>0.77%</b>
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BALANCE FORWARD JULY 1, 2017	\$	412,375.50
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7/6/2017	TO CHECKING	(4,212.34)
7/18/2017	TO CHECKING	(200,000.00)
7/27/2017	INVESTMENT #1	111,363.00
7/31/2017	INVESTMENT #2	<u>217.01</u>

FUNDS AVAILABLE JULY 31, 2017	\$	319,743.17
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<b>PA GOVERNMENT TRUST I SHARES INVESTMENTS</b>		<b>CURRENT INTEREST RATE:</b>	<b>0.92%</b>
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BALANCE FORWARD JULY 1, 2017	\$	855,666.52
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07/14/17	TO CHECKING	<u>(500,000.00)</u>
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FUNDS AVAILABLE JULY 31, 2017	\$	355,666.52
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<b>INDEXED MONEY MARKET ACCOUNT-RESTRICTED</b>		<b>CURRENT INTEREST RATE:</b>	<b>0.50%</b>
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BALANCE FORWARD JULY 1, 2017	\$	100,000.00
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7/31/2017	INVESTMENT #1	<u>42.48</u>
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FUNDS AVAILABLE JULY 31, 2017	\$	100,042.48
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**SHARPSVILLE AREA SCHOOL DISTRICT  
BANK RECONCILIATION  
GENERAL FUND**

**JULY 31, 2017**

BANK STATEMENT BALANCE	\$	141,047.67
PLUS DEPOSIT(S) IN TRANSIT		6,111.02
LESS OUTSTANDING CHECKS:		

16763	D. LOMBARDI	80.11
16951	T. DADICH	61.00
16990	PAESSP	595.00
17049	T. DADICH	25.00
17059	ERDOS TRANSPORT	5,101.00
17061	ERIE INSURANCE	200.00
17068	WADE HOAGLAND	50.00
17091	PENN STATE UNIVERSITY	50.00
17113	ROBERT TESONE	583.33
17116	UNIVERSITY OF PITTSBURGH	600.00
17119	BOSTON MUTUAL	527.82
17122	IMPACT APPLICATION	435.00
17123	PA UC FUND	389.01
		389.01

0.00

FUNDS AVAILABLE JULY 31, 2017	\$	147,158.69
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	FOR THE MONTH JULY		YEAR- TO-DATE
BEGINNING BALANCE	\$ 282,471.60	\$	282,471.60
RECEIPTS	236,201.83		236,201.83
INVESTMENTS REDEEMED	<u>704,212.34</u>		<u>704,212.34</u>
SUB-TOTAL	1,222,885.77		1,222,885.77
DISBURSEMENTS	(972,693.06)		(972,693.06)
INVESTMENTS PURCHASED	<u>(111,731.29)</u>		<u>(111,731.29)</u>
BANK BALANCE	\$ 138,461.42	\$	138,461.42



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
<b>10-1100 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	4,351,810.00	0.00	0.00	0.00	0.00	4,351,810.00
200 PERSONNEL EMPL BENEFITS	2,824,607.00	0.00	0.00	-90.00	-0.00	2,824,697.00
300 PURCHASED PROF & TECH	189,046.00	788.83	788.83	-734.83	0.02	188,992.00
400 PURCHASED PROPERTY SVC	46,339.00	4,055.24	4,055.24	28,160.00	69.52	14,123.76
500 OTHER PURCHASED SERVICE	263,516.00	4,533.52	4,533.52	2,018.45	2.48	256,964.03
600 SUPPLIES	175,866.00	11,127.53	11,127.53	74,033.42	48.42	90,705.05
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	3,786.00	136.00	136.00	0.00	3.59	3,650.00
<b>Total</b>	<b>7,854,970.00</b>	<b>20,641.12</b>	<b>20,641.12</b>	<b>103,387.04</b>	<b>1.57</b>	<b>7,730,941.84</b>
<b>10-1200 GENERAL FUND - SPEC PROG ELEMEN/SECOND</b>						
100 PERSONNEL SERV-SALARIES	1,046,477.00	2,618.75	2,618.75	0.00	0.25	1,043,858.25
200 PERSONNEL EMPL BENEFITS	755,474.00	877.22	877.22	0.00	0.11	754,596.78
300 PURCHASED PROF & TECH	234,426.00	9,244.25	9,244.25	1,125.50	4.42	224,056.25
400 PURCHASED PROPERTY SVC	1,125.00	0.00	0.00	0.00	0.00	1,125.00
500 OTHER PURCHASED SERVICE	152,100.00	15,635.32	15,635.32	13,444.84	19.11	123,019.84
600 SUPPLIES	31,735.00	3,103.00	3,103.00	10,832.14	43.91	17,799.86
700 PROPERTY	0.00	0.00	0.00	4,830.00	0.00	-4,830.00
800 OTHER OBJECTS	2,650.00	0.00	0.00	250.00	9.43	2,400.00
<b>Total</b>	<b>2,223,987.00</b>	<b>31,478.54</b>	<b>31,478.54</b>	<b>30,482.48</b>	<b>2.78</b>	<b>2,162,025.98</b>
<b>10-1300 GENERAL FUND - VOCATIONAL EDUCATION</b>						
500 OTHER PURCHASED SERVICE	411,861.00	33,834.00	33,834.00	338,340.00	90.36	39,687.00
<b>Total</b>	<b>411,861.00</b>	<b>33,834.00</b>	<b>33,834.00</b>	<b>338,340.00</b>	<b>90.36</b>	<b>39,687.00</b>
<b>10-1400 GENERAL FUND - OTHER INSTRUCTION PROG</b>						
100 PERSONNEL SERV-SALARIES	11,625.00	0.00	0.00	0.00	0.00	11,625.00
200 PERSONNEL EMPL BENEFITS	4,798.00	0.00	0.00	0.00	0.00	4,798.00
300 PURCHASED PROF & TECH	29,112.00	1,750.00	1,750.00	0.00	6.01	27,362.00
500 OTHER PURCHASED SERVICE	23,175.00	2,756.52	2,756.52	0.00	11.89	20,418.48



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
600 SUPPLIES	1,900.00	0.00	0.00	0.00	0.00	1,900.00
800 OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>70,610.00</b>	<b>4,506.52</b>	<b>4,506.52</b>	<b>0.00</b>	<b>6.38</b>	<b>66,103.48</b>
<b>10-2100 GENERAL FUND - SUPPORT SERV-PUPIL PERS</b>						
100 PERSONNEL SERV-SALARIES	305,280.00	0.00	0.00	0.00	0.00	305,280.00
200 PERSONNEL EMPL BENEFITS	196,757.00	0.00	0.00	0.00	0.00	196,757.00
300 PURCHASED PROF & TECH	8,885.00	1,815.76	1,815.76	0.00	20.43	7,069.24
500 OTHER PURCHASED SERVICE	0.00	0.00	0.00	3,917.80	0.00	-3,917.80
600 SUPPLIES	1,785.00	1,826.82	1,826.82	838.43	149.31	-880.25
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>512,707.00</b>	<b>3,642.58</b>	<b>3,642.58</b>	<b>4,756.23</b>	<b>1.63</b>	<b>504,308.19</b>
<b>10-2200 GENERAL FUND - SUPPORT SERVICES-INSTRU</b>						
100 PERSONNEL SERV-SALARIES	245,500.00	9,346.25	9,346.25	0.00	3.80	236,153.75
200 PERSONNEL EMPL BENEFITS	160,145.00	4,128.01	4,128.01	300.00	2.76	155,716.99
300 PURCHASED PROF & TECH	22,840.00	6,495.00	6,495.00	0.00	28.43	16,345.00
400 PURCHASED PROPERTY SVC	696.00	8.00	8.00	88.00	13.79	600.00
500 OTHER PURCHASED SERVICE	22,088.00	1,631.11	1,631.11	0.00	7.38	20,456.89
600 SUPPLIES	41,570.00	4,524.44	4,524.44	19,310.18	57.33	17,735.38
700 PROPERTY	7,700.00	0.00	0.00	0.00	0.00	7,700.00
800 OTHER OBJECTS	500.00	0.00	0.00	0.00	0.00	500.00
<b>Total</b>	<b>501,039.00</b>	<b>26,132.81</b>	<b>26,132.81</b>	<b>19,698.18</b>	<b>9.14</b>	<b>455,208.01</b>
<b>10-2300 GENERAL FUND - SUPPORT SERVICES-ADMIN</b>						
100 PERSONNEL SERV-SALARIES	591,071.00	40,596.73	40,596.73	0.00	6.86	550,474.27
200 PERSONNEL EMPL BENEFITS	410,234.00	17,063.35	17,063.35	1,200.00	4.45	391,970.65
300 PURCHASED PROF & TECH	62,078.00	2,332.69	2,332.69	6,926.67	14.91	52,818.64
400 PURCHASED PROPERTY SVC	3,123.00	247.00	247.00	2,717.00	94.90	159.00
500 OTHER PURCHASED SERVICE	45,405.00	1,444.80	1,444.80	1,833.31	7.21	42,126.89
600 SUPPLIES	22,892.00	1,042.87	1,042.87	5,484.57	28.51	16,364.56



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

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	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	7,979.00	5,219.94	5,219.94	660.00	73.69	2,099.06
<b>Total</b>	<b>1,142,782.00</b>	<b>67,947.38</b>	<b>67,947.38</b>	<b>18,821.55</b>	<b>7.59</b>	<b>1,056,013.07</b>
<b>10-2400 GENERAL FUND - SUPP SVC-PUBLIC HEALTH</b>						
100 PERSONNEL SERV-SALARIES	89,561.00	75.00	75.00	0.00	0.08	89,486.00
200 PERSONNEL EMPL BENEFITS	56,959.00	6.32	6.32	0.00	0.01	56,952.68
300 PURCHASED PROF & TECH	2,964.00	0.00	0.00	721.00	24.32	2,243.00
500 OTHER PURCHASED SERVICE	210.00	0.00	0.00	0.00	0.00	210.00
600 SUPPLIES	848.00	0.00	0.00	1,161.57	136.97	-313.57
700 PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>150,542.00</b>	<b>81.32</b>	<b>81.32</b>	<b>1,882.57</b>	<b>1.30</b>	<b>148,578.11</b>
<b>10-2500 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	129,057.00	10,195.17	10,195.17	0.00	7.89	118,861.83
200 PERSONNEL EMPL BENEFITS	86,724.00	4,552.09	4,552.09	375.00	5.68	81,796.91
300 PURCHASED PROF & TECH	25,938.00	8,695.50	8,695.50	375.00	34.96	16,867.50
400 PURCHASED PROPERTY SVC	860.00	33.08	33.08	363.88	46.15	463.04
500 OTHER PURCHASED SERVICE	3,150.00	50.00	50.00	0.00	1.58	3,100.00
600 SUPPLIES	1,690.00	0.00	0.00	48.89	2.89	1,641.11
800 OTHER OBJECTS	245.00	228.00	228.00	0.00	93.06	17.00
<b>Total</b>	<b>247,664.00</b>	<b>23,753.84</b>	<b>23,753.84</b>	<b>1,162.77</b>	<b>10.06</b>	<b>222,747.39</b>
<b>10-2600 GENERAL FUND -</b>						
100 PERSONNEL SERV-SALARIES	596,170.00	9,320.41	9,320.41	0.00	1.56	586,849.59
200 PERSONNEL EMPL BENEFITS	436,650.00	3,768.20	3,768.20	0.00	0.86	432,881.80
300 PURCHASED PROF & TECH	28,538.00	25,011.54	25,011.54	330.00	88.79	3,196.46
400 PURCHASED PROPERTY SVC	128,190.00	27,053.40	27,053.40	17,980.00	35.13	83,156.60
500 OTHER PURCHASED SERVICE	69,624.00	330.71	330.71	3,025.00	4.81	66,268.29
600 SUPPLIES	405,435.00	17,066.78	17,066.78	25,775.10	10.56	362,593.12
700 PROPERTY	60,000.00	0.00	0.00	0.00	0.00	60,000.00



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
800 OTHER OBJECTS	150.00	0.00	0.00	0.00	0.00	150.00
<b>Total</b>	<b>1,724,757.00</b>	<b>82,551.04</b>	<b>82,551.04</b>	<b>47,110.10</b>	<b>7.51</b>	<b>1,595,095.86</b>
<b>10-2700 GENERAL FUND -</b>						
500 OTHER PURCHASED SERVICE	541,185.00	5,032.04	5,032.04	0.00	0.92	536,152.96
<b>Total</b>	<b>541,185.00</b>	<b>5,032.04</b>	<b>5,032.04</b>	<b>0.00</b>	<b>0.92</b>	<b>536,152.96</b>
<b>10-2800 GENERAL FUND - SUPPORT SVCS-CENTRAL</b>						
100 PERSONNEL SERV-SALARIES	138,973.00	11,184.33	11,184.33	0.00	8.04	127,788.67
200 PERSONNEL EMPL BENEFITS	100,018.00	4,880.39	4,880.39	300.00	5.17	94,837.61
400 PURCHASED PROPERTY SVC	0.00	0.00	0.00	0.00	0.00	0.00
500 OTHER PURCHASED SERVICE	5,920.00	1,666.35	1,666.35	167.64	30.97	4,086.01
600 SUPPLIES	200.00	0.00	0.00	0.00	0.00	200.00
800 OTHER OBJECTS	264.00	0.00	0.00	0.00	0.00	264.00
<b>Total</b>	<b>245,375.00</b>	<b>17,731.07</b>	<b>17,731.07</b>	<b>467.64</b>	<b>7.41</b>	<b>227,176.29</b>
<b>10-2900 GENERAL FUND -</b>						
500 OTHER PURCHASED SERVICE	10,500.00	0.00	0.00	0.00	0.00	10,500.00
<b>Total</b>	<b>10,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,500.00</b>
<b>10-3100 GENERAL FUND - FOOD SERVICES</b>						
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
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>10-3200 GENERAL FUND - STUDENT ACTIVITIES</b>						
100 PERSONNEL SERV-SALARIES	190,818.00	715.42	715.42	0.00	0.37	190,102.58
200 PERSONNEL EMPL BENEFITS	78,787.00	293.62	293.62	0.00	0.37	78,493.38
300 PURCHASED PROF & TECH	80,169.00	8,859.96	8,859.96	29,468.51	47.80	41,840.53



# Condensed IV Board Summary Report

fabrdco4

From 07/01/2017 To 07/31/2017

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	6,975.00	5,658.38	5,658.38	0.00	81.12	1,316.62
500 OTHER PURCHASED SERVICE	57,580.00	4,402.42	4,402.42	0.00	7.64	53,177.58
600 SUPPLIES	52,350.00	3,320.06	3,320.06	19,111.53	42.84	29,918.41
800 OTHER OBJECTS	12,437.00	0.00	0.00	120.00	0.96	12,317.00
<b>Total</b>	<b>479,116.00</b>	<b>23,249.86</b>	<b>23,249.86</b>	<b>48,700.04</b>	<b>15.01</b>	<b>407,166.10</b>
<b>10-4200 GENERAL FUND - EXISTING SITE IMPROVE</b>						
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>10-4600 GENERAL FUND - EXISTING BLDG IMPROVE</b>						
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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>10-5100 GENERAL FUND - OTHER EXPEND &amp; FINANCE</b>						
000	0.00	0.00	0.00	0.00	0.00	0.00
800 OTHER OBJECTS	56,434.00	0.00	0.00	0.00	0.00	56,434.00
900 OTHER USES OF FUNDS	95,000.00	0.00	0.00	0.00	0.00	95,000.00
<b>Total</b>	<b>151,434.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>151,434.00</b>
<b>10-5200 GENERAL FUND - FUND TRANSFERS</b>						
900 OTHER USES OF FUNDS	1,293,171.00	0.00	0.00	0.00	0.00	1,293,171.00
<b>Total</b>	<b>1,293,171.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,293,171.00</b>
<b>10-5800 GENERAL FUND - SUSPENSE ACCOUNT</b>						
100 PERSONNEL SERV-SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
200 PERSONNEL EMPL BENEFITS	0.00	-2,505.35	-2,505.35	45.52	0.00	2,459.83
300 PURCHASED PROF & TECH	0.00	79,933.00	79,933.00	0.00	0.00	-79,933.00



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
<b>Total</b>	0.00	77,427.65	77,427.65	45.52	0.00	-77,473.17
<b>10-5900 GENERAL FUND - BUDGETARY RESERVE</b>						
800 OTHER OBJECTS	242,350.00	0.00	0.00	0.00	0.00	242,350.00
<b>Total</b>	242,350.00	0.00	0.00	0.00	0.00	242,350.00
<b>10-6100 GENERAL FUND - TAXES LEVIED BY THE LEA</b>						
000	-5,139,933.00	-35,301.56	-35,301.56	0.00	0.68	-5,104,631.44
<b>Total</b>	-5,139,933.00	-35,301.56	-35,301.56	0.00	0.68	-5,104,631.44
<b>10-6400 GENERAL FUND - DELINQUENCIES TAXES LEV</b>						
000	-221,500.00	-20,878.29	-20,878.29	0.00	9.42	-200,621.71
<b>Total</b>	-221,500.00	-20,878.29	-20,878.29	0.00	9.42	-200,621.71
<b>10-6500 GENERAL FUND - EARNINGS ON INVESTMENTS</b>						
000	-7,500.00	-498.02	-498.02	0.00	6.64	-7,001.98
<b>Total</b>	-7,500.00	-498.02	-498.02	0.00	6.64	-7,001.98
<b>10-6700 GENERAL FUND - REV FROM STUDENT ACT</b>						
000	-32,360.00	0.00	0.00	0.00	0.00	-32,360.00
<b>Total</b>	-32,360.00	0.00	0.00	0.00	0.00	-32,360.00
<b>10-6800 GENERAL FUND - REV FROM INTERMEDIATE</b>						
000	-463,804.00	-61,324.08	-61,324.08	-77,112.08	29.84	-325,367.84
<b>Total</b>	-463,804.00	-61,324.08	-61,324.08	-77,112.08	29.84	-325,367.84
<b>10-6900 GENERAL FUND - OTHER REV FROM LOCAL</b>						
000	-419,726.00	-431.07	-431.07	-9,120.66	2.27	-410,174.27
<b>Total</b>	-419,726.00	-431.07	-431.07	-9,120.66	2.27	-410,174.27
<b>10-7100 GENERAL FUND - BASIC INSTRUCT &amp; OPER</b>						



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
000	-6,290,344.00	0.00	0.00	0.00	0.00	-6,290,344.00
Total	-6,290,344.00	0.00	0.00	0.00	0.00	-6,290,344.00
10-7200 GENERAL FUND - SUBSIDIES SPECIAL ED						
000	-722,973.00	-111,363.00	-111,363.00	0.00	15.40	-611,610.00
Total	-722,973.00	-111,363.00	-111,363.00	0.00	15.40	-611,610.00
10-7300 GENERAL FUND - SUBSIDIES NON-ED PGMS						
000	-1,340,917.00	0.00	0.00	0.00	0.00	-1,340,917.00
Total	-1,340,917.00	0.00	0.00	0.00	0.00	-1,340,917.00
10-7500 GENERAL FUND - EXTRA GRANTS						
000	-239,259.00	0.00	0.00	0.00	0.00	-239,259.00
Total	-239,259.00	0.00	0.00	0.00	0.00	-239,259.00
10-7800 GENERAL FUND - SUBSIDIES ST PAID BENE						
000	-2,057,761.00	0.00	0.00	0.00	0.00	-2,057,761.00
Total	-2,057,761.00	0.00	0.00	0.00	0.00	-2,057,761.00
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
10-8600 GENERAL FUND - RESTRICT GRANTS-IN-AID						
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 -						
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



# Condensed IV Board Summary Report

From 07/01/2017 To 07/31/2017

fabrdco4

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	Year To Date Encumbrances	% Used	Available Funds
10-8800 GENERAL FUND - MED ASSIST REIMBURSE						
000	-33,500.00	-1,490.49	-1,490.49	0.00	4.44	-32,009.51
Total	-33,500.00	-1,490.49	-1,490.49	0.00	4.44	-32,009.51
10-9200 GENERAL FUND - PROCEEDS EXTENDED TERM						
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						
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
10-9500 GENERAL FUND - REFUND OF PRIOR YR EXP						
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
Fund 10 - GENERAL FUND						
Total Expenditure	16,117,095.00	340,582.12	340,582.12	614,808.60	5.92	15,161,704.28
Total Other Expenditure	1,686,955.00	77,427.65	77,427.65	45.52	4.59	1,609,481.83
Total Revenue	-16,969,577.00	-231,286.51	-231,286.51	-86,232.74	1.87	-16,652,057.75
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	834,473.00	186,723.26	186,723.26	528,621.38	85.72	119,128.36



## Grand Totals

Total Expenditure	16,117,095.00	340,582.12	340,582.12	614,808.60	5.92	15,161,704.28
Total Other Expenditure	1,686,955.00	77,427.65	77,427.65	45.52	4.59	1,609,481.83
Total All Expenditures	17,804,050.00	418,009.77	418,009.77	614,854.12	5.80	16,771,186.11
Total Revenue	-16,969,577.00	-231,286.51	-231,286.51	-86,232.74	1.87	-16,652,057.75
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total All Revenues	-16,969,577.00	-231,286.51	-231,286.51	-86,232.74	1.87	-16,652,057.75
	834,473.00	186,723.26	186,723.26	528,621.38	85.72	119,128.36



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

**JULY 31, 2017**

			YEAR-TO-DATE
BALANCE FORWARD JULY 1, 2017	\$	22,573.52	\$ 22,573.52
RECEIPTS - JULY			
07/31/17 INTEREST		<u>9.59</u>	
TOTAL RECEIPTS - JULY		9.59	9.59
DISBURSEMENTS - JULY			
NO DISBURSEMENTS			
DISBURSEMENTS - JULY		<u>0.00</u>	<u>0.00</u>
FUNDS AVAILABLE JULY 31, 2017	\$	22,583.11	\$ 22,583.11

**SUMMARY OF CAPITAL RESERVE FUNDS**

CHECKING	2.17	
MONEY MARKET ACCOUNT [CURRENT INTEREST RATE: .50%]	<u>22,580.94</u>	
FUNDS AVAILABLE JULY 31, 2017		\$ 22,583.11



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

**JULY 31, 2017**

	MONTH OF FEBRUARY	YEAR-TO-DATE
BALANCE FORWARD JULY 1, 2017	\$8,477,547.18	\$8,477,547.18
7/31/2017 INTEREST	777.48	
FUNDS AVAILABLE JULY 31, 2017	777.48	777.48
NO DISBURSEMENTS		
DISBURSEMENTS - JULY	<u>0.00</u>	<u>0.00</u>
FUNDS AVAILABLE JULY 31, 2017	\$8,478,324.66	\$8,478,324.66

**SUMMARY OF CAPITAL PROJECT FUNDS**

PLGIT ARTM ACCOUNT (CURRENT RATE: .90%)	1,034,324.66	
PLGIT CERTIFICATES OF DEPOSIT	<u>7,444,000.00</u>	
FUNDS AVAILABLE JULY 31, 2017		\$8,478,324.66



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

**JULY 31, 2017**

**CERTIFICATES OF DEPOSIT:**

<u>DATE</u>	<u>BANK</u>	<u>MATURITY</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
5/24/2017	First State Bank, Farnam, NE-(12244)	9/15/2017	1.10%	248,000.00
5/24/2017	Tristate Capital Bank, Pittsburgh, PA-(58457)	10/13/2017	1.00%	248,000.00
5/24/2017	New Omni Bank N.A., Alhambra, CA-(23086)	11/15/2017	1.10%	248,000.00
5/24/2017	Security Bank, Tulsa, OK-(4178)	12/15/2017	1.20%	248,000.00
5/24/2017	Orrstown Bank, Shippensburg, PA-(713)	3/15/2018	1.15%	247,000.00
5/24/2017	Crestmark Bank, Troy, MI-(34353)	3/15/2018	1.15%	247,000.00
5/24/2017	Community West Bank N.A., Goleta, CA-	3/15/2018	1.11%	212,000.00
5/24/2017	Western Alliance Bank, Phoenix, AZ-(57512)	3/15/2018	1.15%	247,000.00
5/24/2017	BofI Federal Bank, San Diego, CA-(35546)	3/15/2018	1.15%	247,000.00
5/24/2017	Flagler Bank, North Palm Beach, FL-(35218)	4/13/2018	1.30%	247,000.00
5/24/2017	Eureka Homestead, Metairie, LA-(29268)	4/13/2018	1.25%	247,000.00
5/24/2017	Usameribank, Largo, FL-(58427)	4/13/2018	1.25%	247,000.00
5/24/2017	Privatebank & Trust Co. (The) (Acqd	4/13/2018	1.20%	165,000.00
5/24/2017	Financial Federal Savings Bank, Memphis, TN-	4/13/2018	1.25%	247,000.00
5/24/2017	Pacific Western Bank (Acquired Security	4/13/2018	1.25%	247,000.00
5/24/2017	Landmark Community Bank, Collierville, TN-	5/15/2018	1.30%	246,000.00
5/24/2017	First Capital Bank, Germantown, TN-(57552)	5/15/2018	1.30%	246,000.00
5/24/2017	American National Bank Of Minnesota,	5/15/2018	1.40%	246,000.00
5/24/2017	Capital Community Bank, Provo, UT-(33823)	5/15/2018	1.30%	246,000.00
5/24/2017	Citizens State Bank Of La Crosse, La	5/15/2018	1.35%	246,000.00
5/24/2017	Mainstreet Bank, Herndon, VA-(57742)	5/15/2018	1.35%	246,000.00
5/24/2017	Affiliated Bank, Arlington, TX-(34885)	6/15/2018	1.36%	246,000.00
5/24/2017	First Internet Bank Of Indiana,	6/15/2018	1.35%	246,000.00
5/24/2017	Cornerstone Bank, Nebraska, York, NE-	6/15/2018	1.40%	246,000.00
5/24/2017	Bank Of China, New York, NY-(33653)	6/15/2018	1.35%	246,000.00
5/24/2017	East Boston Savings Bank, Boston, MA-	6/15/2018	1.35%	246,000.00
5/24/2017	Post Oak Bank, N.A., Houston, TX-(57729)	6/15/2018	1.35%	246,000.00
5/24/2017	Cfg Community Bank, Lutherville, MD-	8/15/2018	1.40%	245,000.00
5/24/2017	Bank Of The Ozarks, Little Rock, AR-(110)	8/15/2018	1.38%	165,000.00
5/24/2017	Third Coast Bank Ssb, Humble, TX-(58716)	8/15/2018	1.45%	245,000.00
5/24/2017	Prudential Savings Bank, Philadelphia, PA-	8/15/2018	1.45%	245,000.00
<b>TOTAL</b>				<b>\$ 7,444,000.00</b>







**SHARPSVILLE AREA SCHOOL DISTRICT  
BOARD REPORT**

**August 21, 2017**

**GENERAL FUND:**

Total Bills to be Affirmed for June	\$1,829,770.35
Total Bills to be Affirmed for July	972,693.06
Total Bills to be Approved for August	244,670.49

**CAPITAL PROJECT FUND:**

Total Bills to be Approved for August	\$18,741.25
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# Fund Accounting Check Register

GENERAL FUND - From 06/01/2017 To 06/30/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00016925	06/06/2017	L2687600001	00011899	425754	10-3250-513-000-00-000-000-000-SEVO	513SBV	761.52
<b>Vendor: AMERSBUT - ANDERSON BUS &amp; TOUR</b>							
00016926	06/06/2017	L2687600002	00011861	Buhl	Remit # 1 Check Date: 06/06/2017	Check Amount:	761.52
00016926	06/06/2017	L2687600003	00011819	Buhl	10-3210-390-000-00-200-000-117-0000	132103902000000	40.00
<b>Vendor: BUHL PAC - BUHL PARK CORPORATION</b>							
00016927	06/06/2017	L2687600004	00011898	Dadich	Remit # 1 Check Date: 06/06/2017	Check Amount:	80.00
<b>Vendor: DADICHTIJ - TIMOTHY J DADICH</b>							
00016928	06/06/2017	L2687600005	00011900	45338	10-2380-580-000-30-800-000-137-0000	123805808000000	90.01
00016928	06/06/2017	L2687600006	00011900	45338	Remit # 1 Check Date: 06/06/2017	Check Amount:	90.01
00016928	06/06/2017	L2687600007	00011900	45230	10-2270-580-000-30-800-000-000-0000	122705808000000	200.00
<b>Vendor: FCCLA2 - FCCLA</b>							
00016929	06/06/2017	L2687600008	00011873	MPSEBT	10-3210-810-000-00-800-000-137-0000	132108108000000	30.00
<b>Vendor: MPSEBT - MIDWESTERN PA SCHOOL</b>							
00016930	06/06/2017	L2687600009	00011878	110005503740	Remit # 1 Check Date: 06/06/2017	Check Amount:	145.00
00016930	06/06/2017	L2687600010	00011878	110005508863	10-2620-622-000-00-200-000-000-0000	126206222000000	375.00
00016930	06/06/2017	L2687600011	00011878	110005508905	10-2620-622-000-00-980-000-000-0000	126206222980000	7,838.57
00016930	06/06/2017	L2687600012	00011878	110005508954	10-2620-622-000-00-980-000-000-0000	126206222980000	7,838.57
00016930	06/06/2017	L2687600013	00011878	110005508996	10-2620-622-000-00-980-000-000-0000	126206222980000	1,074.51
00016930	06/06/2017	L2687600014	00011878	110005503203	10-2620-622-000-00-500-000-000-0000	126206225000000	31.02
00016930	06/06/2017	L2687600015	00011878	110005503203	10-2620-622-000-00-800-000-000-0000	126206222800000	128.57
<b>Vendor: PENNPO - PENN POWER</b>							
00016931	06/06/2017	C2688500001	00011900	45338	Remit # 1 Check Date: 06/06/2017	Check Amount:	22.65
00016931	06/06/2017	C2688500002	00011900	45338	10-2270-580-000-30-800-000-000-0000	122705808000000	54.50
00016931	06/06/2017	C2688500003	00011900	45230	10-3210-810-000-00-800-000-137-0000	132108108000000	3,983.81
<b>Vendor: FCCLA - FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA</b>							
00016932	06/08/2017	L2689800001	00011924	425868	Remit # 1 Check Date: 06/07/2017	Check Amount:	4,869.11
<b>Vendor: AMERSBUT - ANDERSON BUS &amp; TOUR</b>							
00016933	06/14/2017	L2692900001	00011930	70651000	10-3250-513-000-00-000-000-000-BAV0	513BAV	10,164.17
00016933	06/14/2017	L2692900002	00011930	70756000	Remit # 1 Check Date: 06/08/2017	Check Amount:	200.00
00016933	06/14/2017	L2692900003	00011930	70756000	10-2620-424-000-00-200-000-000-0000	126204242000000	30.00
00016933	06/14/2017	L2692900004	00011930	70756000	10-2620-424-000-00-500-000-000-0000	126204245000000	145.00
<b>Vendor: BOROUGHSH - BOROUGH OF SHARPSVILLE</b>							
00016933	06/14/2017	L2692900005	00011930	70756000	Remit # 1 Check Date: 06/14/2017	Check Amount:	375.00
<b>Vendor: BOROUGHSH - BOROUGH OF SHARPSVILLE</b>							
00016932	06/08/2017	L2689800001	00011924	425868	10-3250-513-000-00-000-000-000-BAV0	513BAV	852.84
<b>Vendor: AMERSBUT - ANDERSON BUS &amp; TOUR</b>							
00016933	06/14/2017	L2692900001	00011930	70651000	Remit # 1 Check Date: 06/08/2017	Check Amount:	852.84
00016933	06/14/2017	L2692900002	00011930	70756000	10-2620-424-000-00-200-000-000-0000	126204242000000	727.08
00016933	06/14/2017	L2692900003	00011930	70756000	10-2620-424-000-00-500-000-000-0000	126204245000000	472.00
00016933	06/14/2017	L2692900004	00011930	70756000	10-2620-424-000-00-800-000-000-0000	126204248000000	577.49
<b>Vendor: BOROUGHSH - BOROUGH OF SHARPSVILLE</b>							
00016933	06/14/2017	L2692900005	00011930	70756000	Remit # 1 Check Date: 06/14/2017	Check Amount:	1,776.57

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

C - Credit Card Payment

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Sharpville Area School District

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Sharpville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 06/01/2017 To 06/30/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expend Amt
<b>EDUCATION</b>							
00017023	06/22/2017	L2698800011	00011996	Shannon	10-3250-580-000-00-000-000-AD00	580AD	237.87
<b>Vendor: SHANNOAM - AMANDA SHANNON</b>							
00017024	06/22/2017	L2698800012	00012005	UST	Remit # 1 Check Date: 06/22/2017	Check Amount:	237.87
					10-0470-000-000-00-000-000-0000	10470	549.01
<b>Vendor: UST - UNITED STATES TREASURY</b>							
00017025	06/22/2017	L2699200001	00012004	544	Remit # 1 Check Date: 06/22/2017	Check Amount:	549.01
					10-0470-000-000-00-000-000-0000	10470	167.67
<b>Vendor: CMREG - CM REGENT, LLC</b>							
06012017	06/01/2017	L2699400001	00011927	PDE	Remit # 1 Check Date: 06/22/2017	Check Amount:	167.67
					10-2720-516-000-00-000-000-0000	1272051600000000	3,680.48
<b>Vendor: PADEE - PA DEPT OF EDUCATION</b>							
06052017	06/01/2017	L2699400002	00011931	Harrisbank-06	Remit # 1 Check Date: 06/01/2017	Check Amount:	3,680.48
					10-2519-340-000-00-000-000-0000	1251934000000000	56.98
06052017	06/01/2017	L2699400003	00011931	Harrisbank-06	10-2380-580-000-20-500-000-127-0000	1238058050000000	198.21
06052017	06/01/2017	L2699400004	00011931	Harrisbank-06	10-2360-580-000-00-000-000-0000	1236058000000000	72.64
06052017	06/01/2017	L2699400005	00011931	Harrisbank-06	10-2270-580-200-10-200-000-000-4500	1227058020000045	330.78
06052017	06/01/2017	L2699400006	00011931	Harrisbank-06	10-2834-580-000-00-000-000-0000	1283458000000000	294.97
06052017	06/01/2017	L2699400007	00011931	Harrisbank-06	10-2360-532-000-00-000-000-0000	1236053200000000	36.56
06052017	06/01/2017	L2699400008	00011931	Harrisbank-06	10-2360-532-000-00-000-000-0000	1236053200000000	6.90
06052017	06/01/2017	L2699400009	00011931	Harrisbank-06	10-2834-580-000-00-000-000-0000	1283458000000000	155.98
06052017	06/05/2017	L2699400011	00011903	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	800.56
06052017	06/05/2017	L2699400012	00011903	Harrisbank-05	10-2620-430-000-00-000-000-0000	1262043000000000	1,076.40
06052017	06/05/2017	L2699400013	00011903	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	8.17
06052017	06/05/2017	L2699400014	00011903	Harrisbank-05	10-2620-610-000-00-000-000-0000	1262061000000000	1,020.00
06052017	06/05/2017	L2699400015	00011902	Harrisbank-06	10-2620-610-000-00-000-000-0000	1262061000000000	77.79
06052017	06/05/2017	L2699400016	00011902	Harrisbank-06	10-2620-430-000-00-000-000-0000	1262043000000000	125.50
06052017	06/05/2017	L2699400017	00011902	Harrisbank-06	10-2620-610-000-00-000-000-0000	1262061000000000	302.94
06052017	06/05/2017	L2699400018	00011902	Harrisbank-06	10-2620-610-000-00-000-000-0000	1262061000000000	4.99
06052017	06/05/2017	L2699400019	00011902	Harrisbank-06	10-2620-610-000-30-980-000-000-0000	1262061098000000	696.10
06052017	06/05/2017	L2699400020	00011902	Harrisbank-06	10-2620-610-000-30-980-000-000-0000	1262061098000000	20.00
06052017	06/05/2017	L2699400021	00011895	Harrisbank-06	10-1110-610-000-30-800-240-137-0000	1110061080240000	85.37
<b>Vendor: HARRISBA - HARRIS BANK</b>							
06052018	06/01/2017	L2699400010	00011730	Harrisbank-06	Remit # 1 Check Date: 06/05/2017	Check Amount:	5,370.84
					10-1110-610-000-30-800-180-137-0000	1110061080180000	297.78
<b>Vendor: MANNEQST - HARRIS BANK</b>							
06162017	06/16/2017	L2699700001	00011974	SASDP	Remit # 2 Check Date: 06/05/2017	Check Amount:	297.78
					10-0102-000-000-00-000-000-0000	10102	1,015,577.46

\* Denotes Non-Negotiable Transaction

P - Prenote d - Direct Deposit c - Credit Card Payment

# - Payable Transaction

Sharpville Area School District

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# Fund Accounting Check Register

GENERAL FUND ~ From 06/01/2017 To 06/30/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: SASDPR - SHARPSVILLE AREA SCHOOL DIST.</b>							
06202017	06/20/2017	L2699700002	00011865	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 1,015,577.46	
					10-2260-291-000-00-000-000-0000	1226029000000000	300.00
06202017	06/20/2017	L2699700003	00011865	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 300.00	
					10-2360-291-000-00-000-000-0000	1236029000000000	300.00
06202017	06/20/2017	L2699700004	00011865	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 900.00	
					10-2380-291-000-00-000-000-0000	1238029000000000	900.00
06202017	06/20/2017	L2699700005	00011865	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 350.00	
					10-2515-291-000-00-000-000-0000	1251529000000000	350.00
06202017	06/20/2017	L2699700006	00011865	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 300.00	
					10-2818-291-000-00-000-000-0000	1281829000000000	300.00
06202017	06/20/2017	L2699700007	00011958	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 7,460.00	
					10-1110-291-000-10-200-000-0000	1110029020000000	7,460.00
06202017	06/20/2017	L2699700008	00011958	Nationwide	Remit # 1 Check Date: 06/16/2017	Check Amount: 1,275.00	
					10-1110-291-000-20-500-000-0000	1110029050000000	1,275.00
<b>Vendor: NATION - NATIONWIDE</b>							
06212017	06/20/2017	L2699700009	00011979	SASDCR	Remit # 1 Check Date: 06/20/2017	Check Amount: 10,885.00	
					10-5230-932-000-00-000-000-0000	1523093200000000	7,000.00
<b>Vendor: SASDCR - SHARPSVILLE AREA SCHOOL DIST.</b>							
06222017	06/20/2017	L2699700010	00011620	PSERS	Remit # 1 Check Date: 06/21/2017	Check Amount: 7,000.00	
					10-0471-000-000-00-000-000-0000	10471	588,135.17
<b>Vendor: PSERS - PUBLIC SCHOOL EMPLOYEES'</b>							
06262017	06/20/2017	L2699700011	00011965	50126720	Remit # 1 Check Date: 06/22/2017	Check Amount: 588,135.17	
					10-2519-340-000-00-000-000-0000	1251934000000000	28.16
06262017	06/20/2017	L2699700012	00011965	50126720	Remit # 1 Check Date: 06/22/2017	Check Amount: 490.37	
					10-2620-626-000-00-000-000-0000	1262062600000000	490.37
06262017	06/20/2017	L2699700013	00011965	50126720	Remit # 1 Check Date: 06/22/2017	Check Amount: 575.57	
					10-2720-513-000-00-000-000-3500	1272051300000035	575.57
06262017	06/20/2017	L2699700014	00011965	50126720	Remit # 1 Check Date: 06/22/2017	Check Amount: 798.72	
					10-3250-627-000-00-000-000-AD00	1325062700000000	798.72
<b>Vendor: FLEETSE - WEX BANK</b>							
06272017	06/27/2017	L2705600001	00011987	FSA-06	Remit # 1 Check Date: 06/26/2017	Check Amount: 1,892.82	
					10-0460-000-000-00-000-000-0860	0860	982.83
<b>Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION</b>							
					Remit # 1 Check Date: 06/27/2017	Check Amount: 982.83	
					10-GENERAL FUND	1,829,770.35	

Grand Total Manual Checks : 0.00  
Grand Total Regular Checks : 1,829,770.35  
Grand Total Direct Deposits: 0.00  
Grand Total Credit Card Payments: 0.00  
Grand Total All Checks : 1,829,770.35



# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017026	07/07/2017	L2709300008	00012001	MPSEBT	10-0470-000-000-000-000-0000	10470	7,326.00
00017026	07/07/2017	L2709300009	00012001	MPSEBT	10-5800-272-000-000-000-000-0000	15800272	2,817.47
<b>Vendor: MPSEBT - MIDWESTERN PA SCHOOL</b>							
00017027	07/07/2017	L2709300001	00020015	110005503740	Remit # 1 Check Date: 07/07/2017	Check Amount:	10,143.47
00017027	07/07/2017	L2709300002	00020015	110005508863	10-2620-622-000-00-200-000-000-0000	126206222000000	5,857.68
00017027	07/07/2017	L2709300003	00020015	110005508905	10-2620-622-000-00-980-000-000-0000	126206229800000	32.46
00017027	07/07/2017	L2709300004	00020015	110005508954	10-2620-622-000-00-980-000-000-0000	126206229800000	106.47
00017027	07/07/2017	L2709300005	00020015	110005508996	10-2620-622-000-00-980-000-000-0000	126206229800000	21.47
00017027	07/07/2017	L2709300006	00020015	110005503203	10-2620-622-000-00-500-000-000-0000	126206225000000	73.48
00017027	07/07/2017	L2709300007	00020015	110005503203	10-2620-622-000-00-800-000-000-0000	126206228000000	3,922.00
<b>Vendor: PENNPO - PENN POWER</b>							
00017028	07/11/2017	L2712300001	00020134	70651000	Remit # 1 Check Date: 07/07/2017	Check Amount:	14,807.63
00017028	07/11/2017	L2712300002	00020134	70756000	10-2620-424-000-00-200-000-000-0000	126204242000000	719.09
00017028	07/11/2017	L2712300003	00020134	70756000	10-2620-424-000-00-500-000-000-0000	126204245000000	511.00
<b>Vendor: BOROUGH - BOROUGH OF SHARPSVILLE</b>							
00017029	07/11/2017	L2712300004	00020136	376318710	Remit # 1 Check Date: 07/11/2017	Check Amount:	1,854.65
00017029	07/11/2017	L2712300005	00020136	376318710	10-2620-621-000-00-200-000-000-0000	126206212000000	222.71
00017029	07/11/2017	L2712300006	00020136	376318710	10-2620-621-000-00-500-000-000-0000	126206215000000	45.00
00017029	07/11/2017	L2712300007	00020136	376318710	10-2620-621-000-00-800-000-000-0000	126206218000000	55.50
<b>Vendor: NATIONALFUEL - NATIONAL FUEL</b>							
00017030	07/11/2017	L2712300008	00020133	110046135841	Remit # 1 Check Date: 07/11/2017	Check Amount:	15.75
<b>Vendor: PENNPO - PENN POWER</b>							
00017031	07/11/2017	L2712300009	00020135	50000013	Remit # 1 Check Date: 07/11/2017	Check Amount:	338.96
<b>Vendor: SOUTHPY1 - SOUTH PYMATUNING TOWNSHIP</b>							
00017032	07/11/2017	L2712900001	00012028	70461645	10-2620-622-000-00-220-000-000-0000	126204242200000	59.49
00017032	07/11/2017	L2712900002	00012028	70461645	Remit # 1 Check Date: 07/11/2017	Check Amount:	59.49
00017032	07/11/2017	L2712900003	00012028	70461645	10-2620-531-000-00-200-000-000-0000	126205312000000	252.00
<b>Vendor: VERIZONBUS - VERIZON BUSINESS SERVICES</b>							
00017033	07/11/2017	L2712900004	00012031	Wagner-1	Remit # 1 Check Date: 07/11/2017	Check Amount:	19.50
<b>Vendor: WAGNERDE - MRS. DENA WAGNER</b>							
00017034	07/17/2017	L2698400002	00020060	ABINADER	10-2620-531-000-00-500-000-000-0000	126205315000000	13.93
00017034	07/17/2017	L2698400110	00012033	ABINADER	10-2620-531-000-00-800-000-000-0000	126205318000000	22.28
<b>Vendor: VERIZONBUS - VERIZON BUSINESS SERVICES</b>							
00017033	07/11/2017	L2712900004	00012031	Wagner-1	Remit # 1 Check Date: 07/11/2017	Check Amount:	55.71
<b>Vendor: WAGNERDE - MRS. DENA WAGNER</b>							
00017034	07/17/2017	L2698400002	00020060	ABINADER	10-1290-330-000-00-000-000-000-0000	112903300000000	291.50
00017034	07/17/2017	L2698400110	00012033	ABINADER	Remit # 1 Check Date: 07/11/2017	Check Amount:	291.50
<b>Vendor: VERIZONBUS - VERIZON BUSINESS SERVICES</b>							
00017033	07/11/2017	L2712900004	00012031	Wagner-1	10-2620-538-000-00-000-000-000-0000	126205380000000	25.00
00017034	07/17/2017	L2698400110	00012033	ABINADER	10-2834-580-000-20-500-000-000-0000	128345805000000	341.68

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment

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Sharpsville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: ABINADHE - HEIDI ABINADER</b>							
00017035	07/17/2017	L2698400054	00011990	9945026048	Remit # 1 Check Date: 07/17/2017	Check Amount:	366.68
					10-1110-610-000-30-800-260-137-0000	111006108026000	110.48
00017035	07/17/2017	L2698400144	00012044	9945744164	Remit # 1 Check Date: 07/17/2017	Check Amount:	107.40
					10-1110-610-000-30-800-260-137-0000	111006108026000	
<b>Vendor: AIRGASUA - AIRGAS USA LLC</b>							
00017036	07/17/2017	L2698400143	00012051	015284070152673	Remit # 1 Check Date: 07/17/2017	Check Amount:	217.88
					10-2620-430-000-00-800-000-000-0000	126204308000000	440.23
<b>Vendor: AISYO - AIS COMMERCIAL PARTS &amp; SERVICE</b>							
00017037	07/17/2017	L2698400098	00020008	97752996001	Remit # 1 Check Date: 07/17/2017	Check Amount:	440.23
					10-1110-650-000-30-800-000-137-0000	111006508000000	4,500.00
<b>Vendor: ALEKSCO - MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC</b>							
00017038	07/17/2017	L2698400139	00020077	22740	Remit # 1 Check Date: 07/17/2017	Check Amount:	4,500.00
					10-1110-610-000-30-800-121-137-0000	111006108012100	237.15
<b>Vendor: AMERICBAA - AMERICAN BAND ACCESSORIES</b>							
00017039	07/17/2017	L2698400039	00020082	INV-171070-X1V3	Remit # 1 Check Date: 07/17/2017	Check Amount:	237.15
					10-2380-810-000-20-500-000-127-0000	123808105000000	99.97
<b>Vendor: ASSOCIMIL - ASSOCIATION FOR MIDDLE LEVEL EDUCATION</b>							
00017040	07/17/2017	L2698400003	00020016	252-2028200	Remit # 1 Check Date: 07/17/2017	Check Amount:	99.97
					10-2519-340-000-00-000-000-000-0000	125193400000000	500.00
<b>Vendor: BNY - THE BANK OF NEW YORK MELLON</b>							
00017041	07/17/2017	L2698400145	00012045	2511	Remit # 1 Check Date: 07/17/2017	Check Amount:	500.00
					10-1225-330-000-10-200-000-109-0000	112253302000000	2,700.00
00017041	07/17/2017	L2698400146	00012045	2511	Remit # 1 Check Date: 07/17/2017	Check Amount:	2,475.00
					10-1290-330-000-00-000-000-000-0000	112903300000000	
<b>Vendor: CAPABLKI - CAPABLE KIDS, LLC</b>							
00017042	07/17/2017	L2698400057	00011583	49812606RI	Remit # 1 Check Date: 07/17/2017	Check Amount:	5,175.00
					10-1110-610-000-20-500-180-127-0000	111006105018000	65.05
<b>Vendor: CAROLIBOS - CAROLINA BIOLOGICAL SUPPLY</b>							
00017043	07/17/2017	L2698400056	00011980	JGJ8985	Remit # 1 Check Date: 07/17/2017	Check Amount:	65.05
					10-2120-610-200-10-200-000-000-4500	121206102000045	1,271.83
<b>Vendor: CDWGO - CDW GOVERNMENT, INC.</b>							
00017044	07/17/2017	L2698400111	00012034	CHARSAR	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,271.83
					10-2270-580-000-20-500-000-000-0000	122705805000000	55.65
<b>Vendor: CHARSAAB - ABIGAIL CHARARS</b>							
00017045	07/17/2017	L2698400055	00011991	CHENEY	Remit # 1 Check Date: 07/17/2017	Check Amount:	55.65
					10-2360-635-000-00-000-000-000-0000	123606350000000	25.99
<b>Vendor: CHENEYDA - DARLENE CHENEY</b>							
00017046	07/17/2017	L2698400147	00012050	0F87015343	Remit # 1 Check Date: 07/17/2017	Check Amount:	25.99
					10-2620-430-000-00-800-000-000-0000	126204308000000	997.79
00017046	07/17/2017	L2698400148	00012050	0F87015343	Remit # 1 Check Date: 07/17/2017	Check Amount:	132.30
					10-2620-610-000-30-800-000-000-0000	126206108000000	
00017046	07/17/2017	L2698400149	00012050	0F87015343	Remit # 1 Check Date: 07/17/2017	Check Amount:	547.53
					10-2620-430-000-00-200-000-000-0000	126204302000000	
00017046	07/17/2017	L2698400150	00012050	0F87015343	Remit # 1 Check Date: 07/17/2017	Check Amount:	238.14
					10-2620-610-000-00-200-000-000-0000	126206102000000	
<b>Vendor: CINTASFIP - CINTAS FIRE 636525</b>							
					Remit # 1 Check Date: 07/17/2017	Check Amount:	1,915.76

\* Denotes Non-Negotiable Transaction



# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017047	07/17/2017	L2698400058	00011962	634872	10-1110-610-000-20-500-170-127-0000	111006105017000	93.86
Vendor: CONTINPR - CONTINENTAL PRESS					Remit # 1 Check Date: 07/17/2017	Check Amount:	93.86
00017048	07/17/2017	L2698400053	00020061	SASD-0102	10-2519-340-000-00-000-000-0000	125193400000000	75.00
Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION					Remit # 1 Check Date: 07/17/2017	Check Amount:	75.00
00017049	07/17/2017	L2698400004	00020062	DADICH	10-2620-538-000-00-000-000-0000	126205380000000	25.00
Vendor: DADICHTIJ - TIMOTHY J DADICH					Remit # 1 Check Date: 07/17/2017	Check Amount:	25.00
00017050	07/17/2017	L2698400112	00012035	3720	10-1442-561-000-30-800-000-109-0000	114425618000000	2,756.52
Vendor: DEERLAS - DEER LAKES SCHOOL DISTRICT					Remit # 1 Check Date: 07/17/2017	Check Amount:	2,756.52
00017051	07/17/2017	L2698400040	00020100	55143819	10-1110-448-000-10-200-000-117-0000	111004482000000	974.00
00017051	07/17/2017	L2698400041	00020100	55143819	10-1110-448-000-20-500-000-127-0000	111004485000000	793.00
00017051	07/17/2017	L2698400042	00020100	55143819	10-1110-448-000-30-800-000-137-0000	111004488000000	793.00
00017051	07/17/2017	L2698400043	00020100	55143819	10-2250-448-000-30-800-000-137-0000	122504488000000	4.00
00017051	07/17/2017	L2698400044	00020100	55143819	10-2260-448-000-00-000-000-000-0000	122604480000000	4.00
00017051	07/17/2017	L2698400045	00020100	55143819	10-2360-448-000-00-000-000-000-0000	123604480000000	33.00
00017051	07/17/2017	L2698400046	00020100	55143819	10-2380-448-000-10-200-000-117-0000	123804482000000	82.00
00017051	07/17/2017	L2698400047	00020100	55143819	10-2380-448-000-20-500-000-127-0000	123804485000000	37.00
00017051	07/17/2017	L2698400048	00020100	55143819	10-2380-448-000-30-800-000-137-0000	123804488000000	95.00
00017051	07/17/2017	L2698400049	00020100	55143819	10-2519-448-000-00-000-000-000-0000	125194480000000	33.08
Vendor: DELAGELAF - DE LAGE LANDEN FINANCIAL SERVICES INC					Remit # 1 Check Date: 07/17/2017	Check Amount:	2,848.08
00017052	07/17/2017	L2698400059	00012018	46738	10-3250-610-000-00-000-000-000-BAVO	610BAV	247.80
Vendor: DEMANS - DEMANS INC					Remit # 1 Check Date: 07/17/2017	Check Amount:	247.80
00017053	07/17/2017	L2698400113	00012036	199575	10-1110-448-000-10-200-000-117-0000	111004482000000	742.12
00017053	07/17/2017	L2698400114	00012036	199575	10-1110-448-000-20-500-000-127-0000	111004485000000	176.58
00017053	07/17/2017	L2698400115	00012036	199575	10-1110-448-000-30-800-000-137-0000	111004488000000	132.70
Vendor: DIRECTIM - DIRECT IMAGE					Remit # 1 Check Date: 07/17/2017	Check Amount:	1,051.40
00017054	07/17/2017	L2698400104	00012013	2768	10-1290-330-000-00-000-000-000-0000	112903300000000	583.92
Vendor: DIVERSFAS - DIVERSIFIED FAMILY SERVICES					Remit # 1 Check Date: 07/17/2017	Check Amount:	583.92
00017055	07/17/2017	L2698400151	00012046	DONOFRIOS	10-2620-610-000-00-000-000-000-0000	126206100000000	89.70
Vendor: DONOFRIOC - DONOFRIO'S FOOD CENTER					Remit # 1 Check Date: 07/17/2017	Check Amount:	89.70
00017056	07/17/2017	L2698400107	00020017	0717057	10-1110-650-000-30-800-000-137-0000	111006508000000	4,650.00
Vendor: EDHESI - EDHESIVE					Remit # 1 Check Date: 07/17/2017	Check Amount:	4,650.00

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

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Sharpville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017057	07/17/2017	L2698400099	00020137	SR2005200	10-2260-618-000-00-000-000-0000	1226061800000000	570.00
<b>Vendor: EDULIN - EDULINK</b>							
00017058	07/17/2017	L2698400060	00011982	504617	Remit # 1 Check Date: 07/17/2017	Check Amount:	570.00
00017058	07/17/2017	L2698400061	00011847	493169	10-1110-610-000-30-800-000-137-0000	1110061080000000	98.00
<b>Vendor: ENGRAVPL - THE ENGRAVING PLACE</b>							
00017059	07/17/2017	L2698400062	00011998	ERDOS	10-3210-610-000-00-500-000-127-0000	1321061050000000	140.00
00017059	07/17/2017	L2698400063	00011998	ERDOS	Remit # 1 Check Date: 07/17/2017	Check Amount:	238.00
00017059	07/17/2017	L2698400064	00011998	ERDOS	10-2720-513-000-00-000-000-3700	1272051300000037	117.00
00017059	07/17/2017	L2698400065	00011999	ERDOS	10-2720-513-271-00-000-000-000-2200	1272051300000022	1,833.00
00017059	07/17/2017	L2698400066	00011999	ERDOS	10-2750-513-000-00-000-000-0000	1275051300000000	1,941.00
<b>Vendor: ERDOSTR - ERDOS TRANSPORT SERVICES</b>							
00017060	07/17/2017	L2698400005	00020063	ERIC RYAN CORP	10-2720-513-000-00-000-000-3700	1272051300000037	1,068.00
00017061	07/17/2017	L2698400007	00020019	Q915171166	10-2750-513-000-00-000-000-0000	1275051300000000	142.00
<b>Vendor: ERIEINE - ERIE INSURANCE EXCHANGE</b>							
00017062	07/17/2017	L2698400008	00020064	FERKO	Remit # 1 Check Date: 07/17/2017	Check Amount:	5,101.00
00017062	07/17/2017	L2698400152	00012055	FERKO	10-2620-340-000-00-000-000-0000	1262034000000000	30.00
00017062	07/17/2017	L2698400153	00012055	FERKO	Remit # 1 Check Date: 07/17/2017	Check Amount:	30.00
00017062	07/17/2017	L2698400154	00012055	FERKO	10-3210-525-000-00-000-000-0000	1321052500000000	100.00
<b>Vendor: FERROBR - DR BRAD FERKO</b>							
00017063	07/17/2017	L2698400067	00011986	631771F-1	10-2320-525-000-00-000-000-0000	1232052500000000	100.00
<b>Vendor: FOLLETSCS - FOLLETT SCHOOL SOLUTIONS INC</b>							
00017064	07/17/2017	L2698400009	00020020	INVUS67311245865	Remit # 1 Check Date: 07/17/2017	Check Amount:	200.00
<b>Vendor: FRONTLITE - FRONTLINE TECHNOLOGIES</b>							
00017065	07/17/2017	L2698400068	00012014	GERASIMEX	10-2620-538-000-00-000-000-0000	1262053800000000	50.00
<b>Vendor: GERASISOT - GERASIMEX &amp; SONS TREE SERVICE</b>							
00017066	07/17/2017	L2698400155	00012054	GRANDY	10-2360-580-000-00-000-000-0000	1236058000000000	182.48
<b>Vendor: GRANDYJE - JENNA GRANDY</b>							
00017067	07/17/2017	L2698400116	00012037	74615	10-2360-610-000-00-000-000-0000	1236061000000000	99.19
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2834-580-000-00-000-000-0000	1283458000000000	132.61
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	464.28
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2250-640-000-10-200-000-117-0000	1225064020000000	178.65
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	178.65
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2519-348-000-00-000-000-0000	1251934800000000	4,181.40
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	4,181.40
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2620-430-000-00-000-000-0000	1262043000000000	2,150.00
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	2,150.00
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2270-580-000-20-500-000-000-0000	1227058050000000	61.40
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	61.40
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2620-610-000-00-000-000-0000	1262061000000000	31.80
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	Remit # 1 Check Date: 07/17/2017	Check Amount:	31.80
<b>Vendor: HERRMA - HERRMANN'S WATER</b>							
00017068	07/17/2017	L2698400010	00020065	HOAGLAND	10-2620-538-000-00-000-000-0000	1262053800000000	50.00

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: HOAGLAWA - WADE HOAGLAND</b>							
00017069	07/17/2017	L2698400117	00011963	953184466	Remit # 1 Check Date: 07/17/2017	Check Amount:	50.00
					10-1110-610-000-20-500-170-127-0000	111006105017000	22.73
00017069	07/17/2017	L2698400118	00011963	953184465	Remit # 1 Check Date: 07/17/2017	Check Amount:	420.58
					10-1110-610-000-20-500-170-127-0000	111006105017000	176.19
00017069	07/17/2017	L2698400120	00011963	953186244	Remit # 1 Check Date: 07/17/2017	Check Amount:	176.19
					10-1110-610-000-20-500-170-127-0000	111006105017000	795.69
<b>Vendor: HOUGHTON MIFFLIN HARCOURT</b>							
00017070	07/17/2017	L2698400011	00020022	65248	Remit # 1 Check Date: 07/17/2017	Check Amount:	230.00
					10-2250-650-000-10-200-000-117-0000	122506502000000	295.00
00017070	07/17/2017	L2698400012	00020022	65250	Remit # 1 Check Date: 07/17/2017	Check Amount:	295.00
					10-2250-650-000-10-200-000-117-0000	122506508000000	750.00
00017070	07/17/2017	L2698400013	00020022	65249	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,570.00
					10-2250-650-000-10-200-000-117-0000	122506502000000	4,620.00
<b>Vendor: HSLC - HSLC</b>							
00017071	07/17/2017	L2698400015	00020021	6031	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,875.00
					10-2220-348-000-00-000-000-402-0000	122203480000000	6,495.00
00017071	07/17/2017	L2698400016	00020021	5399	Remit # 1 Check Date: 07/17/2017	Check Amount:	134.40
					10-2220-348-000-00-000-000-402-0000	122203480000000	134.40
<b>Vendor: INFINICO - INFINITE COHESION</b>							
00017072	07/17/2017	L2698400100	00020140	14108	Remit # 1 Check Date: 07/17/2017	Check Amount:	134.40
					10-0473-000-000-00-000-000-000-0000	10473	134.40
<b>Vendor: INTERSTA - INTERSTATE TAX SERVICE, INC.</b>							
00017073	07/17/2017	L2698400121	00011663	JIM SANTINI	Remit # 1 Check Date: 07/17/2017	Check Amount:	10,577.00
					10-2620-430-000-00-980-000-000-0000	126204309800000	10,577.00
<b>Vendor: JIMSAB - JIM SANTINI BUILDER, INC.</b>							
00017074	07/17/2017	L2698400101	00020138	1-51956774417	Remit # 1 Check Date: 07/17/2017	Check Amount:	2,088.00
					10-2620-430-000-00-000-000-000-0000	126204300000000	2,088.00
<b>Vendor: JOHNSOCO - JOHNSON CONTROLS</b>							
00017075	07/17/2017	L2698400069	00011992	KEYSTONE	Remit # 1 Check Date: 07/17/2017	Check Amount:	2,088.00
					10-1110-562-000-30-800-000-109-0000	111005628000000	3,282.93
00017075	07/17/2017	L2698400070	00011992	KEYSTONE	Remit # 1 Check Date: 07/17/2017	Check Amount:	8,831.79
					10-1290-562-000-30-800-000-109-0000	112905628000000	468.99
00017075	07/17/2017	L2698400156	00012047	KEYSTONE	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,338.15
					10-1110-562-000-30-800-000-109-0000	111005628000000	1,338.15
<b>Vendor: KEYSTOEDC - KEYSTONE EDUCATION CENTER</b>							
00017076	07/17/2017	L2698400017	00020023	IEP5715-IN	Remit # 1 Check Date: 07/17/2017	Check Amount:	13,921.86
					10-1290-618-890-00-000-000-201-5900	112906180000059	3,103.00
<b>Vendor: LEADERSE - LEADER SERVICES</b>							
00017077	07/17/2017	L2698400122	00012038	18113	Remit # 1 Check Date: 07/17/2017	Check Amount:	3,103.00
					10-1110-430-000-30-800-121-000-0000	111004308012100	50.00
00017077	07/17/2017	L2698400123	00012038	18343	Remit # 1 Check Date: 07/17/2017	Check Amount:	50.00
					10-1110-430-000-30-800-121-000-0000	111004308012100	292.00
00017077	07/17/2017	L2698400124	00012038	17701	Remit # 1 Check Date: 07/17/2017	Check Amount:	51.84
					10-1110-430-000-30-800-121-000-0000	111004308012100	443.84
00017077	07/17/2017	L2698400125	00012038	19451	Remit # 1 Check Date: 07/17/2017	Check Amount:	443.84
					10-1110-430-000-30-800-121-000-0000	111004308012100	443.84

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00017078	07/17/2017	L2698400105	00011993	36677	10-1290-330-000-00-000-000-0000	1129033000000000	406.35
<b>Vendor: MCAR - MCAR, INC.</b>							
00017079	07/17/2017	L2698400102	00020141	MCKNIGHT	Remit # 1 Check Date: 07/17/2017	Check Amount:	406.35
00017079	07/17/2017	L2698400103	00020141	MCKNIGHT	10-2330-530-000-00-000-000-0000	1233053000000000	76.67
<b>Vendor: MCKNIGHT - LORI MCKNIGHT</b>							
00017080	07/17/2017	L2698400018	00020069	MCCC	10-2330-610-000-00-000-000-0000	1233061000000000	18.10
00017080	07/17/2017	L2698400126	00012039	MCCC	Remit # 1 Check Date: 07/17/2017	Check Amount:	94.77
<b>Vendor: MERCERCOC - MERCER COUNTY CAREER CENTER</b>							
00017081	07/17/2017	L2698400071	00011984	19242	10-1390-564-000-30-800-000-0000	1139056480000000	33,834.00
<b>Vendor: MINUTEPR - MINUTEMAN PRESS</b>							
00017082	07/17/2017	L2698400072	00012015	2111	10-1290-564-000-30-800-000-109-0000	1129056480000000	4,127.23
00017082	07/17/2017	L2698400073	00012015	2111	Remit # 1 Check Date: 07/17/2017	Check Amount:	37,961.23
<b>Vendor: MIUIV - MIDWESTERN IU IV</b>							
00017083	07/17/2017	L2698400074	00012016	2144	10-3210-610-000-00-800-000-137-2300	1321061080000023	308.42
<b>Vendor: MIUIVSP - MIDWESTERN IU IV</b>							
00017084	07/17/2017	L2698400075	00011964	466367	Remit # 1 Check Date: 07/17/2017	Check Amount:	308.42
<b>Vendor: NASCO - NASCO</b>							
00017085	07/17/2017	L2698400050	00020081	9000888328	10-1290-322-000-10-200-000-109-0000	1129032220000000	1,440.00
<b>Vendor: NASSP - NASSP</b>							
00017086	07/17/2017	L2698400051	00020084	NASSP	10-1290-322-000-30-800-000-109-0000	1129032280000000	156.00
<b>Vendor: NASSPNH - NASSP/NHS/NJHS</b>							
00017087	07/17/2017	L2698400076	00011994	1065380	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,596.00
<b>Vendor: PADEPTL - PA DEPT OF LABOR &amp; INDUSTRY</b>							
00017088	07/17/2017	L2698400019	00020024	365914	10-5800-322-000-00-000-000-109-0000	1580032200000000	79,933.00
00017088	07/17/2017	L2698400020	00020024	365914	Remit # 1 Check Date: 07/17/2017	Check Amount:	79,933.00
<b>Vendor: PALECS - PA LEADERSHIP CHARTER SCHOOL</b>							
00017089	07/17/2017	L2698400052	00020083	01068	10-2380-550-000-20-500-000-127-0000	1238055050000000	256.36
<b>Vendor: PAWLE - PENNSYLVANIA ASSN FOR MIDDLE LEVEL EDUCATION</b>							
00017090	07/17/2017	L2698400021	00020025	PASBO	Remit # 1 Check Date: 07/17/2017	Check Amount:	256.36
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-3210-610-000-00-500-000-127-0000	1321061050000000	385.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	Remit # 1 Check Date: 07/17/2017	Check Amount:	385.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-2380-810-000-20-500-000-127-0000	1238081050000000	560.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-2620-430-000-00-000-000-0000	1262043000000000	880.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	Remit # 1 Check Date: 07/17/2017	Check Amount:	880.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-1110-562-000-30-800-000-109-0000	1110056280000000	781.60
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-1290-562-000-10-200-000-109-0000	1129056220000000	1,338.15
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	Remit # 1 Check Date: 07/17/2017	Check Amount:	2,119.75
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-2380-810-000-20-500-000-127-0000	1238081050000000	149.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	Remit # 1 Check Date: 07/17/2017	Check Amount:	149.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-2519-810-000-00-000-000-0000	1251981000000000	228.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	Remit # 1 Check Date: 07/17/2017	Check Amount:	228.00
<b>Vendor: PASBO - PASBO</b>							
00017091	07/17/2017	L2698400022	00020026	PENN LINK	10-2519-538-000-00-000-000-0000	1251953800000000	50.00
<b>Vendor: PASBO - PASBO</b>							

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: PENNSTU1 - PENN STATE UNIVERSITY</b>							
00017092	07/17/2017	L2698400001	00020011	24882	Remit # 1 Check Date: 07/17/2017	Check Amount:	50.00
					10-1110-894-000-30-800-000-137-0000	111008948000000	136.00
<b>Vendor: PMEIA - PMEIA</b>							
00017093	07/17/2017	L2698400077	000111995	1000006059-A	Remit # 1 Check Date: 07/17/2017	Check Amount:	136.00
00017093	07/17/2017	L2698400078	000111995	1000006059-A	10-1110-329-000-10-200-000-000-0000	111003292000000	169.58
00017093	07/17/2017	L2698400079	000111995	1000006059-A	10-1110-329-000-20-500-000-000-0000	111003295000000	619.25
00017093	07/17/2017	L2698400080	000111995	1000006059-A	10-1233-329-000-10-200-000-000-0000	112333292000000	113.05
00017093	07/17/2017	L2698400081	000111995	1000006059-A	10-1290-329-000-10-200-000-000-0000	112903292000000	459.00
00017093	07/17/2017	L2698400082	000111995	1000006059-A	10-1290-329-000-30-800-000-000-0000	112903298000000	141.75
00017093	07/17/2017	L2698400083	000111995	1000006059-A	10-2120-329-000-30-800-000-000-0000	121203298000000	641.26
00017093	07/17/2017	L2698400127	00012040	6104	10-2620-413-000-00-000-000-000-0000	126204130000000	224.00
00017093	07/17/2017	L2698400128	00012040	6137	10-2120-329-000-30-800-000-000-0000	121203298000000	425.25
00017093	07/17/2017	L2698400129	00012040	6163	10-2120-329-000-30-800-000-000-0000	121203298000000	324.00
<b>Vendor: PRECISHUR - PRECISION HUMAN RESOURCE SOLUTIONS</b>							
00017094	07/17/2017	L2698400023	00020027	SHAR000544	Remit # 1 Check Date: 07/17/2017	Check Amount:	3,542.39
00017094	07/17/2017	L2698400024	00020027	SHAR000544	10-2310-390-000-00-000-000-000-0000	123103900000000	1,250.00
00017095	07/17/2017	L2698400130	00012029	02101814	10-2310-810-000-00-000-000-000-0000	123108100000000	3,810.97
<b>Vendor: PSBA - PENNSYLVANIA SCHOOL</b>							
00017096	07/17/2017	L2698400158	00012052	26050	Remit # 1 Check Date: 07/17/2017	Check Amount:	5,060.97
00017096	07/17/2017	L2698400158	00012052	02101814	10-2310-549-000-00-000-000-000-0000	123105490000000	74.00
<b>Vendor: RECORD - THE RECORD-ARGUS</b>							
00017097	07/17/2017	L2698400025	00020058	60318182	Remit # 1 Check Date: 07/17/2017	Check Amount:	74.00
00017097	07/17/2017	L2698400025	00020058	60318182	10-2620-610-000-00-000-000-000-0000	126206100000000	198.60
<b>Vendor: RIDDELL - RIDDELL</b>							
00017098	07/17/2017	L2698400026	00020066	ROBERTS	Remit # 1 Check Date: 07/17/2017	Check Amount:	198.60
00017098	07/17/2017	L2698400026	00020066	ROBERTS	10-3250-432-000-00-000-000-000-FBV0	432FBV	5,258.38
<b>Vendor: ROBERTJAL - JAIME L. ROBERTS</b>							
00017099	07/17/2017	L2698400131	00010886	182888	Remit # 1 Check Date: 07/17/2017	Check Amount:	5,258.38
00017099	07/17/2017	L2698400132	00010886	182888	10-2620-538-000-00-000-000-000-0000	126205380000000	50.00
<b>Vendor: ROTHBR - ROTH BROS INC.</b>							
00017100	07/17/2017	L2698400084	00011997	227	Remit # 1 Check Date: 07/17/2017	Check Amount:	50.00
00017100	07/17/2017	L2698400085	00011997	232	10-2620-430-000-00-200-000-000-0000	126204302000000	1,585.31
00017100	07/17/2017	L2698400086	00011997	226	10-2620-430-000-00-800-000-000-0000	126204308000000	3,090.89
00017100	07/17/2017	L2698400087	00011997	238	Remit # 1 Check Date: 07/17/2017	Check Amount:	4,676.20
00017100	07/17/2017	L2698400087	00011997	227	10-2380-635-000-10-200-000-117-0000	123806352000000	162.70
00017100	07/17/2017	L2698400085	00011997	232	10-2310-635-000-00-000-000-000-0000	123106350000000	427.80
00017100	07/17/2017	L2698400086	00011997	226	10-2310-635-000-00-000-000-000-0000	123106350000000	20.98
00017100	07/17/2017	L2698400087	00011997	238	10-2310-635-000-00-000-000-000-0000	123106350000000	87.54

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00017100	07/17/2017	L2710000001	00012017	233	10-3210-635-000-10-200-000-117-0000	1321063520000000	64.75
00017100	07/17/2017	L2710000002	00012017	215b	10-3210-635-000-10-200-000-117-0000	1321063520000000	12.30
00017100	07/17/2017	L2710000003	00012017	233	10-3210-635-000-10-200-000-117-0000	1321063520000000	12.25
00017100	07/17/2017	L2710000004	00012020	231a	10-0484-000-000-00-000-000-0000	10484	146.90
00017100	07/17/2017	L2698400088	00012021	231	10-0484-000-000-00-000-000-0000	10484	153.53
00017100	07/17/2017	L2698400089	00012022	217b	10-2380-635-000-20-500-000-127-0000	1238063550000000	27.35
00017100	07/17/2017	L2698400090	00012023	235	10-2380-635-000-20-500-000-127-0000	1238063550000000	5.10
00017100	07/17/2017	L2698400091	00012024	228	10-2380-635-000-20-500-000-127-0000	1238063550000000	135.17
00017100	07/17/2017	L2698400106	00011997	226a	10-2260-635-000-00-000-000-201-0000	1226063500000000	1,205.79
<b>Vendor: SASDAF - SHARPSVILLE AREA SCHOOL DIST.</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>2,462.16</b>
00017101	07/17/2017	L2698400027	00020028	INV03192	10-2270-618-000-00-000-000-0000	1227061800000000	1,000.00
00017101	07/17/2017	L2698400028	00020028	INV03192	10-3250-618-000-00-000-000-AD00	618AD	990.00
<b>Vendor: SCENARLE - SCENARIO LEARNING, LLC</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>1,990.00</b>
00017102	07/17/2017	L2698400140	00020168	201705-6377	10-3250-618-000-00-000-000-AD00	618AD	495.00
<b>Vendor: SCHEDUST - SCHEDULE STAR</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>495.00</b>
00017103	07/17/2017	L2698400108	00020170	8104576956	10-2620-430-000-00-500-000-0000	1262043050000000	726.00
<b>Vendor: SCHINDEL - SCHINDLER ELEVATOR CORP.</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>726.00</b>
00017104	07/17/2017	L2698400029	00020067	SHANNON	10-2620-538-000-00-000-000-0000	1262053800000000	50.00
<b>Vendor: SHANNAM - AMANDA SHANNON</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>50.00</b>
00017105	07/17/2017	L2698400133	00012030	19314	10-2310-549-000-00-000-000-0000	1231054900000000	339.66
00017105	07/17/2017	L2698400134	00012030	219315	10-2310-549-000-00-000-000-0000	1231054900000000	291.23
<b>Vendor: SHARONHE - SHARON HERALD CO.</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>630.89</b>
00017106	07/17/2017	L2698400135	00012041	2855	10-3210-610-000-00-800-000-137-2300	1321061080000023	200.00
<b>Vendor: SHARPSFLS - SHARPSVILLE FLORAL SHOP</b>					<b>Remit # 1 Check Date: 07/17/2017</b>	<b>Check Amount:</b>	<b>200.00</b>
00017107	07/17/2017	L2698400159	00012048	2017-1	10-2660-350-000-00-000-000-0000	1266035000000000	10,137.06
00017107	07/17/2017	L2698400160	00012048	2017-8	10-2660-350-000-00-000-000-0000	1266035000000000	8,371.14
00017107	07/17/2017	L2698400161	00012048	2017-14	10-2660-350-000-00-000-000-0000	1266035000000000	6,214.68
00017107	07/17/2017	L2698400162	00012048	2017-15	10-2620-340-000-00-000-000-0000	1262034000000000	50.94
00017107	07/17/2017	L2698400163	00012048	2017-16	10-2620-340-000-00-000-000-0000	1262034000000000	84.90
00017107	07/17/2017	L2698400164	00012048	2017-7	10-2620-340-000-00-000-000-0000	1262034000000000	122.82
00017107	07/17/2017	L2698400165	00012048	2017-2	10-3250-330-000-00-000-000-AD00	330AD	1,904.38
00017107	07/17/2017	L2698400166	00012048	2017-17	10-3250-330-000-00-000-000-AD00	330AD	163.76

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017107	07/17/2017	L2698400167	00012048	2017-3	10-3250-330-000-00-000-000-AD00	330AD	1,090.48
00017107	07/17/2017	L2698400168	00012048	2017-4	10-3250-330-000-00-000-000-AD00	330AD	299.60
00017107	07/17/2017	L2698400169	00012048	2017-11	10-3250-330-000-00-000-000-AD00	330AD	203.76
00017107	07/17/2017	L2698400170	00012048	2017-12	10-3250-330-000-00-000-000-AD00	330AD	568.80
00017107	07/17/2017	L2698400171	00012048	2017-5	10-3250-330-000-00-000-000-AD00	330AD	163.76
00017107	07/17/2017	L2698400172	00012048	2017-9	10-3250-330-000-00-000-000-AD00	330AD	902.72
00017107	07/17/2017	L2698400173	00012048	2017-10	10-3250-330-000-00-000-000-AD00	330AD	166.96
00017107	07/17/2017	L2698400174	00012048	2017-6	10-3250-330-000-00-000-000-AD00	330AD	151.32
00017107	07/17/2017	L2698400175	00012048	2017-6	10-3250-330-000-00-000-000-AD00	330AD	441.84
00017107	07/17/2017	L2698400176	00012048	2017.13	10-3250-330-000-00-000-000-AD00	330AD	126.97
00017107	07/17/2017	L2698400177	00012048	2017.13	10-3250-330-000-00-000-000-AD00	330AD	8.87
<b>Vendor: SHARPSPD - SHARPSVILLE POLICE DEPARTMENT</b>							
00017108	07/17/2017	L2698400141	00020160	SHENANGO LK GOLF	10-3250-441-000-00-000-000-GFBV	441GFBV	31,174.76
00017108	07/17/2017	L2698400142	00020160	SHENANGO LK GOLF	10-3250-441-000-00-000-000-GFGV	441GFGV	200.00
<b>Vendor: SHENANLAG - SHENANGO LAKE GOLF CLUB</b>							
00017109	07/17/2017	L2698400030	00020030	331923	10-2620-430-000-00-000-000-0000	1262043000000000	400.00
00017109	07/17/2017	L2698400031	00020030	332056	10-2620-430-000-00-000-000-0000	1262043000000000	519.00
<b>Vendor: SONITRSES - SONITROL SECURITY SYSTEMS</b>							
00017110	07/17/2017	L2698400032	00020070	SPECIALTY ORTHO	10-3250-330-000-00-000-000-AT00	330AT	336.00
<b>Vendor: SPECIAOR - SPECIALTY ORTHOPAEDICS, P.C.</b>							
00017111	07/17/2017	L2698400092	00012019	7589	10-3250-513-000-00-000-000-SBJ0	513SBJ	855.00
00017111	07/17/2017	L2698400093	00012019	7589	10-3250-513-000-00-000-000-SBV0	513SBV	2,666.74
00017111	07/17/2017	L2698400094	00012019	7590	10-3250-513-000-00-000-000-TRM0	513TRM	2,666.74
00017111	07/17/2017	L2698400095	00012019	7590	10-3250-513-000-00-000-000-TRV0	513TRV	425.05
00017111	07/17/2017	L2698400096	00012019	7591	10-3250-513-000-00-000-000-BAJ0	513BAJ	1,045.81
00017111	07/17/2017	L2698400097	00012019	7591	10-3250-513-000-00-000-000-BAV0	513BAV	358.49
00017111	07/17/2017	L2698400136	00012042	7645	10-3250-513-000-00-000-000-BAV0	513BAV	932.38
00017111	07/17/2017	L2698400137	00012043	7656	10-1290-390-890-00-000-000-201-5900	1129039000000059	404.62
<b>Vendor: STA - STA OF PENNSYLVANIA, INC.</b>							
00017112	07/17/2017	L2698400033	00020071	TESONE	10-2350-330-000-00-000-000-0000	1235033000000000	910.70
<b>Vendor: TESONEROJ - ROBERT J. TESONE, ATTORNEY AT LAW</b>							
00017113	07/17/2017	L2698400178	00012053	71264327	10-2620-610-000-00-000-000-0000	1262061000000000	225.37
							477.68
							4,780.10
							583.33
							583.33
							629.76

\* Denotes Non-Negotiable Transaction

P - Prenote

d - Direct Deposit

c - Credit Card Payment

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# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: TIFCOIN - TIFCO INDUSTRIES</b>							
00017114	07/17/2017	L2705300001	00020009	425094	Remit # 1 Check Date: 07/17/2017	Check Amount:	629.76
					10-2519-348-000-00-000-000-0000	1251934800000000	2,250.00
00017114	07/17/2017	L2698400037	00020009	425093CR	Remit # 1 Check Date: 07/17/2017	Check Amount:	-90.00
					10-2519-348-000-00-000-000-0000	1251934800000000	
00017114	07/17/2017	L2698400038	00020009	425093	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,689.00
					10-2519-348-000-00-000-000-0000	1251934800000000	
<b>Vendor: TIMECLPL - TIMECLOCK PLUS</b>							
00017115	07/17/2017	L2698400034	00020073	847871	Remit # 1 Check Date: 07/17/2017	Check Amount:	3,849.00
					10-2620-411-000-00-000-000-0000	1262041100000000	785.00
<b>Vendor: TRICOUINI - TRI-COUNTY INDUSTRIES INC</b>							
00017116	07/17/2017	L2698400035	00020029	469	Remit # 1 Check Date: 07/17/2017	Check Amount:	785.00
					10-2310-810-000-00-000-000-0000	1231081000000000	600.00
<b>Vendor: UNIVERPI3 - UNIVERSITY OF PITTSBURGH</b>							
00017117	07/17/2017	L2698400036	00020068	VANNOY	Remit # 1 Check Date: 07/17/2017	Check Amount:	600.00
					10-2620-538-000-00-000-000-0000	1262053800000000	25.00
<b>Vendor: VANNOYJO - JOHN VANNOY</b>							
00017118	07/17/2017	L2698400109	00020169	2468	Remit # 1 Check Date: 07/17/2017	Check Amount:	25.00
					10-1420-323-000-30-800-000-0000	1142032380000000	1,750.00
<b>Vendor: VLNPA - VLN PARTNERS, LLP</b>							
00017119	07/25/2017	L2723400001	00020194	Boston-08	Remit # 1 Check Date: 07/17/2017	Check Amount:	1,750.00
					10-0470-000-000-00-000-000-0000	10470	164.99
00017119	07/25/2017	L2723400002	00012065	Boston-08	Remit # 1 Check Date: 07/17/2017	Check Amount:	362.83
					10-0470-000-000-00-000-000-0000	10470	
<b>Vendor: BOSTONMU - BOSTON MUTUAL</b>							
00017120	07/25/2017	L2723400003	00020195	544	Remit # 1 Check Date: 07/25/2017	Check Amount:	527.82
					10-0470-000-000-00-000-000-0000	10470	63.67
00017120	07/25/2017	L2723400004	00012066	544	Remit # 1 Check Date: 07/25/2017	Check Amount:	106.60
					10-0470-000-000-00-000-000-0000	10470	
<b>Vendor: CMREG - CM REGENT, LLC</b>							
00017121	07/25/2017	L2723400005	00012062	Crown-08	Remit # 1 Check Date: 07/25/2017	Check Amount:	170.27
					10-0470-000-000-00-000-000-0000	10470	101,088.09
00017121	07/25/2017	L2723400006	00020191	Crown-08	Remit # 1 Check Date: 07/25/2017	Check Amount:	57,639.45
					10-0470-000-000-00-000-000-0000	10470	494.60
00017121	07/25/2017	L2723400007	00020193	Crown-08	Remit # 1 Check Date: 07/25/2017	Check Amount:	742.94
					10-0470-000-000-00-000-000-0000	10470	
<b>Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION</b>							
00017122	07/25/2017	L2723400009	00020078	20173138	Remit # 1 Check Date: 07/25/2017	Check Amount:	159,965.08
					10-3250-618-000-00-000-000-AT00	618AT	435.00
<b>Vendor: IMPACTAPI - IMPACT APPLICATIONS INC</b>							
00017123	07/25/2017	L2723400010	00020189	4309750	Remit # 1 Check Date: 07/25/2017	Check Amount:	435.00
					10-0473-000-000-00-000-000-0000	10473	389.01
<b>Vendor: PAUCF - PA UC FUND</b>							
07062017	07/06/2017	L2721000001	00012049	Harrisbank-06	Remit # 1 Check Date: 07/25/2017	Check Amount:	389.01
					10-2620-610-000-00-000-000-0000	1262061000000000	241.91
07062017	07/06/2017	L2721000002	00012049	Harrisbank-06	Remit # 1 Check Date: 07/25/2017	Check Amount:	65.72
					10-2620-610-000-00-000-000-0000	1262061000000000	
07062017	07/06/2017	L2721000003	00011981	Harrisbank-06	Remit # 1 Check Date: 07/25/2017	Check Amount:	11.27
					10-1110-610-000-30-800-240-137-0000	1110061080240000	
07062017	07/06/2017	L2721000004	00011983	Harrisbank-06	Remit # 1 Check Date: 07/25/2017	Check Amount:	468.63
					10-1110-610-000-30-800-240-137-0000	1110061080240000	

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

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# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A. S. N.	Expended Amt
07062017	07/06/2017	L2721000005	00012058	Harrisbank-06	10-2120-610-200-10-200-000-000-4500	1212061020000045	454.99
07062017	07/06/2017	L2721000006	00012058	Harrisbank-06	10-2120-610-200-10-200-000-000-4500	1212061020000045	100.00
07062017	07/06/2017	L2721000007	00012058	Harrisbank-06	10-2270-580-000-20-500-000-000-0000	1227058050000000	-65.00
07062017	07/06/2017	L2721000008	00012058	Harrisbank-06	10-2270-580-000-20-500-000-000-0000	1227058050000000	-65.00
07062017	07/06/2017	L2721000009	00012058	Harrisbank-06	10-2270-580-000-20-500-000-000-0000	1227058050000000	900.00
07062017	07/06/2017	L2721000010	00012058	Harrisbank-06	10-2270-580-000-20-500-000-000-0000	1227058050000000	744.06
07062017	07/06/2017	L2721000011	00012058	Harrisbank-06	10-2310-610-000-00-000-000-000-0000	1231061000000000	39.96
07062017	07/06/2017	L2721000012	00012058	Harrisbank-06	10-2360-635-000-00-000-000-000-0000	1236063500000000	76.75
07062017	07/06/2017	L2721000013	00012058	Harrisbank-06	10-2519-340-000-00-000-000-000-0000	1251934000000000	46.99
07062017	07/06/2017	L2721000014	00012058	Harrisbank-06	10-2834-580-000-20-500-000-000-0000	1283458050000000	-65.00
07062017	07/06/2017	L2721000015	00012058	Harrisbank-06	10-2834-580-000-20-500-000-000-0000	1283458050000000	450.00
07062017	07/06/2017	L2721000016	00012058	Harrisbank-06	10-2834-580-000-20-500-000-000-0000	1283458050000000	807.06
<b>Vendor: HARRISBA - HARRIS BANK</b>					<b>Remit # 1 Check Date: 07/06/2017</b>	<b>Check Amount:</b>	<b>4,212.34</b>
07202017	07/06/2017	L2721000017	00012056	SASDPR-07	10-0102-000-000-00-000-000-000-0000	10102	411,736.60
07202017	07/06/2017	L2721000018	00020182	SASDPR-07	10-0102-000-000-00-000-000-000-0000	10102	85,756.29
<b>Vendor: SASDPR - SHARPSVILLE AREA SCHOOL DIST.</b>					<b>Remit # 1 Check Date: 07/20/2017</b>	<b>Check Amount:</b>	<b>497,492.89</b>
07212017	07/06/2017	L2721000019	00020059	NATIONWIDE-07	10-2260-291-000-00-000-000-000-0000	1226029000000000	300.00
07212017	07/06/2017	L2721000020	00020059	NATIONWIDE-07	10-2360-291-000-00-000-000-000-0000	1236029000000000	300.00
07212017	07/06/2017	L2721000021	00020059	NATIONWIDE-07	10-2380-291-000-00-000-000-000-0000	1238029000000000	900.00
07212017	07/06/2017	L2721000022	00020059	NATIONWIDE-07	10-2515-291-000-00-000-000-000-0000	1251529000000000	375.00
07212017	07/06/2017	L2721000023	00020059	NATIONWIDE-07	10-2818-291-000-00-000-000-000-0000	1281829000000000	300.00
<b>Vendor: NATION - NATIONWIDE</b>					<b>Remit # 1 Check Date: 07/21/2017</b>	<b>Check Amount:</b>	<b>2,175.00</b>
07252017	07/25/2017	L2723900001	00020188	FSA-07	10-0460-000-000-00-000-000-000-0860	0860	908.33
<b>Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION</b>					<b>Remit # 1 Check Date: 07/25/2017</b>	<b>Check Amount:</b>	<b>908.33</b>
07262017	07/26/2017	L2721500001	00012057	50489759	10-2519-340-000-00-000-000-000-0000	1251934000000000	43.11
07262017	07/26/2017	L2721500002	00012057	50489759	10-2620-626-000-00-000-000-000-0000	1262062600000000	232.77
07262017	07/26/2017	L2721500003	00012057	50489759	10-2720-513-000-00-000-000-000-3500	1272051300000035	53.54
07262017	07/26/2017	L2721500004	00012057	50489759	10-3250-627-000-00-000-000-000-AD00	1325062700000000	29.54
<b>Vendor: FLEETSE - WEX BANK</b>					<b>Remit # 1 Check Date: 07/26/2017</b>	<b>Check Amount:</b>	<b>358.96</b>
<b>10-GENERAL FUND</b>							<b>972,693.06</b>

Grand Total Manual Checks

0.00

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment

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Sharpville Area School District

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# Fund Accounting Check Register

GENERAL FUND - From 07/01/2017 To 07/31/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
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Grand Total Regular Checks :							972,693.06
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							972,693.06



# Fund Accounting Check Register

fackrgc

GENERAL FUND - From 08/21/2017 To 08/21/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017140	08/21/2017	L2717200001	00020060	ABINADER	10-2620-538-000-00-000-000-0000	1262053800000000	25.00
00017140	08/21/2017	L2717200166	00020277	ABINADER	10-2834-580-000-20-500-000-0000	1283458050000000	31.10
<b>Vendor: ABINADHE - HEIDI ABINADER</b>							
00017141	08/21/2017	L2717200021	00020112	154443	Remit # 1 Check Date: 08/21/2017	Check Amount:	56.10
					10-2380-610-000-20-500-000-127-0000	1238061050000000	81.95
<b>Vendor: ACCURALAD - ACCURATE LABEL DESIGNS INC</b>							
00017142	08/21/2017	L2717200167	00020287	9946481915	Remit # 1 Check Date: 08/21/2017	Check Amount:	81.95
					10-1110-610-000-30-800-260-137-0000	1110061080260000	110.48
00017142	08/21/2017	L2717200209	00020295	9947027655	Remit # 1 Check Date: 08/21/2017	Check Amount:	59.50
					10-1110-610-000-30-800-260-137-0000	1110061080260000	59.50
<b>Vendor: AIRGASUA - AIRGAS USA LLC</b>							
00017143	08/21/2017	L2717200039	00020117	21393	Remit # 1 Check Date: 08/21/2017	Check Amount:	169.98
					10-1110-650-000-30-800-000-137-0000	1110065080000000	1,900.00
<b>Vendor: ALLEGHEDS - ALLEGHENY EDUCATIONAL SYSTEMS INC</b>							
00017144	08/21/2017	L2717200115	00020257	78928	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,900.00
					10-2350-330-271-00-000-000-000-2200	1235033000000022	484.00
<b>Vendor: ANDREWPR - ANDREWS &amp; PRICE</b>							
00017145	08/21/2017	L2717200040	00020051	3658762	Remit # 1 Check Date: 08/21/2017	Check Amount:	484.00
					10-1110-610-000-10-200-000-117-0000	1110061020000000	24.95
<b>Vendor: ARTSAC - ARTS &amp; ACTIVITIES</b>							
00017146	08/21/2017	L2717200041	00020164	280026A	Remit # 1 Check Date: 08/21/2017	Check Amount:	24.95
					10-1211-610-000-30-800-000-201-0000	1121161080000000	24.95
<b>Vendor: ATTAINCO - ATTAINMENT COMPANY</b>							
00017147	08/21/2017	L2717200042	00020154	738351	Remit # 1 Check Date: 08/21/2017	Check Amount:	635.25
					10-1110-610-000-30-800-121-137-0000	1110061080121000	523.25
<b>Vendor: BANDSH - BAND SHOPPE</b>							
00017148	08/21/2017	L2717200062	00011897	SI-649458	Remit # 1 Check Date: 08/21/2017	Check Amount:	523.25
					10-3250-610-000-00-000-000-000-FBV0	610FBV	254.01
<b>Vendor: BEACONGR - BEACON GRAPHICS</b>							
00017149	08/21/2017	L2717200043	00020132	V513652	Remit # 1 Check Date: 08/21/2017	Check Amount:	254.01
					10-1110-610-000-30-800-180-137-0000	1110061080180000	254.01
<b>Vendor: BIO - BIO CORPORATION</b>							
00017150	08/21/2017	L2717200061	00020122	902254575	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,035.99
					10-1110-610-000-30-800-181-137-0000	1110061080181000	464.00
<b>Vendor: BIORADLA - BIO-RAD LABORATORIES INC</b>							
00017151	08/21/2017	L2717200012	00020003	2004880	Remit # 1 Check Date: 08/21/2017	Check Amount:	464.00
					10-2620-610-000-00-000-000-000-0000	1262061000000000	8,178.98
<b>Vendor: CALICOIN - CALICO INDUSTRIES, INC.</b>							
00017152	08/21/2017	L2717200019	00020120	257902A	Remit # 1 Check Date: 08/21/2017	Check Amount:	8,178.98
					10-1110-610-000-30-800-160-137-0000	1110061080160000	88.70
<b>Vendor: CARLEX - CARLEX</b>							
00017153	08/21/2017	L2717200116	00020186	JPG8844	Remit # 1 Check Date: 08/21/2017	Check Amount:	88.70
					10-1110-650-000-10-200-000-402-6100	1110065020000061	1,587.00
00017153	08/21/2017	L2717200117	00020186	JPG8844	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,587.00
					10-1110-650-000-20-500-000-402-6100	1110065050000061	1,587.00
<b>Vendor: CDWGO - CDW GOVERNMENT, INC.</b>							
00017154	08/21/2017	L2717200136	00010789	ORD00115676	Remit # 1 Check Date: 08/21/2017	Check Amount:	3,174.00
					10-3250-330-000-00-000-000-000-WRM0	330WRM	139.81

\* Denotes Non-Negotiable Transaction

P - Prenote

# - Payable Transaction

d - Direct Deposit

c - Credit Card Payment

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Sharpville Area School District

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# Fund Accounting Check Register

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GENERAL FUND - From 08/21/2017 To 08/21/2017

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A. S. N.	Expended Amt
00017154	08/21/2017	L2717200137	00010789	ORD00115676	10-3250-610-000-00-000-000-000-WRJ0	610WRJ	139.81
00017154	08/21/2017	L2717200138	00010789	ORD00115676	10-3250-610-000-00-000-000-000-WRV0	610WRV	139.82
<b>Vendor: CLIFFKEA - CLIFF KEEN ATHLETIC</b>							
00017155	08/21/2017	L2717200149	00020275	539967	Remit # 1 Check Date: 08/21/2017	Check Amount:	419.44
00017155	08/21/2017	L2717200150	00020275	540126	10-2620-610-000-00-000-000-000	1262061000000000	999.01
					10-2620-610-000-00-000-000-000	1262061000000000	224.95
<b>Vendor: COLTPL - COLT PLUMBING CO., INC.</b>							
00017156	08/21/2017	L2717200032	00012059	COMM CHARTER	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,223.96
					10-1110-562-000-30-800-000-109-0000	1110056280000000	572.13
<b>Vendor: COMMONCHA - COMMONWEALTH CHARTER ACADEMY</b>							
00017157	08/21/2017	L2717200063	00020086	170348	Remit # 1 Check Date: 08/21/2017	Check Amount:	572.13
					10-2380-610-000-20-500-000-127-0000	1238061050000000	938.00
<b>Vendor: COOLESC - COOLE SCHOOL</b>							
00017158	08/21/2017	L2717200118	00020061	SASD-0103	Remit # 1 Check Date: 08/21/2017	Check Amount:	938.00
					10-2519-340-000-00-000-000-000-0000	1251934000000000	75.00
<b>Vendor: CROWNBEA - CROWN BENEFITS ADMINISTRATION</b>							
00017159	08/21/2017	L2717200002	00020062	DADICH	Remit # 1 Check Date: 08/21/2017	Check Amount:	75.00
					10-2620-538-000-00-000-000-000-0000	1262053800000000	25.00
<b>Vendor: DADICHTIJ - TIMOTHY J DADICH</b>							
00017160	08/21/2017	L2717200090	00020100	55528746	Remit # 1 Check Date: 08/21/2017	Check Amount:	25.00
					10-1110-448-000-10-200-000-117-0000	1110044820000000	974.00
00017160	08/21/2017	L2717200091	00020100	55528746	10-1110-448-000-20-500-000-127-0000	1110044850000000	793.00
00017160	08/21/2017	L2717200092	00020100	55528746	10-1110-448-000-30-800-000-137-0000	1110044880000000	793.00
00017160	08/21/2017	L2717200093	00020100	55528746	10-2250-448-000-30-800-000-137-0000	1225044880000000	4.00
00017160	08/21/2017	L2717200094	00020100	55528746	10-2260-448-000-00-000-000-000-0000	1226044800000000	4.00
00017160	08/21/2017	L2717200095	00020100	55528746	10-2360-448-000-00-000-000-000-0000	1236044800000000	33.00
00017160	08/21/2017	L2717200096	00020100	55528746	10-2380-448-000-10-200-000-117-0000	1238044820000000	82.00
00017160	08/21/2017	L2717200097	00020100	55528746	10-2380-448-000-20-500-000-127-0000	1238044850000000	37.00
00017160	08/21/2017	L2717200098	00020100	55528746	10-2380-448-000-30-800-000-137-0000	1238044880000000	95.00
00017160	08/21/2017	L2717200099	00020100	55528746	10-2519-448-000-00-000-000-000-0000	1251944800000000	33.08
<b>Vendor: DELAGELAF - DE LAGE LANDEN FINANCIAL SERVICES INC</b>							
					Remit # 1 Check Date: 08/21/2017	Check Amount:	2,848.08
00017161	08/21/2017	L2717200100	00020178	47738	10-3250-610-000-00-000-000-000-SCBV	610SCBV	278.10
00017161	08/21/2017	L2717200101	00020179	47739	10-3250-610-000-00-000-000-000-SCGV	610SCGV	141.30
00017161	08/21/2017	L2717200119	00020204	47559	10-3250-610-000-00-000-000-000-FBV0	610FBV	1,655.60
<b>Vendor: DEMANS - DEMANS INC</b>							
00017162	08/21/2017	L2717200044	00020054	6162717	Remit # 1 Check Date: 08/21/2017	Check Amount:	2,075.00
					10-2250-610-000-10-200-000-117-0000	1225061020000000	94.40
<b>Vendor: DEMCO - DEMCO</b>							
					Remit # 1 Check Date: 08/21/2017	Check Amount:	94.40

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00017163	08/21/2017	L2717200071	000202226	128028	10-2380-635-000-20-500-000-127-0000	123806355000000	29.31
<b>Vendor: DILORECA - DILORENZO'S CATERING &amp; DELI</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>29.31</b>
00017164	08/21/2017	L2717200120	000202258	200342	10-1110-448-000-10-200-000-117-0000	111004482000000	24.83
00017164	08/21/2017	L2717200121	000202258	200342	10-1110-448-000-20-500-000-127-0000	111004485000000	5.70
00017164	08/21/2017	L2717200122	000202258	200342	10-1110-448-000-30-800-000-137-0000	111004488000000	1.74
<b>Vendor: DIRECTIM - DIRECT IMAGE</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>32.27</b>
00017165	08/21/2017	L2717200182	000200057	9198180	10-2250-610-000-10-200-000-117-0000	122506102000000	270.10
<b>Vendor: EBSCOSUS - EBSCO SUBSCRIPTION SERVICES</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>270.10</b>
00017166	08/21/2017	L2717200064	000201172	0427007	10-1290-610-000-00-000-000-0000	112906100000000	106.90
<b>Vendor: ENABLIDE - ENABLING DEVICES</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>106.90</b>
00017167	08/21/2017	L2717200072	000202231	20320	10-2620-411-000-00-000-000-0000	126204110000000	728.00
<b>Vendor: ENVIROSEG - THE ENVIRONMENTAL SERVICE GRP</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>728.00</b>
00017168	08/21/2017	L2717200003	000200063	ERIC RYAN CORP	10-2620-340-000-00-000-000-0000	126203400000000	30.00
<b>Vendor: ERICRY - THE ERIC RYAN CORPORATION</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>30.00</b>
00017169	08/21/2017	L2717200073	000202232	Q927170049	10-2310-525-000-00-000-000-0000	123105250000000	100.00
00017169	08/21/2017	L2717200074	000202233	Q935170303	10-3210-525-000-00-000-000-0000	132105250000000	100.00
<b>Vendor: ERIEINE - ERIE INSURANCE EXCHANGE</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>200.00</b>
00017170	08/21/2017	L2717200075	000202234	1834	10-1110-650-000-10-200-000-402-6100	111006502000061	3,080.00
<b>Vendor: ESPARKLE - ESPARK LEARNING</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>3,080.00</b>
00017171	08/21/2017	L2717200033	00011978	150978	10-2120-550-200-10-200-000-000-4500	121205502000045	3,917.80
00017171	08/21/2017	L2717200151	000202274	151385	10-2620-610-000-00-000-000-0000	126206100000000	1,455.06
00017171	08/21/2017	L2717200152	000202274	151385-1	10-2620-610-000-00-000-000-0000	126206100000000	51.60
00017171	08/21/2017	L2717200153	000202274	151361	10-2620-610-000-00-000-000-0000	126206100000000	243.76
<b>Vendor: FAGANSAS - FAGAN SANITARY SUPPLY</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>5,668.22</b>
00017172	08/21/2017	L2717200004	000200064	FERKO	10-2620-538-000-00-000-000-0000	126205380000000	50.00
<b>Vendor: FERKOBR - DR BRAD FERKO</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>50.00</b>
00017173	08/21/2017	L2717200020	00020126	2106897	10-1110-610-000-30-800-180-137-0000	111006108018000	2,247.86
<b>Vendor: FLINNISC - FLINN SCIENTIFIC</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>2,247.86</b>
00017174	08/21/2017	L2717200210	00020302	FOURT LEBOEUF	10-3250-810-000-00-000-000-000-VBV0	810VBV	200.00
<b>Vendor: FORTLEV - FORT LEBOEUF VOLLEYBALL BOOSTERS</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>200.00</b>
00017175	08/21/2017	L2717200031	00020129	202501433873	10-1110-610-000-30-800-180-137-0000	111006108018000	524.11
<b>Vendor: FREYSC - FREY SCIENTIFIC</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>524.11</b>

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00017176	08/21/2017	L2717200034	00012060	FRY	10-2380-580-000-10-200-000-117-0000	123805802000000	13.50
00017176	08/21/2017	L2717200035	00012060	FRY	10-2834-580-000-10-200-000-000-0000	128345802000000	167.64
<b>Vendor: FRYJO - JONATHAN FRY</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>181.14</b>
00017177	08/21/2017	L2717200183	00020215	9334184	10-1110-610-000-10-200-000-117-0000	111006102000000	449.22
<b>Vendor: GOPHERSP - GOPHER SPORT</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>449.22</b>
00017178	08/21/2017	L2717200076	00020042	6800664	10-1110-610-000-13-200-000-117-1300	111006102000013	3,815.00
00017178	08/21/2017	L2717200077	00020042	6792569	10-1110-610-000-13-200-000-117-1300	111006102000013	155.82
<b>Vendor: HEINEMED - HEINEMANN</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>3,970.82</b>
00017179	08/21/2017	L2717200168	00020278	HERRMANN	10-3210-580-000-30-800-000-137-0000	132105808000000	597.03
<b>Vendor: HERRMAPA - MR. PAUL HERRMANN</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>597.03</b>
00017180	08/21/2017	L2717200123	00020263	HH EDUCATION	10-2834-580-000-00-000-000-000-0000	128345800000000	75.00
<b>Vendor: HHEDUC - HH EDUCATION EVENTS</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>75.00</b>
00017181	08/21/2017	L2717200005	00020065	HOAGLAND	10-2620-538-000-00-000-000-000-0000	126205380000000	50.00
<b>Vendor: HOAGLAWA - WADE HOAGLAND</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>50.00</b>
00017182	08/21/2017	L2717200184	00020185	953246041	10-1110-610-000-11-200-000-117-1100	111006102000011	524.04
00017182	08/21/2017	L2717200185	00020185	953246041	10-1110-610-000-12-200-000-117-1200	111006102000012	2,471.88
00017182	08/21/2017	L2717200186	00020185	953246041	10-1110-610-000-13-200-000-117-1300	111006102000013	294.04
00017182	08/21/2017	L2717200187	00020185	953246041	10-1110-610-000-14-200-000-117-1400	111006102000014	179.04
00017182	08/21/2017	L2717200188	00020185	953246041	10-1110-610-000-15-200-000-117-1500	111006102000015	2,127.56
00017182	08/21/2017	L2717200189	00020185	953246041	10-1110-610-000-18-200-000-117-1800	111006102000018	2,472.54
<b>Vendor: HOUGHTMIR - HOUGHTON MIFFLIN HARCOURT</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>8,069.10</b>
00017183	08/21/2017	L2717200154	00020272	15228	10-2620-430-000-00-800-000-000-0000	126204308000000	401.00
<b>Vendor: HUZYSRE - HUZZY'S REFRIGERATION INC</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>401.00</b>
00017184	08/21/2017	L2717200155	00020271	162859	10-2620-430-000-00-980-000-000-0000	126204309800000	1,693.32
<b>Vendor: ICEL - I.C. ELECTRIC</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>1,693.32</b>
00017185	08/21/2017	L2717200139	00012027	SANTINI	10-2620-430-000-00-980-000-000-0000	126204309800000	4,730.00
<b>Vendor: JIMSAB - JIM SANTINI BUILDER, INC.</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>4,730.00</b>
00017186	08/21/2017	L2717200045	00020046	1517541	10-2380-610-000-10-200-000-117-0000	123806102000000	322.88
<b>Vendor: JONESSCS - JONES SCHOOL SUPPLY CO., INC.</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>322.88</b>
00017187	08/21/2017	L2717200140	00012073	KEYSTONE	10-1110-562-000-30-800-000-109-0000	111005628000000	1,814.80
00017187	08/21/2017	L2717200141	00012073	KEYSTONE	10-1290-562-000-30-800-000-109-0000	112905628000000	6,310.60
<b>Vendor: KEYSTOEDC - KEYSTONE EDUCATION CENTER</b>					<b>Remit # 1 Check Date: 08/21/2017</b>	<b>Check Amount:</b>	<b>8,125.40</b>

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00017188	08/21/2017	L2717200022	00020101	48206	10-1110-610-000-20-500-150-127-0000	111006105015000	84.95
00017188	08/21/2017	L2717200046	00020092	33125	10-1110-610-000-30-800-122-137-0000	111006108012200	2,541.65
00017188	08/21/2017	L2717200047	00020093	34717	10-1110-610-000-30-800-170-137-0000	111006108017000	277.48
00017188	08/21/2017	L2717200048	00020095	33200	10-1110-610-000-30-800-160-137-0000	111006108016000	38.75
00017188	08/21/2017	L2717200049	00020097	38678	10-2250-610-000-30-800-000-137-0000	122506108000000	48.96
00017188	08/21/2017	L2717200169	00020096	46170	10-1110-610-000-30-800-160-137-0000	111006108016000	41.29
00017188	08/21/2017	L2717200170	00020128	45476	10-1110-610-000-30-800-150-137-0000	111006108015000	527.03
00017188	08/21/2017	L2717200171	00020094	33194	10-1110-610-000-30-800-180-137-0000	111006108018000	258.19
00017188	08/21/2017	L2717200190	00020031	34460	10-1110-610-000-12-200-000-117-1200	111006102000012	1,072.99
00017188	08/21/2017	L2717200191	00020033	35300	10-1110-610-000-15-200-000-117-1500	111006102000015	719.89
00017188	08/21/2017	L2717200192	00020035	31659	10-1110-610-000-13-200-000-117-1300	111006102000013	1,742.59
00017188	08/21/2017	L2717200193	00020036	30863	10-1110-610-000-11-200-000-117-1100	111006102000011	1,012.57
00017188	08/21/2017	L2717200194	00020037	33045	10-1110-610-000-18-200-000-117-1800	111006102000018	1,549.40
00017188	08/21/2017	L2717200195	00020038	33320	10-1241-610-000-10-200-000-201-0000	112416102000000	74.60
00017188	08/21/2017	L2717200196	00020039	34206	10-1241-610-000-10-200-000-201-0000	112416102000000	212.80
00017188	08/21/2017	L2717200197	00020040	34378	10-2120-610-000-10-200-000-117-0000	121206102000000	201.50
00017188	08/21/2017	L2717200198	00020041	32304	10-1110-610-000-14-200-000-117-1400	111006102000014	129.28
00017188	08/21/2017	L2717200199	00020044	37302	10-1110-610-000-14-200-000-117-1400	111006102000014	333.51
00017188	08/21/2017	L2717200200	00020052	38632	10-2250-610-000-10-200-000-117-0000	122506102000000	61.41
00017188	08/21/2017	L2717200201	00020144	52887	10-1225-610-000-10-200-000-201-0000	112256102000000	68.74
00017188	08/21/2017	L2717200211	00020147	55776	10-1211-610-000-20-500-000-201-0000	112116105000000	195.87
00017188	08/21/2017	L2717200212	00020106	48228	10-1110-610-000-20-500-140-127-0000	111006105014000	48.31
00017188	08/21/2017	L2717200213	00020105	48227	10-1110-610-000-20-500-170-127-0000	111006105017000	60.17
00017188	08/21/2017	L2717200214	00020102	48224	10-1110-610-000-20-500-150-127-0000	111006105015000	77.09
00017188	08/21/2017	L2717200215	00020103	48225	10-1110-610-000-20-500-150-127-0000	111006105015000	137.49
00017188	08/21/2017	L2717200216	00020104	48226	10-1110-610-000-20-500-150-127-0000	111006105015000	98.97
00017188	08/21/2017	L2717200217	00020108	38640	10-2250-610-000-20-500-000-127-0000	122506105000000	87.11
<b>Vendor: KURTZBR - KURTZ BROS.</b>							
00017189	08/21/2017	L2717200142	00012069	LINCOLN PARK	Remit # 1 Check Date: 08/21/2017	Check Amount:	11,702.59
00017189	08/21/2017	L2717200143	00012069	LINCOLN PARK	10-1110-562-000-30-800-000-109-0000	111005628000000	-1,931.67
<b>Vendor: LINCOLNPP - THE LINCOLN PARK PERFORMING</b>							
00017190	08/21/2017	L2717200050	00020004	20395	10-1290-562-000-30-800-000-109-0000	112905628000000	4,457.94
					Remit # 1 Check Date: 08/21/2017	Check Amount:	2,526.27
					10-2620-610-000-00-000-000-000-0000	126206100000000	55.60

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<b>Vendor: LJCDI - LJC DISTRIBUTORS OF</b>							
00017191	08/21/2017	L2717200013	00020076	403204	Remit # 1 Check Date: 08/21/2017	Check Amount:	55.60
					10-1110-610-000-30-800-121-137-0000	111006108012100	181.84
<b>Vendor: MCCORMGR - MCCORMICK'S GROUP LLC</b>							
00017192	08/21/2017	L2717200102	00020161	IN893318925	Remit # 1 Check Date: 08/21/2017	Check Amount:	181.84
					10-3250-610-000-00-000-000-AT00	610AT	2,127.25
00017192	08/21/2017	L2717200103	00020161	IN893308708	10-3250-610-000-00-000-000-AT00	610AT	26.50
00017192	08/21/2017	L2717200104	00020161	IN893338021	10-3250-610-000-00-000-000-AT00	610AT	18.45
<b>Vendor: MEDCOSUC - MEDCO SUPPLY CO</b>							
00017193	08/21/2017	L2717200124	00020259	AHY-689647005	Remit # 1 Check Date: 08/21/2017	Check Amount:	2,172.20
					10-2440-529-000-10-200-000-000-0000	124405292000000	103.00
<b>Vendor: MERCERCO - MERCER CONSUMER</b>							
00017194	08/21/2017	L2717200006	00020069	MCCC	Remit # 1 Check Date: 08/21/2017	Check Amount:	103.00
					10-1390-564-000-30-800-000-000-0000	113905648000000	33,834.00
<b>Vendor: MERCERCOC - MERCER COUNTY CAREER CENTER</b>							
00017195	08/21/2017	L2717200125	00020157	19650	Remit # 1 Check Date: 08/21/2017	Check Amount:	33,834.00
					10-2380-550-000-30-800-000-137-0000	123805508000000	923.68
<b>Vendor: MINUTEPR - MINUTEMAN PRESS</b>							
00017196	08/21/2017	L2717200036	00012061	2166	Remit # 1 Check Date: 08/21/2017	Check Amount:	923.68
					10-1280-322-000-10-200-000-109-0000	112803222000000	1,125.50
<b>Vendor: MIUTV - MIDWESTERN IU IV</b>							
00017197	08/21/2017	L2717200218	00012074	1151798	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,125.50
					10-3210-610-000-00-800-000-137-2300	132106108000023	39.05
<b>Vendor: OAKHAI - OAK HALL INDUSTRIES, L.P.</b>							
00017198	08/21/2017	L2717200023	00020114	942623680001	Remit # 1 Check Date: 08/21/2017	Check Amount:	39.05
					10-2380-610-000-20-500-000-127-0000	123806105000000	480.54
00017198	08/21/2017	L2717200024	00020055	941297215003	10-2250-610-000-10-200-000-117-0000	122506102000000	110.95
00017198	08/21/2017	L2717200051	00020121	943949821001	10-2120-610-000-30-800-000-137-0000	121206108000000	246.02
00017198	08/21/2017	L2717200052	00020121	943324123001	10-2120-610-000-30-800-000-137-0000	121206108000000	329.84
00017198	08/21/2017	L2717200053	00020158	943633861001	10-3250-610-000-00-000-000-AD00	610AD	49.36
00017198	08/21/2017	L2717200078	00020177	946588734001	10-2380-610-000-30-800-000-137-0000	123806108000000	29.47
<b>Vendor: OFFICEDE - OFFICE DEPOT</b>							
00017199	08/21/2017	L2717200172	00020280	394205	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,246.18
					10-1110-562-000-30-800-000-109-0000	111005628000000	7,034.36
00017199	08/21/2017	L2717200173	00020280	394205	10-1290-562-000-30-800-000-109-0000	112905628000000	4,014.45
<b>Vendor: PACCS - PENNSYLVANIA CYBER CHARTER SCHOOL</b>							
00017200	08/21/2017	L2717200025	00020190	372538	Remit # 1 Check Date: 08/21/2017	Check Amount:	11,048.81
					10-1110-562-000-30-800-000-109-0000	111005628000000	1,563.19
00017200	08/21/2017	L2717200026	00020190	372538	10-1290-562-000-30-800-000-109-0000	112905628000000	2,676.30
00017200	08/21/2017	L2717200174	00020279	394599	10-1110-562-000-30-800-000-109-0000	111005628000000	1,563.19
00017200	08/21/2017	L2717200175	00020279	394599	10-1290-562-000-10-200-000-109-0000	112905622000000	2,676.30
<b>Vendor: PALECS - PA LEADERSHIP CHARTER SCHOOL</b>							
					Remit # 1 Check Date: 08/21/2017	Check Amount:	8,478.98

\* Denotes Non-Negotiable Transaction

P - Prenote

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# Fund Accounting Check Register

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00017201	08/21/2017	L2717200027	00020181	500003416	10-2380-810-000-30-800-000-137-0000	123808108000000	595.00
Vendor:	PAPA - PA PRINCIPALS ASSOCIATION				Remit # 1 Check Date: 08/21/2017	Check Amount:	595.00
00017202	08/21/2017	L2717200126	00020260	PASA	10-2360-810-000-00-000-000-000-0000	123608100000000	1,075.00
Vendor:	PASA - PASA				Remit # 1 Check Date: 08/21/2017	Check Amount:	1,075.00
00017203	08/21/2017	L2717200219	00020296	PASBO NW	10-2519-810-000-00-000-000-000-0000	125198100000000	15.00
Vendor:	PASBORE - PASBO--NORTHWEST REGION				Remit # 1 Check Date: 08/21/2017	Check Amount:	15.00
00017204	08/21/2017	L2717200028	00020183	PASCD	10-2380-810-000-10-200-000-117-0000	123808102000000	65.00
Vendor:	PASCDREC - PASCD				Remit # 1 Check Date: 08/21/2017	Check Amount:	65.00
00017205	08/21/2017	L2717200054	00020080	341407	10-1110-610-000-30-800-260-137-0000	111006108026000	751.20
Vendor:	PAXTON - PAXTON/PATTERSON				Remit # 1 Check Date: 08/21/2017	Check Amount:	751.20
00017206	08/21/2017	L2717200079	00020210	22664	10-3250-610-000-00-000-000-AD00 610AD	265.00	265.00
Vendor:	PAYK12 - PAYK12 LLC				Remit # 1 Check Date: 08/21/2017	Check Amount:	265.00
00017207	08/21/2017	L2717200014	00020006	S1332583	10-2620-610-000-00-000-000-000-0000	126206100000000	4,439.48
Vendor:	PENNSYPAS - PENNSYLVANIA PAPER AND SUPPLY CO				Remit # 1 Check Date: 08/21/2017	Check Amount:	4,439.48
00017208	08/21/2017	L2717200088	00020243	PIAA	10-3250-810-000-00-000-000-FBV0 810FBV	40.00	40.00
Vendor:	PIAA - PIAA				Remit # 1 Check Date: 08/21/2017	Check Amount:	40.00
00017209	08/21/2017	L2717200156	00020269	INV643764	10-2620-610-000-10-220-000-000-0000	126206102200000	828.67
00017209	08/21/2017	L2717200157	00020269	INV643764	10-2620-610-000-30-980-000-000-0000	126206109800000	828.68
Vendor:	PIONEER - PIONEER MFG CO.				Remit # 1 Check Date: 08/21/2017	Check Amount:	1,657.35
00017210	08/21/2017	L2717200087	00020156	13467	10-1110-610-000-30-800-121-137-0000	111006108012100	550.00
Vendor:	POMS4L - POMS4LESS				Remit # 1 Check Date: 08/21/2017	Check Amount:	550.00
00017211	08/21/2017	L2717200080	00020236	1000006206	10-2380-329-000-10-200-000-000-0000	123803292000000	164.40
00017211	08/21/2017	L2717200176	00020281	1000006223	10-2120-329-000-30-800-000-000-0000	121203298000000	171.25
00017211	08/21/2017	L2717200177	00020281	1000006239	10-2120-329-000-30-800-000-000-0000	121203298000000	109.60
Vendor:	PRECISHUR - PRECISION HUMAN RESOURCE SOLUTIONS				Remit # 1 Check Date: 08/21/2017	Check Amount:	445.25
00017212	08/21/2017	L2717200105	00020174	2653596	10-1290-610-000-00-000-000-000-0000	112906100000000	518.10
Vendor:	PROED - PRO ED				Remit # 1 Check Date: 08/21/2017	Check Amount:	518.10
00017213	08/21/2017	L2717200081	00020235	INV-18455-J8X8H2	10-2310-618-000-00-000-000-000-0000	123106180000000	2,700.00
Vendor:	PSBA - PENNSYLVANIA SCHOOL				Remit # 1 Check Date: 08/21/2017	Check Amount:	2,700.00
00017214	08/21/2017	L2717200082	00020237	2046	10-0474-000-000-00-000-000-000-0000	10474	14,323.25
Vendor:	RALPHCM - RALPH C. MEHLER INSURANCE				Remit # 1 Check Date: 08/21/2017	Check Amount:	14,323.25
00017215	08/21/2017	L2717200158	00020273	26075	10-2620-610-000-00-000-000-000-0000	126206100000000	1,233.59

\* Denotes Non-Negotiable Transaction

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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
<b>Vendor: RICHTU - RICH TURIAN</b>							
00017216	08/21/2017	L2717200106	00020206	60329481	Remit # 1 Check Date: 08/21/2017 10-3250-610-000-000-000-FBV0	Check Amount: 610FBV	1,233.59
00017216	08/21/2017	L2717200107	00020206	950358893	10-3250-610-000-000-000-FBV0	610FBV	1,833.27
00017216	08/21/2017	L2717200114	00020206	950400415	10-3250-610-000-000-000-FBV0	610FBV	55.71
<b>Vendor: RIDDELL - RIDDELL</b>							
00017217	08/21/2017	L2717200007	000200066	ROBERTS	Remit # 1 Check Date: 08/21/2017 10-2620-538-000-000-000-0000	Check Amount: 1262053800000000	165.95
<b>Vendor: ROBERTJAL - JAIME L. ROBERTS</b>							
00017218	08/21/2017	L2717200055	000200047	P53531	Remit # 1 Check Date: 08/21/2017 10-2380-610-000-10-200-000-117-0000	Check Amount: 1238061020000000	2,054.93
<b>Vendor: ROCHES - ROCHESTER 100 INC</b>							
00017219	08/21/2017	L2717200159	00020276	16044	Remit # 1 Check Date: 08/21/2017 10-2620-610-000-000-000-0000	Check Amount: 1262061000000000	50.00
00017219	08/21/2017	L2717200160	00020276	16098	10-2620-610-000-000-000-0000	1262061000000000	250.00
00017219	08/21/2017	L2717200161	00020276	16123	10-2620-610-000-000-000-0000	1262061000000000	250.00
<b>Vendor: RORACH - RORA CHEMICALS, INC.</b>							
00017220	08/21/2017	L2717200015	00020127	8049157768	Remit # 1 Check Date: 08/21/2017 10-1110-610-000-30-800-180-137-0000	Check Amount: 111006108018000	452.20
<b>Vendor: SARGEN - SARGENT-WELCH LLC</b>							
00017221	08/21/2017	L2717200083	00020202	225	Remit # 1 Check Date: 08/21/2017 10-3250-635-000-00-000-000-000-TRV0	Check Amount: 635TRV	80.00
00017221	08/21/2017	L2717200084	00020202	234	10-3250-635-000-00-000-000-000-BAV0	635BAV	100.00
00017221	08/21/2017	L2717200144	00012071	179	10-2360-635-000-00-000-000-000-0000	1236063500000000	28.80
00017221	08/21/2017	L2717200145	00012071	182	10-2310-635-000-00-000-000-000-0000	1231063500000000	29.15
00017221	08/21/2017	L2717200146	00012071	213	10-2380-635-000-30-800-000-137-0000	1238063580000000	69.00
00017221	08/21/2017	L2717200147	00012071	236	10-2310-635-000-00-000-000-000-0000	1231063500000000	554.75
00017221	08/21/2017	L2717200148	00012071	237	10-3210-635-000-30-800-000-137-0000	1321063580000000	478.17
00017221	08/21/2017	L2717200222	00012076	SASD--CAFE	10-6999-000-000-00-000-000-000-0000	16999	507.80
<b>Vendor: SASDAF - SHARPSVILLE AREA SCHOOL DIST.</b>							
00017222	08/21/2017	L2717200016	00020079	3311380	Remit # 1 Check Date: 08/21/2017 10-2440-610-000-30-800-000-137-0000	Check Amount: 1244061080000000	1,847.67
00017222	08/21/2017	L2717200037	00020087	3312848	10-2440-610-000-20-500-000-127-0000	1244061050000000	184.31
00017222	08/21/2017	L2717200038	00020087	3312848-01	10-2440-610-000-20-500-000-127-0000	1244061050000000	214.25
00017222	08/21/2017	L2717200056	00020043	3308069	10-2440-610-000-10-200-000-117-0000	1244061020000000	19.70
<b>Vendor: SCHOOLHE - SCHOOL HEALTH CORPORATION</b>							
00017223	08/21/2017	L2717200178	00020113	308102812071	Remit # 1 Check Date: 08/21/2017 10-2380-610-000-20-500-000-127-0000	Check Amount: 1238061050000000	779.98
<b>Vendor: SCHOOLSP - SCHOOL SPECIALTY</b>							
00017224	08/21/2017	L2717200008	00020067	SHANNON	Remit # 1 Check Date: 08/21/2017 10-2620-538-000-00-000-000-000-0000	Check Amount: 1262053800000000	1,198.24
							212.01
							212.01
							50.00

\* Denotes Non-Negotiable Transaction



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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Check Amount:	Expend Amt
<b>Vendor:</b>	<b>SHANNOAM - AMANDA SHANNON</b>							
00017225	08/21/2017	L2717200127	00020261	19314	Remit # 1 Check Date: 08/21/2017	10-2310-549-000-00-000-0000-0000	1231054900000000	50.00
								784.13
<b>Vendor:</b>	<b>SHARONHE - SHARON HERALD CO.</b>							
00017226	08/21/2017	L2717200202	00020149	16589	Remit # 1 Check Date: 08/21/2017	10-1290-756-890-10-200-000-000-5900	1129075620000059	784.13
								4,830.00
<b>Vendor:</b>	<b>SMARTSTE - SMARTSOLUTION TECHNOLOGIES</b>							
00017227	08/21/2017	L2717200009	00020070	SPECIALTY ORTHO	Remit # 1 Check Date: 08/21/2017	10-3250-330-000-00-000-000-AT00	330AT	4,830.00
								2,566.66
<b>Vendor:</b>	<b>SPECIAOR - SPECIALTY ORTHOPAEDICS, P.C.</b>							
00017228	08/21/2017	L2717200162	00020270	900094461	Remit # 1 Check Date: 08/21/2017	10-2620-610-000-00-000-000-0000	1262061000000000	2,566.66
								348.00
<b>Vendor:</b>	<b>STATECHM - STATE INDUSTRIAL PRODUCTS</b>							
00017229	08/21/2017	L2717200203	00020220	157584	Remit # 1 Check Date: 08/21/2017	10-2380-610-000-10-200-000-117-0000	1238061020000000	348.00
								748.14
<b>Vendor:</b>	<b>SUCCESSBYD - SUCCESS BY DESIGN, INC.</b>							
00017230	08/21/2017	L2717200057	00020167	2268909A	Remit # 1 Check Date: 08/21/2017	10-1233-610-000-30-800-000-201-0000	1123361080000000	748.14
								199.60
00017230	08/21/2017	L2717200204	00020145	2269594A	Remit # 1 Check Date: 08/21/2017	10-1225-610-000-10-200-000-201-0000	1122561020000000	309.55
<b>Vendor:</b>	<b>SUPERDUS - SUPER DUPER SCHOOL COMPANY</b>							
00017231	08/21/2017	L2717200220	00020294	16390	Remit # 1 Check Date: 08/21/2017	10-2360-810-000-00-000-000-0000	1236081000000000	509.15
								225.00
<b>Vendor:</b>	<b>SVCC - SHENANGO VALLEY</b>							
00017232	08/21/2017	L2717200029	00020119	106762	Remit # 1 Check Date: 08/21/2017	10-1110-610-000-30-800-160-137-0000	111006108016000	225.00
								78.95
<b>Vendor:</b>	<b>TEACHED1 - TEACHER'S DISCOVERY</b>							
00017233	08/21/2017	L2717200010	00020071	TESONE	Remit # 1 Check Date: 08/21/2017	10-2350-330-000-00-000-000-0000	1235033000000000	78.95
								583.33
<b>Vendor:</b>	<b>TESONEROJ - ROBERT J. TESONE, ATTORNEY AT LAW</b>							
00017234	08/21/2017	L2717200179	00020286	THORN	Remit # 1 Check Date: 08/21/2017	10-3250-810-000-00-000-000-FBV0	810FBV	583.33
								69.00
<b>Vendor:</b>	<b>THORNJA - JACK THORN</b>							
00017235	08/21/2017	L2717200205	00020242	103709	Remit # 1 Check Date: 08/21/2017	10-2380-610-000-10-200-000-117-0000	1238061020000000	69.00
								230.34
00017235	08/21/2017	L2717200206	00020242	103709	Remit # 1 Check Date: 08/21/2017	10-2380-610-000-20-500-000-127-0000	1238061050000000	230.33
								230.33
00017235	08/21/2017	L2717200207	00020242	103709	Remit # 1 Check Date: 08/21/2017	10-2380-610-000-30-800-000-137-0000	1238061080000000	230.33
<b>Vendor:</b>	<b>TONASGR - TONAS GRAPHICS</b>							
00017236	08/21/2017	L2717200058	00020050	485782	Remit # 1 Check Date: 08/21/2017	10-1110-610-000-10-200-000-117-0000	1110061020000000	691.00
								223.15
<b>Vendor:</b>	<b>TRIARC - TRIARCO</b>							
00017237	08/21/2017	L2717200085	00020218	853336	Remit # 1 Check Date: 08/21/2017	10-2620-411-000-00-000-000-0000	1262041100000000	223.15
								785.00
<b>Vendor:</b>	<b>TRICOUINI - TRI-COUNTY INDUSTRIES INC</b>							
00017238	08/21/2017	L2717200208	00010201	1081	Remit # 1 Check Date: 08/21/2017	10-1110-650-000-10-200-000-117-0000	1110065020000000	785.00
								2,700.00
<b>Vendor:</b>	<b>TRUEPR - TRUE PROGRESS</b>							
					Remit # 1 Check Date: 08/21/2017		Check Amount:	2,700.00

\* Denotes Non-Negotiable Transaction

P - Prenote

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00017239	08/21/2017	L2717200065	00011893	172-01297	10-1110-650-000-10-200-000-117-0000	111006502000000	8.00
<b>Vendor: UNIVEROR - UNIVERSITY OF OREGON</b>							
00017240	08/21/2017	L2717200180	00020282	201389629	Remit # 1 Check Date: 08/21/2017	Check Amount:	8.00
00017240	08/21/2017	L2717200180	00020282	201389629	10-2620-522-000-00-000-000-000-0000	126205220000000	2,626.00
00017240	08/21/2017	L2717200181	00020282	201389629	10-2620-523-000-00-000-000-000-0000	126205230000000	12,713.00
<b>Vendor: UTICANAI - UTICA NATIONAL INSURANCE GROUP</b>							
00017241	08/21/2017	L2717200066	00010961	22938	Remit # 1 Check Date: 08/21/2017	Check Amount:	15,339.00
00017241	08/21/2017	L2717200164	00010294	23511	10-3210-610-000-00-500-000-127-0000	132106105000000	84.00
00017241	08/21/2017	L2717200165	00010294	23511	10-3250-617-000-30-800-000-000-GFV	617GFGV	516.00
00017241	08/21/2017	L2717200165	00010294	23511	10-3250-617-000-30-800-000-000-GFV	617GFGV	516.00
<b>Vendor: VALLEYSIS - VALLEY SILK SCREENING</b>							
00017242	08/21/2017	L2717200011	00020068	VANNOY	Remit # 1 Check Date: 08/21/2017	Check Amount:	1,116.00
00017242	08/21/2017	L2717200011	00020068	VANNOY	10-2620-538-000-00-000-000-000-0000	126205380000000	25.00
<b>Vendor: VANNOYJO - JOHN VANNOY</b>							
00017243	08/21/2017	L2717200108	00020007	565-41000450	Remit # 1 Check Date: 08/21/2017	Check Amount:	25.00
00017243	08/21/2017	L2717200109	00020007	565-41000450	10-1110-610-000-10-200-000-117-0000	111006102000000	3,239.60
00017243	08/21/2017	L2717200110	00020007	565-41000450	10-1110-610-000-20-500-000-127-0000	111006105000000	3,123.90
00017243	08/21/2017	L2717200110	00020007	565-41000450	10-1110-610-000-30-800-000-137-0000	111006108000000	2,892.50
<b>Vendor: VERITOPC - VERITIV OPERATING COMPANY</b>							
00017244	08/21/2017	L2717200128	00020266	SH611060	Remit # 1 Check Date: 08/21/2017	Check Amount:	9,256.00
00017244	08/21/2017	L2717200128	00020266	SH611060	10-2310-549-000-00-000-000-000-0000	123105490000000	342.63
<b>Vendor: VINDICPR - VINDICATOR PRINTING CO.</b>							
00017245	08/21/2017	L2717200086	00020238	2341	Remit # 1 Check Date: 08/21/2017	Check Amount:	342.63
00017245	08/21/2017	L2717200086	00020238	2341	10-1110-323-000-30-800-000-000-0000	111003238000000	18,750.00
<b>Vendor: VLNPA - VLN PARTNERS, LLP</b>							
00017246	08/21/2017	L2717200221	00020159	283805	Remit # 1 Check Date: 08/21/2017	Check Amount:	18,750.00
00017246	08/21/2017	L2717200221	00020159	283805	10-3250-610-000-00-000-000-000-CCV	610CCV	134.00
<b>Vendor: VSATT - VS ATHLETICS</b>							
00017247	08/21/2017	L2717200163	00020268	200010	Remit # 1 Check Date: 08/21/2017	Check Amount:	134.00
00017247	08/21/2017	L2717200163	00020268	200010	10-2620-610-000-00-000-000-000-0000	126206100000000	122.00
<b>Vendor: WALKERSUI - WALKER SUPPLY INC</b>							
00017248	08/21/2017	L2717200059	00020131	8049157767	Remit # 1 Check Date: 08/21/2017	Check Amount:	122.00
00017248	08/21/2017	L2717200060	00020131	8049252917	10-1110-610-000-30-800-180-137-0000	111006108018000	291.51
00017248	08/21/2017	L2717200067	00020130	8049172921	10-1110-610-000-30-800-180-137-0000	111006108018000	33.88
00017248	08/21/2017	L2717200111	00020151	8049206598	10-1110-610-000-30-800-180-137-0000	111006108018000	676.22
00017248	08/21/2017	L2717200112	00020151	8049201592	10-1110-610-000-30-800-180-137-0000	111006108018000	2,114.05
00017248	08/21/2017	L2717200113	00020151	8049339540	10-1110-610-000-30-800-180-137-0000	111006108018000	27.06
00017248	08/21/2017	L2717200113	00020151	8049339540	10-1110-610-000-30-800-180-137-0000	111006108018000	824.36
<b>Vendor: WARDNAS - WARD'S NATURAL SCIENCE EST LLC</b>							
00017249	08/21/2017	L2717200089	00020208	WEST PENN COACH	Remit # 1 Check Date: 08/21/2017	Check Amount:	3,967.08
00017249	08/21/2017	L2717200089	00020208	WEST PENN COACH	10-3250-810-000-00-000-000-FBV	810FBV	100.00
<b>Vendor: WESTPENN - WEST PENN COACHES ASSN</b>							
00017249	08/21/2017	L2717200089	00020208	WEST PENN COACH	Remit # 1 Check Date: 08/21/2017	Check Amount:	100.00
00017249	08/21/2017	L2717200089	00020208	WEST PENN COACH	10-3250-810-000-00-000-000-FBV	810FBV	100.00

\* Denotes Non-Negotiable Transaction



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Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A. S. N.	Expended Amt
00017250	08/21/2017	L2717200017	00020125	37394	10-2380-550-000-20-500-000-127-0000	1238055050000000	95.00
00017250	08/21/2017	L2717200018	00020125	37394	10-2380-550-000-20-500-000-127-0000	1238055050000000	178.00
00017250	08/21/2017	L2717200129	00020250	37408-37418	10-2260-550-000-00-000-000-201-0000	1226055000000000	117.09
00017250	08/21/2017	L2717200130	00020250	37408-37418	10-2360-550-000-00-000-000-000-0000	1236055000000000	229.15
00017250	08/21/2017	L2717200131	00020250	37408-37418	10-2380-550-000-10-200-000-117-0000	1238055020000000	260.24
00017250	08/21/2017	L2717200132	00020250	37408-37418	10-2380-550-000-20-500-000-127-0000	1238055050000000	215.59
00017250	08/21/2017	L2717200133	00020250	37408-37418	10-2380-550-000-30-800-000-137-0000	1238055080000000	238.09
00017250	08/21/2017	L2717200134	00020250	37408-37418	10-2519-550-000-00-000-000-000-0000	1251955000000000	226.00
00017250	08/21/2017	L2717200135	00020250	37408-37418	10-3250-550-000-00-000-000-000-AD00	550AD	67.99
<b>Vendor: WHITEHEA - WHITEHEAD-EAGLE CORPORATION</b>							<b>1,627.15</b>
00017251	08/21/2017	L2717200030	00020123	619668	10-1110-610-000-30-800-140-137-0000	111006108014000	291.80
<b>Vendor: WOLVERSP - WOLVERINE SPORTS</b>							<b>291.80</b>

10-GENERAL FUND 244,670.49

Grand Total Manual Checks : 0.00  
 Grand Total Regular Checks : 244,670.49  
 Grand Total Direct Deposits: 0.00  
 Grand Total Credit Card Payments: 0.00  
 Grand Total All Checks : 244,670.49



# Fund Accounting Check Register

CAPITAL PROJECT FUND - From 08/21/2017 To 08/21/2017

fackrgc

Check #	Tran Date	Tran #	PO No.	Invoice #	Account Code	A.S.N.	Expended Amt
00000107	08/21/2017	L2734700001	00020240	3038	39-4600-330-000-00-800-000-000-0000	CP460033080	18,741.25
Vendor: ECKLESARE - ECKLES ARCHITECTURE AND ENGINEERING, INC.					Remit # 1	Check Date: 08/21/2017	Check Amount: 18,741.25
39-CAPITAL PROJECT FUND							18,741.25
Grand Total Manual Checks :							0.00
Grand Total Regular Checks :							18,741.25
Grand Total Direct Deposits:							0.00
Grand Total Credit Card Payments:							0.00
Grand Total All Checks :							18,741.25







# Student Activity Account Summary

From 06/01/2017 to 06/30/2017

## Fund 82 - MS ACTIVITY FUND

Activity Fund	Beginning Balance 06/01/2017	Received	Expended	Adjustments	Ending Balance 06/30/2017
MSCH MS CHEERLEADING	1,279.22	0.00	0.00	0.00	1,279.22
MSNH MS NJHS	404.88	0.00	0.00	0.00	404.88
MSST MS STUDENT COUNCIL	848.81	-271.42	330.00	0.00	790.23
MSYB MS YEARBOOK	1.72	0.00	0.00	0.00	1.72
<b>Fund 82 - MS ACTIVITY FUND</b>					
<b>Fund Totals:</b>	2,534.63	-271.42	330.00	0.00	2,476.05
<b>Grand Totals:</b>	2,534.63	-271.42	330.00	0.00	2,476.05



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

\*Includes accounts with no activity for this period

MSCH-MS CHEERLEADING

Fund 82 - MS ACTIVITY FUND

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

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

Beginning balance: 1,279.22  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: 1,279.22



# Student Activity Account Detail

Fund 82 - MS ACTIVITY FUND      MSNH-MS NJHS      fastudet  
 Date      Trans. No.      Vendor Name      Check No.      Description      Exp/Rec Amount  
 82-0496-000-000-000-000-000-MSNH (Inactive with budget)

\*Includes accounts with no activity for this period

Beginning balance:      404.88  
 Received:      0.00  
 Expended:      0.00  
 Adjustments:      0.00  
 Ending balance:      404.88



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

\*Includes accounts with no activity for this period

Fund 82 - MS ACTIVITY FUND MSST-MS STUDENT COUNCIL

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSST					
06/01/2017	C2684200001	FRANK D BERTOLASIO	00001177	MS STUDENT COUNCIL	330.00
06/12/2017	R2692100001			MS STUDENT COUNCIL	-270.70
06/30/2017	R2713700001			MS STUDENT COUNCIL	-0.72
Beginning balance:					848.81
Received:					-271.42
Expended:					330.00
Adjustments:					0.00
Ending balance:					790.23



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 82 - MS ACTIVITY FUND MSYB-MS YEARBOOK

\*Includes accounts with no activity for this period

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSYB		(Inactive with budget)			
				Beginning balance:	1.72
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	1.72

## Fund 82 - MS ACTIVITY FUND

	Beginning Balance 06/01/2017			Ending Balance 06/30/2017
Fund Totals:	2,534.63	Received -271.42	Expended 330.00	Adjustments 0.00
Grand Totals:	2,534.63	Received -271.42	Expended 330.00	Adjustments 0.00
				Ending Balance 06/30/2017 2,476.05



SHARPSVILLE AREA SCHOOL DISTRICT  
EXP. DATE: 30-JUN-17  
RECONCILIATION DATE: Barb Gomez  
Prepared by: Barb Gomez

**FNB BANK**

Prepared by: Barb Linnarz

Barb Gencz

FNB BANK		OUTSTANDING CHECKS	
BALANCE PER BANK STATEMENT AS OF: 30-Jun-17	CHECK #	DESCRIPTION	AMOUNT
ADD DEPOSITS IN TRANSIT			
SUBTOTAL			9.00
LESS CHECKS OUTSTANDING			
(SEE LIST)			
TOTAL			9.00
BANK BALANCE PER STATEMENT RECONCILIATION			\$2,476.05
GENERAL LEDGER ACCOUNT BALANCE			2,534.83
ADD DEBITS:			
RECEIPTS	271.42		
TOTAL DEBITS	271.42		
SUBTOTAL			2,806.25
LESS CREDITS:			
DISBURSEMENTS	330.00		
TOTAL CREDITS	330.00		
BALANCE PER ACTIVITY ACCOUNT			\$2,476.05 TOTAL



# Student Activity Account Summary

From 07/01/2017 to 07/31/2017

fastusum

## Fund 82 - MS ACTIVITY FUND

Activity Fund	Beginning Balance 07/01/2017	Received	Expended	Adjustments	Ending Balance 07/31/2017
MSCH MS CHEERLEADING	1,279.22	0.00	0.00	0.00	1,279.22
MSNH MS NJHS	404.88	0.00	0.00	0.00	404.88
MSST MS STUDENT COUNCIL	790.23	-0.74	0.00	0.00	790.97
MSYB MS YEARBOOK	1.72	0.00	0.00	0.00	1.72
<b>Fund 82 - MS ACTIVITY FUND</b>					
<b>Fund Totals:</b>	2,476.05	-0.74	0.00	0.00	2,476.79
<b>Grand Totals:</b>	2,476.05	-0.74	0.00	0.00	2,476.79



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

MSCH-MS CHEERLEADING

Fund 82 - MS ACTIVITY FUND

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

82-0496-000-000-00-000-000-000-MSCH  
07/01/2017 J2725600065

Beginning Balance

-1,279.22

Beginning balance:

1,279.22

Received:

0.00

Expended:

0.00

Adjustments:

0.00

Ending balance:

1,279.22



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 82 - MS ACTIVITY FUND MSNH-MS NJHS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
82-0496-000-000-00-000-000-000-MSNH					
07/01/2017	J2725600066			Beginning Balance	-404.88
				Beginning balance:	404.88
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	404.88



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 82 - MS ACTIVITY FUND MSST-MS STUDENT COUNCIL

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
82-0496-000-000-000-000-MSST					
07/01/2017	J2725600067			Beginning Balance	-790.23
07/31/2017	R2729300001			MS STUDENT COUNCIL	-0.74
				Beginning balance:	790.23
				Received:	-0.74
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	790.97



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 82 - MS ACTIVITY FUND		MSYB-MS YEARBOOK			
Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
82-0496-000-000-000-000-000-MSYB					
07/01/2017	J2725600068			Beginning Balance	-1.72
				Beginning balance:	1.72
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	1.72
Fund 82 - MS ACTIVITY FUND					
		Beginning Balance		Ending Balance	
		07/01/2017		07/31/2017	
Fund Totals:		2,476.05	Expended 0.00	Adjustments 0.00	2,476.79
		Beginning Balance		Ending Balance	
		07/01/2017		07/31/2017	
Grand Totals:		2,476.05	Expended 0.00	Adjustments 0.00	2,476.79



# MS ACTIVITY ACCOUNT BANK RECONCILIATION

SHARPSVILLE AREA SCHOOL DISTRICT  
FNB BANK  
RECONCILIATION DATE: 7/31/2017  
Prepared by: Barb Gencz Barb Gencz

BALANCE PER BANK STATEMENT		CHECK #	OUTSTANDING CHECKS DESCRIPTION	AMOUNT
AS OF: 7/31/2017	\$2,476.79			
ADD DEPOSITS IN TRANSIT				
	0.00			
SUBTOTAL.....				0.00
LESS CHECKS OUTSTANDING:				
(SEE LIST)				
TOTAL:				0.00
BANK BALANCE PER STATEMENT RECONCILIATION:				\$2,476.79
GENERAL LEDGER ACCOUNT				
BALANCE				2,476.05
ADD DEBITS:				
RECEIPTS				0.74
TOTAL DEBITS				0.74
SUBTOTAL.....				2,476.79
LESS CREDITS:				
DISBURSEMENTS				
TOTAL CREDITS				0.00
BALANCE PER ACTIVITY ACCOUNT				\$2,476.79
TOTAL.....				\$0.00



# Student Activity Account Summary

From 07/01/2016 to 06/30/2017

fastusum

## Fund 81 - ACTIVITY FUND

Activity Fund	Beginning Balance 07/01/2016	Received	Expended	Adjustments	Ending Balance 06/30/2017
2016 CLASS OF 2016	847.36	0.00	0.00	847.36	0.00
2017 CLASS OF 2017	759.49	-4,855.53	5,042.19	572.83	0.00
2018 CLASS OF 2018	1,841.70	-4,265.88	5,502.75	-572.83	1,177.66
2019 CLASS OF 2019	515.80	-5,312.00	3,026.28	0.00	2,801.52
2020 CLASS OF 2020	0.00	-1,056.00	660.00	0.00	396.00
BBBC BBB CHEERLEADERS	0.14	-2,018.61	2,055.00	0.00	-36.25
CHES CHESS	71.42	-102.30	128.28	0.00	45.44
CHOI CHOIR	0.50	0.00	0.00	0.00	0.50
DADV DEVILS ADVOCATE	107.34	0.00	0.00	0.00	107.34
DLOG DEVILS LOG	5,438.66	-13,966.94	10,137.75	0.00	9,267.85
FBCH FOOTBALL CHEERLEADERS	139.09	-2,625.53	2,764.00	0.00	0.62
FCCL FAM CAREER & COM LEADER	46.04	-5,555.75	5,205.05	0.00	396.74
LEAD LEAD Team	721.29	-6,106.20	6,515.73	0.00	311.76
NHEL NATURAL HELPERS	1,948.43	-1,403.26	1,826.60	0.00	1,525.09
NHSC NATIONAL HONOR SOCIETY	263.44	-200.00	1,621.91	0.00	-1,158.47
ROBO ROBOTICS CLUB	1,577.11	0.00	1,476.97	0.00	100.14
SCIE SCIENCE CLUB	456.11	-133.00	487.27	0.00	101.84
SFCH STUDENTS FOR CHARITY	0.00	-100.00	100.00	0.00	0.00
SPAN SPANISH CLUB	714.28	-2,074.25	2,029.31	0.00	759.22
STUC STUDENT COUNCIL	524.81	-436.48	498.57	-847.36	1,310.08
TECH TECHNOLOGY CLUB	154.75	0.00	0.00	0.00	154.75
TEEN TEENS THAT CARE	1,056.44	-1,153.00	1,623.72	-18.41	604.13
THES THESPIANS	8,164.93	-16,679.50	14,269.12	0.00	10,575.31
TRAC TRACK CLUB	2,125.63	-2,725.00	3,488.65	0.00	1,361.98
WRCH WRESTLING CHEERLEADERS	15.81	-2,863.63	2,793.25	0.00	86.19
<b>Fund 81 - ACTIVITY FUND</b>					
<b>Fund Totals:</b>	27,490.57	-73,632.86	71,252.40	-18.41	29,889.44
<b>Grand Totals:</b>	27,490.57	-73,632.86	71,252.40	-18.41	29,889.44



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND 2016-CLASS OF 2016

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2016					
06/30/2017	J2714900004			Transfer to Stu Co. as per policy	-847.36
06/30/2017	J2715000004			Transfer to Stu Co. as per policy	847.36
06/30/2017	J2715100004			Reverse = Transfer to Stu Co. as per	847.36
				Beginning balance:	847.36
				Received:	0.00
				Expended:	0.00
				Adjustments:	847.36
				Ending balance:	0.00



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND 2017-CLASS OF 2017

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2017					
06/07/2017	C2688900001	DEJAH SPRINGER	00004369	Reimbursement: Senior Class Officer	40.00
06/09/2017	C2691500001	OAK HALL INDUSTRIES, L.P.	00004372	Caps and Gowns: Class of 2017	2,348.25
06/30/2017	J2714900003			Transfer to Class of 2018 as per	-572.83
06/30/2017	J2715000003			Transfer to Class of 2018 as per	572.83
06/30/2017	J2715100003			Reverse - Transfer to Class of 2018	572.83
Beginning balance:					2,961.08
Received:					0.00
Expended:					2,388.25
Adjustments:					572.83
Ending balance:					0.00



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

Fund 81 - ACTIVITY FUND 2018-CLASS OF 2018

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-2018					
06/30/2017	J2714900002			transfer from class of 2017	572.83
06/30/2017	J2715000002			transfer from class of 2017	-572.83
06/30/2017	J2715100002			Reverse - transfer from class of 2017	-572.83
Beginning balance:					604.83
Received:					0.00
Expended:					0.00
Adjustments:					-572.83
Ending balance:					1,177.66



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

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				(Inactive with budget)	

Beginning balance: 2,801.52  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: 2,801.52



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

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					
06/02/2017	R2685400002			Pretzel Rod Sale	-324.00
06/05/2017	C2685500001	DIAMOND GROUP FUNDRAISING	00004367	Pretzel Rod Sale	660.00
06/07/2017	R2689300001			Pretzel Sale	-60.00
				Beginning balance:	672.00
				Received:	-384.00
				Expended:	660.00
				Adjustments:	0.00
				Ending balance:	396.00



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND BBBC-BBB CHEERLEADERS

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

Beginning balance: -36.25  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: -36.25



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND		CHES-CHESS					
Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount		
81-0496-000-000-00-800-000-000-CHESS							
06/01/2017	C26845000C1	VALLEY SILK SCREENING	00004364	Tshirts	83.40		
				Beginning balance:	128.84		
				Received:	0.00		
				Expended:	83.40		
				Adjustments:	0.00		
				Ending balance:	45.44		



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND      CHOI-CHOIR

Date      Trans. No.      Vendor Name

Check No.      Description

Exp/Rec Amount

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

Beginning balance:      0.50  
 Received:      0.00  
 Expended:      0.00  
 Adjustments:      0.00  
 Ending balance:      0.50



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

Fund 81 - ACTIVITY FUND DADV-DEVILS ADVOCATE

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-800-000-000-DADV (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 06/01/2017 to 06/30/2017

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

06/22/2017 R2703900001

Yearbook Sales

-179.00

Beginning balance:

9,088.85

Received:

-179.00

Expended:

0.00

Adjustments:

0.00

Ending balance:

9,267.85



# Student Activity Account Detail

fastudet

From 06/01/2017 to 06/30/2017

FBCH-FOOTBALL CHEERLEADERS

Fund 81 - ACTIVITY FUND

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-800-000-000-FBCH

06/01/2017 C2684000001 VALLEY SILK SCREENING

00004363 Pink Out Tshirts

148.00

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

148.62

0.00

148.00

0.00

0.62



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

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 (Inactive with budget)					

Beginning balance:	396.74
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	396.74



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND		LEAD-LEAD Team				Check No.	Description	Exp/Rec Amount
Date	Trans. No.	Vendor Name						
81-0496-000-000-00-800-000-000-LEAD								
06/02/2017	C2685000001	PITTSBURGH BALFOUR COMPANY			00004365	Purple Cords	84.00	
06/02/2017	C2685200001	AUTISM SPEAKS			00004366	Donation	3,000.00	
06/02/2017	R2685400001					DDD - Mondays	-35.80	
Beginning balance:							3,359.96	
Received:							-35.80	
Expended:							3,004.00	
Adjustments:							0.00	
Ending balance:							311.76	



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND NHEL-NATURAL HELPERS

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-00-800-000-000-NHEL

06/07/2017 C2689100001 DEJAH SPRINGER

00004370

Reimbursement: Celebrate Life

20.00

Beginning balance: 1,545.09  
 Received: 0.00  
 Expended: 20.00  
 Adjustments: 0.00  
 Ending balance: 1,525.09



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND		NHSO-NATIONAL HONOR SOCIETY			
Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-800-000-000-NHSO					
06/08/2017	C2690100001	NASSP/NHS/NJHS	00004371	Dues - Order #:9000906187	385.00
06/20/2017	C2697600001	PITTSBURGH BALFOUR COMPANY	00004373	NHS Cords for Graduation	192.00
				Beginning balance:	-581.47
				Received:	0.00
				Expended:	577.00
				Adjustments:	0.00
				Ending balance:	-1,158.47



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND ROBO-ROBOTICS CLUB

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:	100.14
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	100.14



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND SCIE-SCIENCE CLUB

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

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

Beginning balance:	101.84
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	101.84



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND SFCH-STUDENTS FOR CHARITY

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

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



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND SPAN-SPANISH CLUB

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-SPAN					
06/02/2017	R2685400003			Cornhole Tourn	-50.00
06/05/2017	C2685700001	STA OF PENNSYLVANIA, INC.	00004368	Gateway Clipper: 5/11/17	170.02
				Beginning balance:	879.24
				Received:	-50.00
				Expended:	170.02
				Adjustments:	0.00
				Ending balance:	759.22



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND STUC-STUDENT COUNCIL

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-STUC					
06/30/2017	R2713500001			June 2017 Interest	-9.92
06/30/2017	J2714900001			Transfer from class of 2016	847.36
06/30/2017	J2715000001			Transfer from class of 2016	-847.36
06/30/2017	J2715100001			Reverse - Transfer from class of 2016	-847.36
Beginning balance:					452.80
Received:					-9.92
Expended:					0.00
Adjustments:					-847.36
Ending balance:					1,310.08



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND		TECH-TECHNOLOGY CLUB		Check No.	Description	Exp/Rec Amount
Date	Trans. No.	Vendor Name				
81-0496-000-000-00-800-000-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 06/01/2017 to 06/30/2017

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:	604.13
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	604.13



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND THES-THESPIANS

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

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

Beginning balance: 10,575.31  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: 10,575.31



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

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				(Inactive with budget)	

Beginning balance: 1,361.98  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: 1,361.98



# Student Activity Account Detail

From 06/01/2017 to 06/30/2017

fastudet

Fund 81 - ACTIVITY FUND		WRCH-WRESTLING CHEERLEADERS			
Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-WRCH (Inactive with budget)					

Beginning balance: 86.19  
 Received: 0.00  
 Expended: 0.00  
 Adjustments: 0.00  
 Ending balance: 86.19

Fund 81 - ACTIVITY FUND					
Beginning Balance		Ending Balance			
06/01/2017		06/30/2017			
Received	Expended	Adjustments	Expended	Adjustments	Ending Balance
-658.72	7,130.67	0.00	7,130.67	0.00	29,889.44
Fund Totals:					
Beginning Balance		Ending Balance			
06/01/2017		06/30/2017			
Received	Expended	Adjustments	Expended	Adjustments	Ending Balance
-658.72	7,130.67	0.00	7,130.67	0.00	29,889.44
Grand Totals:					



# ACTIVITY ACCOUNT

## BANK RECONCILIATION

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**FNB BANK**

**RECONCILIATION DATE:**

**13-Jul-17**

**PREPARED BY:**

**Deana Myers**

<p><b>BALANCE PER BANK STATEMENT</b></p> <p>AS OF: <span style="border: 1px solid black; padding: 2px;">30-Jun-17</span> <span style="float: right; border: 1px solid black; padding: 2px;">\$30,110.22</span></p> <p><b>ADD DEPOSITS IN TRANSIT</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table> <p><b>SUBTOTAL</b> ..... <span style="float: right;">\$220.78</span></p> <p><b>LESS CHECKS OUTSTANDING:</b></p> <p>(SEE LIST) <span style="float: right;">220.78</span></p> <p><b>TOTAL:</b> <span style="float: right;">220.78</span></p> <p style="text-align: right;"><u>220.78</u></p>											<p style="text-align: center;"><b>OUTSTANDING CHECKS</b></p> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">CHECK #</th> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">SEE ATTACHED</td> </tr> <tr> <td>3917</td> <td>Taylor Pollock</td> <td style="text-align: right;">11.91</td> </tr> <tr> <td>3928</td> <td>Danielle Marrie</td> <td style="text-align: right;">9.00</td> </tr> <tr> <td>3961</td> <td>Hanna Mueller</td> <td style="text-align: right;">33.90</td> </tr> <tr> <td>4151</td> <td>Jami Moffatt</td> <td style="text-align: right;">84.45</td> </tr> <tr> <td>4204</td> <td>Jeremy Hawthorne</td> <td style="text-align: right;">17.48</td> </tr> <tr> <td>4328</td> <td>Zoe Howze</td> <td style="text-align: right;">4.04</td> </tr> <tr> <td>4369</td> <td>Dejah Springer</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>4370</td> <td>Dejah Springer</td> <td style="text-align: right;">20.00</td> </tr> </tbody> </table>		CHECK #	DESCRIPTION	AMOUNT	SEE ATTACHED			3917	Taylor Pollock	11.91	3928	Danielle Marrie	9.00	3961	Hanna Mueller	33.90	4151	Jami Moffatt	84.45	4204	Jeremy Hawthorne	17.48	4328	Zoe Howze	4.04	4369	Dejah Springer	40.00	4370	Dejah Springer	20.00
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<p><b>BANK BALANCE PER STATEMENT RECONCILIATION</b> <span style="float: right; border: 1px solid black; padding: 2px;">\$29,889.44</span></p>																																										
<p><b>GENERAL LEDGER ACCOUNT BALANCE</b> <span style="float: right; border: 1px solid black; padding: 2px;">36,361.39</span></p> <p><b>ADD DEBITS:</b></p> <p><b>RECEIPTS</b> <span style="float: right; border: 1px solid black; padding: 2px;">658.72</span></p> <p><b>TOTAL DEBITS</b> <span style="float: right;">7,112.12</span></p> <p><b>SUBTOTAL</b> ..... <span style="float: right;">37,020.11</span></p> <p><b>LESS CREDITS:</b></p> <p><b>DISBURSEMENTS</b> <span style="float: right; border: 1px solid black; padding: 2px;">7,130.67</span></p> <p><b>TOTAL CREDITS</b> <span style="float: right;">7,130.67</span></p>																																										
<p><b>BALANCE PER ACTIVITY ACCOUNT</b> <span style="float: right; border: 1px solid black; padding: 2px;">\$29,889.44</span></p>		<p><b>TOTAL</b> ..... <span style="float: right; border: 1px solid black; padding: 2px;">\$220.78</span></p>																																								







# Student Activity Account Summary

fastusum

From 07/01/2017 to 07/31/2017

## Fund 81 - ACTIVITY FUND

Activity Fund	Beginning Balance 07/01/2017	Received	Expended	Adjustments	Ending Balance 07/31/2017
2018 CLASS OF 2018	1,177.66	0.00	0.00	0.00	1,177.66
2019 CLASS OF 2019	2,801.52	0.00	0.00	0.00	2,801.52
2020 CLASS OF 2020	396.00	0.00	0.00	0.00	396.00
BBBC BBB CHEERLEADERS	-36.25	0.00	0.00	0.00	-36.25
CHES CHESS	45.44	0.00	0.00	0.00	45.44
CHOI CHOIR	0.50	0.00	0.00	0.00	0.50
DADV DEVILS ADVOCATE	107.34	0.00	0.00	0.00	107.34
DLOG DEVILS LOG	9,267.85	0.00	11.21	0.00	9,256.64
FBCH FOOTBALL CHEERLEADERS	0.62	0.00	0.00	0.00	0.62
FCCL FAM CAREER & COM LEADER	396.74	0.00	0.00	0.00	396.74
LEAD LEAD Team	311.76	0.00	0.00	0.00	311.76
NHEL NATURAL HELPERS	1,525.09	0.00	0.00	0.00	1,525.09
NHSO NATIONAL HONOR SOCIETY	-1,158.47	0.00	0.00	0.00	-1,158.47
ROBO ROBOTICS CLUB	100.14	0.00	0.00	0.00	100.14
SCIE SCIENCE CLUB	101.84	0.00	0.00	0.00	101.84
SPAN SPANISH CLUB	759.22	0.00	0.00	0.00	759.22
STUC STUDENT COUNCIL	1,310.08	-8.94	0.00	0.00	1,319.02
TECH TECHNOLOGY CLUB	154.75	0.00	0.00	0.00	154.75
TEEN TEENS THAT CARE	604.13	0.00	0.00	0.00	604.13
THES THESPIANS	10,575.31	0.00	0.00	0.00	10,575.31
TRAC TRACK CLUB	1,361.98	0.00	0.00	0.00	1,361.98
WRCH WRESTLING CHEERLEADERS	86.19	0.00	0.00	0.00	86.19

## Fund 81 - ACTIVITY FUND

Fund Totals: 29,889.44

29,887.17

Grand Totals: 29,889.44

29,887.17



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND 2018-CLASS OF 2018

Date Trans. No. Vendor Name  
 81-0496-000-000-00-800-000-000-2018  
 07/01/2017 J2725600042

Check No.		Description	Exp/Rec Amount
		Beginning Balance	-1,177.66
		Beginning balance:	1,177.66
		Received:	0.00
		Expended:	0.00
		Adjustments:	0.00
		Ending balance:	1,177.66



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND 2019-CLASS OF 2019

Date Trans. No. Vendor Name  
 81-0496-000-000-00-800-000-000-2019  
 07/01/2017 J2725600043

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
				Beginning Balance	-2,801.52
				Beginning balance:	2,801.52
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	2,801.52



# Student Activity Account Detail

fastudet

From 07/01/2017 to 07/31/2017

Fund 81 - ACTIVITY FUND 2020-CLASS OF 2020

Date Trans. No. Vendor Name

81-0496-000-000-00-800-000-000-2020  
07/01/2017 J2725600044

Check No. Description

Exp/Rec Amount

Beginning Balance	-396.00
Beginning balance:	396.00
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	396.00



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND BBBC-BBB CHEERLEADERS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
07/01/2017	J2725600045	81-0496-000-000-00-800-000-000-BBBC		Beginning Balance	36.25
				Beginning balance:	-36.25
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	-36.25



# Student Activity Account Detail

fastudet

From 07/01/2017 to 07/31/2017

Fund 81 - ACTIVITY FUND CHES-CHES

Date Trans. No. Vendor Name

81-0496-000-000-00-800-000-000-CHES  
07/01/2017 J2725600046

Check No. Description

Exp/Rec Amount

Beginning Balance	-45.44
Beginning balance:	45.44
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	45.44



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND      CHOI-CHOIR

Date      Trans. No.      Vendor Name

81-0496-000-000-00-800-000-000-CHOI  
07/01/2017      J2725600047

Check No.	Description	Exp/Rec Amount
	Beginning Balance	-0.50
	Beginning balance:	0.50
	Received:	0.00
	Expended:	0.00
	Adjustments:	0.00
	Ending balance:	0.50



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND DADV-DEVILS ADVOCATE

81-0496-000-00-800-000-000-DADV  
07/01/2017 J2725600048

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
				Beginning Balance	-107.34
				Beginning balance:	107.34
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	107.34



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

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					
07/05/2017	C2704000001	PA DEPARTMENT OF REVENUE	00004374	2nd Qt Yearbook Taxes: 2017	11.21
07/01/2017	J2725600049			Beginning Balance	-9,267.85
				Beginning balance:	9,267.85
				Received:	0.00
				Expended:	11.21
				Adjustments:	0.00
				Ending balance:	9,256.64



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND FBCH-FOOTBALL CHERLEADERS

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-00-800-000-000-FBCH  
07/01/2017 J2725600050

Beginning Balance

-0.62

Beginning balance:

0.62

Received:

0.00

Expended:

0.00

Adjustments:

0.00

Ending balance:

0.62



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

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	07/01/2017	J2725600051		Beginning Balance	-396.74
				Beginning balance:	396.74
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	396.74



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND LEAD-LEAD Team

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-00-800-000-000-LEAD  
07/01/2017 J2725600052

Beginning Balance

-311.76

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

311.76  
0.00  
0.00  
0.00  
311.76



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND		NHEL-NATURAL HELPERS		Check No.	Description	Exp/Rec Amount
Date	Trans. No.	Vendor Name				
81-0496-000-000-00-800-000-000-NHEL						
07/01/2017	J2725600053				Beginning Balance	-1,525.09
					Beginning balance:	1,525.09
					Received:	0.00
					Expended:	0.00
					Adjustments:	0.00
					Ending balance:	1,525.09



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

NHSO-NATIONAL HONOR SOCIETY

Fund 81 - ACTIVITY FUND

fastudet

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
07/01/2017	J2725600054	81-0496-000-000-00-800-000-000-NHSO		Beginning Balance	1,158.47
				Beginning balance:	-1,158.47
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	-1,158.47



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND ROBO-ROBOTICS CLUB

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-ROBO	07/01/2017	J2725600055		Beginning Balance	-100.14
				Beginning balance:	100.14
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	100.14



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND SCIE-SCIENCE CLUB

Date Trans. No. Vendor Name  
 81-0496-000-000-00-800-000-000-SCIE  
 07/01/2017 J2725600056

Check No.	Description	Exp/Rec Amount
	Beginning Balance	-101.84
	Beginning balance:	101.84
	Received:	0.00
	Expended:	0.00
	Adjustments:	0.00
	Ending balance:	101.84



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND SPAN-SPANISH CLUB

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
07/01/2017	J2725600057	81-0496-000-000-00-800-000-000-SPAN		Beginning Balance	-759.22
				Beginning balance:	759.22
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	759.22



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND		STUC-STUDENT COUNCIL		Check No.	Description	Exp/Rec Amount
Date	Trans. No.	Vendor Name				
81-0496-000-000-00-800-000-000-STUC						
07/01/2017	J2725600058				Beginning Balance	-1,310.08
07/31/2017	R2728100001				July 2017 Interest	-8.94
					Beginning balance:	1,310.08
					Received:	-8.94
					Expended:	0.00
					Adjustments:	0.00
					Ending balance:	1,319.02



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND TECH-TECHNOLOGY CLUB

81-0496-000-000-00-800-000-000-TECH  
07/01/2017 J2725600059

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
				Beginning Balance	-154.75
				Beginning balance:	154.75
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	154.75



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND TEEN-TEENS THAT CARE

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
07/01/2017	J2725600060	81-0496-000-000-00-800-000-000-TEEN		Beginning Balance	-604.13
				Beginning balance:	604.13
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	604.13



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND THES-THESPIANS

Date Trans. No. Vendor Name

81-0496-000-000-00-800-000-000-THES  
07/01/2017 J2725600061

Exp/Rec Amount

Beginning Balance	-10,575.31
Beginning balance:	10,575.31
Received:	0.00
Expended:	0.00
Adjustments:	0.00
Ending balance:	10,575.31



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND TRAC-TRACK CLUB

Date Trans. No. Vendor Name

Check No. Description

Exp/Rec Amount

81-0496-000-000-000-800-000-000-TRAC  
07/01/2017 J2725600062

Beginning Balance

-1,361.98

Beginning balance:

1,361.98

Received:

0.00

Expended:

0.00

Adjustments:

0.00

Ending balance:

1,361.98



# Student Activity Account Detail

From 07/01/2017 to 07/31/2017

fastudet

Fund 81 - ACTIVITY FUND WRCH-WRESTLING CHEERLEADERS

Date	Trans. No.	Vendor Name	Check No.	Description	Exp/Rec Amount
81-0496-000-000-00-800-000-000-WRCH					
07/01/2017	J2725600063			Beginning Balance	-86.19
				Beginning balance:	86.19
				Received:	0.00
				Expended:	0.00
				Adjustments:	0.00
				Ending balance:	86.19

Fund 81 - ACTIVITY FUND

Fund Totals:	Beginning Balance 07/01/2017	29,889.44	Received	-8.94	Expended	11.21	Adjustments	0.00	Ending Balance 07/31/2017	29,887.17
Grand Totals:	Beginning Balance 07/01/2017	29,889.44	Received	-8.94	Expended	11.21	Adjustments	0.00	Ending Balance 07/31/2017	29,887.17



# ACTIVITY ACCOUNT

## BANK RECONCILIATION

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**FNB BANK**

**RECONCILIATION DATE:** 8-Aug-17  
**PREPARED BY:** Deana Myers

<b>BALANCE PER BANK STATEMENT</b> AS OF: <span style="border: 1px solid black; padding: 2px;">31-Jul-17</span> <span style="float: right; border: 1px solid black; padding: 2px;">\$30,047.95</span>  <b>ADD DEPOSITS IN TRANSIT</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table> <b>SUBTOTAL</b> .....  <b>LESS CHECKS OUTSTANDING:</b>  (SEE LIST) <span style="float: right; border: 1px solid black; padding: 2px;">160.78</span>  <div style="display: flex; justify-content: space-between;"> <span><b>TOTAL:</b></span> <span><b>160.78</b></span> </div> <div style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black; padding: 2px;">160.78</div>											<b>OUTSTANDING CHECKS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CHECK #</th> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">SEE ATTACHED</td> </tr> <tr> <td>3917</td> <td>Taylor Pollock</td> <td style="text-align: right;">11.91</td> </tr> <tr> <td>3928</td> <td>Danielle Marrie</td> <td style="text-align: right;">9.00</td> </tr> <tr> <td>3961</td> <td>Hanna Mueller</td> <td style="text-align: right;">33.90</td> </tr> <tr> <td>4151</td> <td>Jami Moffatt</td> <td style="text-align: right;">84.45</td> </tr> <tr> <td>4204</td> <td>Jeremy Hawthorne</td> <td style="text-align: right;">17.48</td> </tr> <tr> <td>4328</td> <td>Zoe Howze</td> <td style="text-align: right;">4.04</td> </tr> </tbody> </table>		CHECK #	DESCRIPTION	AMOUNT	SEE ATTACHED			3917	Taylor Pollock	11.91	3928	Danielle Marrie	9.00	3961	Hanna Mueller	33.90	4151	Jami Moffatt	84.45	4204	Jeremy Hawthorne	17.48	4328	Zoe Howze	4.04
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<b>GENERAL LEDGER ACCOUNT</b> <b>BALANCE</b> <span style="float: right; border: 1px solid black; padding: 2px;">29,889.44</span>  <b>ADD DEBITS:</b>  <b>RECEIPTS</b> <span style="float: right; border: 1px solid black; padding: 2px;">8.94</span>  <b>TOTAL DEBITS</b> <span style="float: right;">7,112.12</span>  <b>SUBTOTAL</b> ..... <span style="float: right;">29,898.38</span>  <b>LESS CREDITS:</b>  <b>DISBURSEMENTS</b> <span style="float: right; border: 1px solid black; padding: 2px;">11.21</span>  <b>TOTAL CREDITS</b> <span style="float: right; border-top: 1px solid black; border-bottom: 1px solid black; padding: 2px;">11.21</span>																																				
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# Agreement

**Prepared for**

**Sharpsville Area School  
District**

**July 1, 2017**

**Just think. In 1998, EduLink Inc. was inspired to design technology-based products and services to help make people's lives easier... to create a path of least resistance for clients to perform more efficiently and effectively. Our approach is based on producing a balance between the technology and the people who implement it everyday. We welcome you to explore the possibilities we are presenting here so that you might realize how we can help you.**





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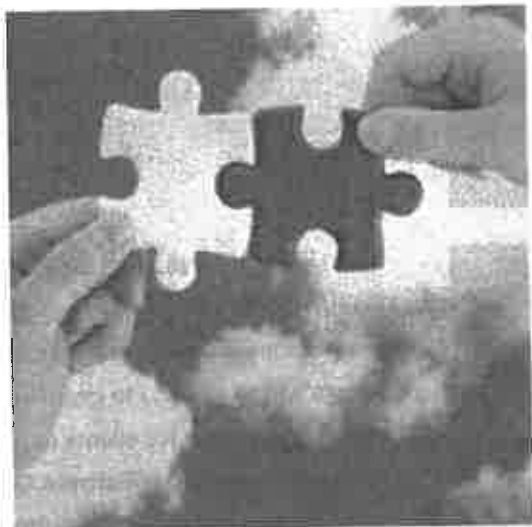
**Terms of Use for EduLink Inc. Websites ..... 3**

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Contact Us

Should you have any questions regarding this agreement, please do not hesitate to contact Dr. Reed Hankinson at EduLink.

Cranberry Professional Park  
201 Smith Drive, Suite D1  
Cranberry Twp, PA 16066

p. 724-553-9354  
f. 724-591-5040

[info@edulinkinc.com](mailto:info@edulinkinc.com)  
[www.edulinkinc.com](http://www.edulinkinc.com)



## Agreement

This agreement dated as of \_\_\_\_\_ July 1st, 2017 (the "Effective Date") by and between the Sharpville Area School District and EduLink Inc. ("EduLink") is for COMPLY, compliance software, to be used by Sharpville Area School District to track and manage employee fulfillment of district requisites, state mandates, and other important compliance items. This agreement represents the licensing fee to access the system which Sharpville Area School District agrees to pay to EduLink upon receipt of invoice. Any additional customization outside of the scope of this agreement will be included under a separate agreement and billed at EduLink's hourly rates.

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By using the software, the user and the organization agree that in no event will EduLink Inc. be liable to the user, the organization or any third party for any loss or damage related from use or inability to use the software, as further set forth in the Terms of Use for EduLink Web Sites below.

## Annual Licensing Fee

Below is the licensing fee, which is due and payable upon receipt of invoice.

**Annual Licensing Fee:** **\$3,385**

(This Fee is based on 90 users and reflects a 5% PA-ETEP Client Discount)

## Terms of Use for EduLink Web Sites

**AGREEMENT BETWEEN USER AND EduLink.:** This Web Site is comprised of various Web pages operated by EduLink. These Terms of Use shall apply to all websites owned and/or operated by EduLink. The EduLink Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the EduLink Web Site constitutes your agreement to all such terms, conditions, and notices.

**TERM OF AGREEMENT:** This agreement shall commence as of the Effective Date and continue for a period of one year (the "Initial Term"), and shall automatically renew for additional one year periods unless terminated by either party hereto (each a "Subsequent Year Term") upon written notice to the other party not less than thirty (30) days prior to the expiration of the Initial Term or Subsequent Year Term, as applicable. Any termination during the Initial Term or Subsequent Year Term shall be effective upon the expiration of the Initial Term or the Subsequent Year Term, as applicable.

**END USER AGREEMENT:** If you do not agree to the terms of this Agreement, do not use the Service. EduLink, Inc. ("EduLink") grants you a revocable, non-exclusive, non-transferable, non-sublicensable limited license to access the Service, solely for the professional purposes set forth within the scope of your employment with your school District/Organization or organization (the "District/Organization"). You are granted the right to access the Service, and to upload and utilize any information obtained through the Service (collectively, the "Information") strictly in accordance with the terms of this Agreement, the agreement between EduLink and your District/Organization, and any and all applicable laws.



You represent and warrant that the District/Organization has granted you the right to access the Service and to upload and utilize the Information. You agree not to, and will not permit or otherwise allow others to: sell, rent, license, distribute, transmit, host, outsource, disclose or commercially exploit the Service or any Information, or otherwise make the Service or any Information available to any third party. You agree to use reasonable efforts to enter all Information accurately and in a timely manner, not to present any Information in any unfair, misleading, or discriminatory format, and you agree to take reasonable security precautions to prevent unauthorized persons from gaining access to the Service or any Information.

You acknowledge that EduLink, in its sole discretion, reserves the right to modify, suspend or discontinue, temporarily or permanently, the Service, with or without notice and without liability to you. You further acknowledge and agree that no service can be deemed completely secure. There is a risk that unauthorized access or use, a compromise of our hardware or software, a failure of our hardware or software, human error, or a number of other factors may possibly compromise the security of your information.

The Service and the Information are provided to you "AS IS" without warranty of any kind. EduLink makes no warranties of any kind to you, express, implied or statutory (including, without limitation, timeliness, truthfulness, sequence, completeness, accuracy, freedom from interruption), or any implied warranties arising from trade usage, course of dealing, or course of performance, or the implied warranties of merchantability or fitness for a particular use or purpose.

Under no circumstances shall EduLink be liable to you or any other person for any direct, indirect, special, punitive, consequential, or incidental loss of any nature arising from any cause whatsoever, including, but not limited to, unavailability, interruption, or delay of the Service or the incompleteness or inaccuracy or any compromise of the Information, even if EduLink has been advised of the possibility of such damages.

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You agree to indemnify and hold harmless EduLink and its employees, officers, directors, and other agents from any and all claims or losses imposed on, incurred by or asserted as a result of or relating to: (a) any noncompliance by you with the terms and conditions of this Agreement; and (b) any third-party actions related to your use of the Service and/or receipt and use of the Information, whether authorized or unauthorized under the Agreement.

This Agreement shall remain in effect until terminated by you, your District/Organization or EduLink. EduLink or your District/Organization may suspend or terminate this Agreement with or without prior notice to you. This Agreement will terminate immediately, without prior notice to you, in the event you fail to comply with any provisions of this Agreement or otherwise are no longer authorized by your District/Organization to receive access to the Service. Upon termination of this Agreement, you shall cease all use of the Service and the Information.

NEITHER YOUR DISTRICT/ORGANIZATION NOR ANY OF ITS AGENTS MAY MODIFY OR WAIVE ANY TERM OF THIS AGREEMENT. ANY ATTEMPT TO MODIFY THIS AGREEMENT, EXCEPT BY EDULINK, IS VOID. No failure on the part of EduLink to exercise, no delay in exercising, and no course of dealing with respect to any right, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or privilege preclude any other or further exercise thereof or the exercise of any other right, power, or privilege under this Agreement. If any of the provisions of this Agreement, or application thereof to any person or circumstance, shall to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which they are held invalid or unenforceable, shall not be affected thereby and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

The terms of this Agreement apply to those obligations that shall survive any cancellation, termination, or rescission, including, without limitation, obligations relating to indemnification, limitation of liability, warranties, and disclaimers of warranties.

This Agreement shall be deemed to have been made in the United States in the Commonwealth of Pennsylvania, and shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the Commonwealth of Pennsylvania, without reference to principles of conflicts of laws thereof. You hereby consent to submit to the jurisdiction of the courts of or for the Commonwealth of Pennsylvania in connection with any action or proceeding instituted relating to this Agreement.

**MODIFICATION OF THESE TERMS OF USE:** EduLink reserves the right to change the terms, conditions, and notices under which the EduLink Web Site is offered. Any such changes will be posted in these Terms of Use. EduLink encourages you to periodically review the EduLink Web Site for changes to the Terms of Use.

**LINKS TO THIRD PARTY SITES:** The EduLink Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not



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**By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:**

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- Knowingly or intentionally upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
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**CONTACT INFORMATION:** EduLink welcomes your comments regarding these Terms of Use. You may contact EduLink at (724) 553-9354 or at [info@edulinkinc.com](mailto:info@edulinkinc.com)



## Agreement and Authorization

**IN WITNESS WHEREOF**, this agreement has been executed as of the date first above written by each party's duly authorized representative.

Sharpsville Area School District

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

**Contact Information: (who will be the main point of contact for set up/training, etc.?)**

Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

What Intermediate Unit is your district/school associated with? \_\_\_\_\_

**Accounts Payable: (who should receive invoices?)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EduLink, Inc.**

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Cranberry Professional Park  
201 Smith Drive; Suite D1  
Cranberry Twp, PA 16066  
Sales Representative: Patrick Farrell

**Referral:** Please let us know if someone referred you to PA-ETEP software

Name: \_\_\_\_\_ District: \_\_\_\_\_

Email: \_\_\_\_\_



## Client List

Allegheny Intermediate Unit 3  
Allegheny Valley School District  
Ambridge Area School District  
Armstrong School District  
Avon Grove Charter school  
Beaver Valley Intermediate Unit  
Beaver Area School District  
Blackhawk School District  
Blairsville-Saltsburg School District  
BLaST Intermediate Unit  
Burrell School District  
Bradford Area School District  
Central Valley School District  
Clairton City School District  
CORO Center for Civic Leadership  
Deer Lakes School District  
Diocese of Altoona-Johnstown  
Drexel University  
Duquesne University  
East Stroudsburg University  
Elizabeth Forward School District  
Erie First Christian Academy  
Franklin Regional School District  
Gateway School District  
Glen Montessori School  
Hampton Township School District  
Holy Family Learning

Imani Education Circle  
La Salle College High School  
Lehigh Valley Charter School  
for the Performing Arts  
Lock Haven University  
Mansfield University  
Midwestern Intermediate Unit IV  
Mt. Lebanon School District  
Moon Area School District  
New Hope Academy  
Northeastern Educational Intermediate Unit  
Northgate School District  
North Hills School District  
Norwin School District  
Pan American Academy Charter School  
PA Cyber Charter School  
PA Leadership Charter School  
Pennsylvania Department of Health  
Pittsburgh Public Schools  
School District of Philadelphia  
Shaler Area School District  
Town of Wake Forest  
Township of Warminster  
West Chester University  
Westmoreland Intermediate Unit  
Wilkesburg School District  
Woodland Hills School District



automatically notified and can approve or disapprove. The business office is also notified and involved in the process when requests include funding.

At each level, administrators can add notes, funding source information, etc. Teachers receive email notification of the approval (or disapproval) along with all notes and instructions.

With My-Approval & Reimbursement, your district's approval process is expedited and seamless. School district decision-makers can now respond quickly and effectively to each teacher's approval request.

To learn more, visit <http://www.edulinkinc.com/home/MyApprovalReimbursement.aspx>

### **Web Applications**

Since 1998, EduLink has been designing and building web-based applications for a wide variety of clients. EduLink provides both "off the shelf" data-management systems and "customized" systems. Our strength lies in our ability to create solutions that are practical, professional, and easy to use. Our goal is to build a sophisticated system that is intuitive and easy to navigate.

We strive to understand the needs of our client in order to develop a system that automates processes, tracks and reports critical data, and is customized to the unique needs of the client –ultimately saving them time and money. Once the beta system has been sufficiently tested and the system is in use, we continue to serve our clients by providing training and responding to unforeseen needs.

To learn more, visit <http://www.edulinkinc.com/home/WebApplications.aspx>



## EduLink's Products and Services

### **Act48 Credit Keeper**

**[www.act48creditkeeper.com](http://www.act48creditkeeper.com)**

Act48 Credit Keeper is a secure, web-based data-management system that tracks, manages, and reports continuing education credits/hours of certified educators and Para educators in Pennsylvania.

Act 48 Credit Keeper enables a school district and the employees of that school district to record and submit all continuing education hours to the Pennsylvania Department of Education. In-service programs and workshops conducted by your school can be credited to each employee in minutes! All information is entered and saved via a secure and confidential web site that is designed specifically for your school.

Data is seamlessly transferred directly to the Pennsylvania Department of Education. Endless hours of data entry by personnel departments are now reduced to minutes!

### **Act48 Hours**

**[www.act48hours.com](http://www.act48hours.com)**

Act48 Hours is a secure web-based data-management system that is tailored to the unique needs of colleges, universities and other providers of continuing education credits/hours. This website allows professional educators to request the submission of Act 48 hours/credits to the PA Department of Education Records Management Site.

### **My-Registrar**

**[www.my-registrar.com](http://www.my-registrar.com)**

My-Registrar is a customized web-based registration system. Using your colors, logos and identity, the My-Registrar application is tailored to match your organization's existing Web presence. Courses, activities and events are loaded into the My-Registrar database with fields that you define.

Once online, users can quickly and easily search your catalog of events, register for an upcoming activity, process payment and receive confirmation any time of day (24x7x365). The process is fully automated and allows for a seamless registration experience.

My-Registrar is customized to meet the specific needs of the following industries: Education & Training, Parks and Recreation Departments, and YMCA's.

### **My-Approval & Reimbursement**

My-Approval & Reimbursement is a powerful web-based system that is specifically designed to track and manage the approval and reimbursement process for external event requests. Requests can now be processed in minutes rather than days.

Teachers simply log on to the site and enter requests to attend professional development offerings that are outside of your district. Every detail can be submitted including expenses, cash advance requests, purpose, etc. The building principal (or whatever administrator is assigned to this teacher) receives an email regarding this request and can approve or disapprove the request from their mobile phone, iPad or any computer. Once approved, central administrators are



## About EduLink Inc.

Since our very first software application was released in 1998, EduLink has been committed to creating professional web-based applications and data-management systems that are practical and easy to use. School districts, colleges and universities, intermediate units, educational agencies, municipalities, non-profit and for-profit businesses that need a web application or have information (data) that they need to collect, track, and manage call on EduLink for help.



Here's what we do...

- ✦ **Online registration systems**
- ✦ **Solutions for managing Act 48 continuing education hours**
- ✦ **Web portals with e-commerce capabilities**
- ✦ **Customized web-based solutions**
- ✦ **Employment / internship portals**
- ✦ **Pre-approval request systems**
- ✦ **Professional CMS websites**
- ✦ **Custom data-management systems**

Our strength lies in our ability to create professional web-based applications and data-management systems that are practical and easy to use.

No matter how technical things may get, we always remember to think of the people that will be using our products and services. At EduLink, we offer a balance of non-technical and technical staff to our clients. If you are the person that will be using the software but are not necessarily tech-savvy, you certainly don't want to have too many conversations with computer programmers! On the other hand, if you are a technician, you probably will want to talk about the technology behind the software. This is the secret that has brought us our success. It is what we continue to focus on everyday with every new client.

## Benefits of EduLink's Products and Services

- ✦ **Streamline an existing registration or data collection process that is taxing to your staff**
- ✦ **Reduce the number of databases you use down to one centralized web based portal for easy access to all of your employees**
- ✦ **Eliminate the need to keep track of data offline in a paper-based system**



## **FIRST AMENDMENT TO LEASE AGREEMENT**

**THIS FIRST AMENDMENT** to the Lease Agreement dated March 20, 2017, having an effective date of July 1, 2017, is entered into this 21<sup>st</sup> day of August 2017, by and between:

**THE SHARPSVILLE AREA SCHOOL DISTRICT**, with an office at One Blue Devil Way, Sharpsville, and Mercer County, Pennsylvania 16150 hereinafter designated the "**Lessor**",

**AND**

**MIDWESTERN INTERMEDIATE UNIT IV**, with an office at 453 Maple Street, Grove City, Mercer County, Pennsylvania 16127, hereinafter designated the "**Lessee**".

**WITNESSETH:**

**WHEREAS**, the parties previously entered into a Lease Agreement dated March 20, 2017, having an effective date of July 1, 2017, ("**Lease**"); and

**WHEREAS**, the Lessor and Lessee have entered into an agreement to lease two (2) additional class rooms and desire to reduce their agreement to writing, and amend their current Lease in accordance with Article X, Subparagraph (9) of the aforementioned Lease.

**NOW, THEREFORE**, in consideration of the premises and mutual promises hereinafter set forth and for other good and valuable consideration, the Lessor and Lessee, each intending to be legally bound hereby covenant and agree as follows:

1. That Article I Subparagraph 3 of the Lease entitled "**TERM OF LEASE AND RENTAL**" shall be amended by the addition of the following:

3. The Lessee agrees to pay Twelve Thousand Three Hundred and No/100ths (\$12,300.00) Dollars per twelve (12) month period as rent, payable as follows: One Thousand Twenty Five and No/100ths (\$1,025.00) Dollars on the first (1<sup>st</sup>) day of each month beginning on July 1, 2017, and a like amount by the first (1<sup>st</sup>) day of each month thereafter during the term of this Lease. The Lessee shall pay a late charge of ten (10%) per cent of the total amount due for each payment that is more than five (5) days late. This late charge shall be payable together with the monthly rent payment.

2. That Article II Subparagraph 1 of the Lease entitled "**DEMISED PREMISES AND USES PERMITTED**" shall be amended by the addition of the following:



1. Two (2) additional classrooms located in the Sharpsville Elementary School Building, No. 204 containing 726 square feet, and No. 312 containing 462 square feet, shall be rented to Lessee for a total of four (4) classrooms containing approximately 2,460 square feet, (the "Demised Premises").

4. The remainder of the terms and provisions of the Lease dated March 20, 2017, with the exception of the paragraphs affected by the provisions of this First Amendment shall remain unchanged. To the extent of any inconsistencies between the Lease dated March 20, 2017, and this First Amendment thereto, the parties agree that this First Amendment shall prevail.

5. This First Amendment shall be incorporated into the parties' Lease dated March 20, 2017, and is subject to all other provisions therein...

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

Attest:

*Jane Roberts*  
Board Secretary

Lessor:

SHARPSVILLE AREA SCHOOL DISTRICT

By:

*William Herwood*  
William Herwood, President  
Sharpsville Area School Board

Attest:

*Laura Vonn*  
Board Secretary

Lessee:

MIDWESTERN INTERMEDIATE UNIT IV

By:

*Michael J. Kutzner*  
Executive Director  
Title



RESOLUTION OR ORDINANCE # 5

A RESOLUTION/ORDINANCE EXTENDING THE TERM OF EXEMPTIONS, DEDUCTIONS, ABATEMENTS AND CREDITS FOR REAL PROPERTY, EARNED INCOME TAX, NET PROFITS MERCANTILE, AND BUSINESS PRIVILEGE TAXES WITHIN A SPECIFIC GEOGRAPHIC AREA IN MERCER COUNTY DESIGNATED AS A KEYSTONE OPPORTUNITY EXPANSION ZONE ("KOEZ") OR KEYSTONE OPPORTUNITY IMPROVEMENT ZONE ("KOIZ") IN ORDER TO FOSTER ECONOMIC OPPORTUNITIES, STIMULATE INDUSTRIAL, COMMERCIAL, AND RESIDENTIAL IMPROVEMENTS AND PREVENT PHYSICAL AND INFRASTRUCTURE DETERIORATION WITHIN AREAS OF THE SHARPSVILLE AREA SCHOOL DISTRICT, COMMONWEALTH OF PENNSYLVANIA, UPON CERTAIN TERMS AND CONDITIONS.

WHEREAS, the Sharpsville Area School District, Pennsylvania recognizes the need to encourage investment in a defined geographical area of the Sharpsville Area School District bounded as follows (the "Extended Parcel"): (meets and bounds description of area to be extended or may be made an attachment in which case the Resolution would read "*as set forth in Attachment 'A'*") that is experiencing distress characterized by one or more of the following: high unemployment, low investment of new capital, blighted conditions, underutilized, obsolete or abandoned industrial commercial and residential structures, deteriorated tax base; and

WHEREAS, the Extended Parcel consists of an unoccupied portion (s) of a KOEZ or KOIZ within the Sharpsville Area School District which KOEZ or KOIZ expires in December 31, 2017; and



WHEREAS, the Keystone Opportunity Zone, Keystone Opportunity Expansion Zone and Keystone Opportunity Improvement Zone Act (Act of October 6, 1998, P.L. 705, No. 92), as amended, hereinafter referred to as the “Act,” authorizes political subdivisions to apply to the Pennsylvania Department of Community and Economic Development (DCED) for an extension of the term of the applicable benefits within the respective unoccupied portion(s) of the KOEZ or KOIZ, granting exemptions, deductions, abatements or credits from all local taxes identified in the Act; and

WHEREAS, approval of extending the term of the benefits for the Extended Parcel as provided in the Act will result in improving the economic, physical, and social conditions within the subject KOEZ or KOIZ by stimulating existing businesses employment, creating new employment and diminishing blight; and

WHEREAS, it is expected that increased private and public-sector investors will reverse the disinvestment and conditions of blight of the Extended Parcel by the termination date of the extended term.

NOW, THEREFORE, BE IT RESOLVED by the Sharpsville Area School District of Mercer County that effective as of this date August 21, 2017, contingent only upon DCED’s approval of the application for the proposed term of the Extended Parcel of the existing KOEZ or KOIZ:



The term of the Extended Parcel is extended for a period of 10 years from the date of occupancy of the Extended Parcel or expiration of the KOEZ/KOIZ, whichever occurs first as determined by the Department.

The following provisions shall apply to the extended term once the Extended Parcel is occupied:

1. Real Property Tax on the Extended Parcel is 100% exempt, such exemption to terminate December 31, 2027.
2. The following shall be exempt, in accordance with the provisions and limitations set forth within the Act, relative to the Extended Parcel:
  - a. Business gross receipts tax for operations conducted by a Qualified Business within the Extended Parcel.
  - b. Business privilege tax.
  - c. Tax on the earned income received by a resident of the Extended Parcel.
  - d. Tax on the net profits of a Qualified Business attributable to business activity conducted within the expansion zone
  - e. Mercantile license tax attributable to business activity by a Qualified Business conducted within the Extended Parcel.
  - f. Tax on occupancy or use within the Extended Parcel
  - g. Sales and use tax (for purchases used and consumed by a Qualified Business within the Extended Parcel)

Benefits to begin on January 1, 2018 and to end on December 31, 2027

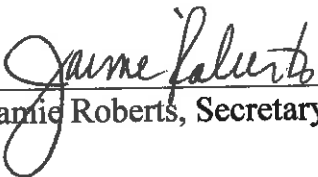
3. The provisions of the Act not herein enumerated, shall, nevertheless, be incorporated as part of this Ordinance by reference.
2. This resolution shall be effective upon execution, conditioned upon the approval of DCED of the application.



RESOLVED or ORDAINED AND ENACTED by the Board of Directors of the  
Sharpsville Area School District of Mercer County, Pennsylvania, this 21<sup>st</sup> day of  
August, 2017.

ATTEST:

SHARPSVILLE AREA SCHOOL  
DISTRICT

  
\_\_\_\_\_  
Jamie Roberts, Secretary

BY: 

\_\_\_\_\_  
Mr. Bill Henwood, President



**ATTACHMENT "A"**

**Zoccole Properties**

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- |                         |                   |
|-------------------------|-------------------|
| 1.) Parcel # 72-827-001 | Deed # 2005-06101 |
| 2.) Parcel # 72-814-022 | Deed # 2002-15428 |
| 3.) Parcel # 72-809-001 | Deed # 2002-15428 |

Copies of Deeds enclosed with maps to follow.









Book Policy Manual  
 Section 200 Pupils  
 Title Immunizations and Communicable Diseases  
 Number 203  
 Status Active

Legal

- 1. 24 P.S. 1303a
- 2. 28 PA Code 23.81 et seq
- 3. 28 PA Code 23.82
- 4. 22 PA Code 11.20
- 5. 28 PA Code 23.85
- 6. 28 PA Code 23.83
- 7. 28 PA Code 23.84
- 8. Pol. 200
- 9. Pol. 251
- 10. Pol. 255
- 11. Pol. 201
- 12. 28 PA Code 23.86
- 13. 28 PA Code 27.71
- 14. 28 PA Code 27.72
- 15. Pol. 204
- 16. 28 PA Code 27.1
- 17. 28 PA Code 27.2
- 18. 28 PA Code 27.23
- 19. 22 PA Code 4.29
- 20. 22 PA Code 4.4
- 21. Pol. 105.1
- 22. 24 P.S. 1402
- 23. Pol. 209
- 24. 24 P.S. 1409
- 28 PA Code 27.77
- Pol. 105.2

Adopted February 16, 2010  
 Last Revised August 21, 2017

### **Authority**



In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.[1][2]

## **Definitions**

**Certificate of Immunization** - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[3]

**Medical Certificate** - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[3]

## **Guidelines**

### **Immunization**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[1][2][4]

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[5]

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.[1][4][6][7]

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 or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.[1][4][5][6][7]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[5][8][9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[5][10]

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.[1]

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, 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.[1][5][6][7][8][11]



2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[3][5]
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. 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 electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.[12]

### 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.[13][14][15]

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[16][17][18]

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.[19]

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.[19][20][21]

### 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.[22][23]

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.[24]

Last Modified by Jaime Roberts on August 28, 2017









Book	Policy Manual
Section	200 Pupils
Title	Attendance
Number	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 August 21, 2017



## **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.<sup>[12][13]</sup>
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.<sup>[5]</sup>

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.<sup>[2][5][14][15][16][17][18][19]</sup>

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.<sup>[6][7][20]</sup>
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.<sup>[5][21]</sup>
3. Students attending college who are also enrolled part-time in district schools.<sup>[22]</sup>
4. Students attending a home education program or private tutoring in accordance with law.<sup>[5][17][23][24][25][26]</sup>
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.<sup>[5]</sup>
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.<sup>[7]</sup>
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.<sup>[7][15]</sup>

### **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.<sup>[3][6]</sup>



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]

Last Modified by Jaime Roberts on August 28, 2017





Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246
Status	Active
Legal	<u>1. 24 P.S. 1422.1</u> <u>2. 42 U.S.C. 1758b</u> <u>3. 7 CFR 210.31</u> <u>4. 7 CFR 210.15</u> <u>5. 24 P.S. 1422</u> <u>6. 24 P.S. 1513</u> 7. Pol. 102 8. Pol. 105 9. Pol. 808 <u>10. 24 P.S. 1512.1</u> <u>11. 7 CFR 210.10</u> <u>12. 7 CFR 220.8</u> <u>13. 42 U.S.C. 1751 et seq</u> <u>14. 42 U.S.C. 1773</u> <u>15. 7 CFR 210.30</u> <u>16. 7 CFR 210.11</u> <u>17. 7 CFR 220.12</u> 18. Pol. 229 <u>19. 24 P.S. 504.1</u> 20. Pol. 209.1 <u>24 P.S. 1337.1</u> <u>24 P.S. 1422.3</u> <u>P.L. 111-296</u> <u>7 CFR Part 210</u> <u>7 CFR Part 220</u> Pol. 103 Pol. 103.1
Adopted	February 16, 2010
Last Revised	August 21, 2017



## **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.[1][2][3]

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.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

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:[2][3]

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.[3]

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.[2][3]

### Guidelines

#### Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

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.[2]

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.[3]

### 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.[5]

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.[5]

### 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.[6][7][8]

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.

### 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.[7][8][10]

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.[11][12]

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.[9][13][14][15]

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.[11][12][13][14]

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.[3][16][17]

**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.[3][16]

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.[3][16]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

#### *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.[18]

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.[16]

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:
  - i. Halloween - Elementary students will be allowed to bring in and share candy with fellow classmates. However, they may only eat one (1) 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.
  - ii. Valentine's day - Elementary students may bring in candy to be distributed to classmates, but will not be permitted to eat 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.[3][16]

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.[19]

### 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:[20]

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.









Book Policy Manual  
 Section 300 Employees  
 Title Conduct/Disciplinary Procedures  
 Number 317  
 Status Active  
 Legal

1. 22 PA Code 235.10  
2. Pol. 824  
3. 24 P.S. 510  
4. 24 P.S. 514  
5. 24 P.S. 1121  
6. 24 P.S. 1122  
7. 24 P.S. 1126  
8. 24 P.S. 1127  
9. 24 P.S. 1128  
10. 24 P.S. 1129  
11. 24 P.S. 1130  
12. 2 Pa. C.S.A. 551 et seq  
13. Pol. 351  
14. 24 P.S. 1151  
15. 24 P.S. 111  
16. 24 P.S. 2070.9a  
17. 23 Pa. C.S.A. 6344.3  
22 PA Code 235.1 et seq  
24 P.S. 2070.1a et seq  
23 Pa. C.S.A. 6301 et seq

Adopted April 20, 2010  
 Last Revised August 21, 2017

### **Authority**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1][2]



The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3][4]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[5][6][7][8][9][10][11][12]

### **Delegation of Responsibility**

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.  
[6]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
13. Use of social media not related to assigned duties.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, or pursuit of civil and criminal sanctions.[14][6]

### **Arrest or Conviction Reporting Requirements**

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[15][16]

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated



report pursuant to the Child Protective Services Law.[17]

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[15]

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[17]

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[15][17]

Last Modified by Jaime Roberts on August 28, 2017









Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Active



**Legal**

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. Pol. 610
21. Pol. 626
22. Pol. 827
23. 42 U.S.C. 1758
24. 7 CFR Part 245
25. 7 CFR 15b.40
26. Pol. 103.1
27. Pol. 113
28. Pol. 209.1
29. 7 CFR 220.7
30. 7 CFR 210.9
31. 7 CFR 210.15
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Adopted May 19, 2008

Last Revised August 21, 2017

**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space



and time to eat meals during the school day.

### **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).<sup>[1][2][3][4][5][6][7][8][9][10]</sup>

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.<sup>[11][12]</sup>

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.<sup>[4][13]</sup>

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.<sup>[13][14]</sup>

### **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the Business Manager.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.<sup>[4]</sup>

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent.<sup>[3][4]</sup>

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.<sup>[2][3][4][6][7][8][9][10]</sup>

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.<sup>[15][16][17][18]</sup>

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.<sup>[11]</sup>

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:<sup>[19]</sup>

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.



3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.  
[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

#### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[20][21][22]

#### Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[23][24]

#### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[25][26][27][28]

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][29]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][29][30]

#### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][31]



### School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary need.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

#### *Collection of Unpaid Meal Charges -*

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Payment of School Meal Accounts.doc (44 KB)

Last Modified by Jaime Roberts on August 28, 2017







## Procurement – Federal Programs

***Note: Districts may continue to comply with the procurement standards in previous federal guidance for three (3) additional fiscal years following the implementation of the Uniform Grant Guidance (effective December 26, 2014). For school districts operating on a fiscal year, this extension ends June 30, 2018. If the district chooses to use the previous procurement standards, the district must document this decision in their internal procurement policies and procedures. Procurement standards for Food Service programs shall follow the requirements set forth by the USDA and PDE's Division of Food and Nutrition.***

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

2017 Procurement Thresholds		
PA State Quotation Threshold	\$10,700	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	\$19,700	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	\$3,500	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)
Federal Simplified Acquisition Threshold	\$150,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)

\*Please review this Procurement attachment annually and update amounts accordingly

### **Responsibility for Purchasing**

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing



## **Purchase Methods**

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 610 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager under the authority of the Board.

## **Standard Procurement Documents and Purchase Request Process**

The district shall use purchase orders for purchase requests in accordance with the applicable purchase method.

The district shall use electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the Business Office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Superintendent.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

Contracts shall be reviewed by the prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

**[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]**



### **Micro-Purchases Not Requiring Quotes or Bidding**

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,500.(48 CFR Subpart 2.1)

**Note:** The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Manager will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

### **Small Purchase Procedures**

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$19,700 or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$150,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$19,700 or more because the School Code requires formal competitive bidding at that level of cost.



The base amount at which bidding is required under state law for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$19,700. (24 P.S. Sec. 120)

**The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)**

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$150,000).

**[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$150,000.]**

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 610. (Pol. 610)

### **Formal Competitive Bidding**

#### **Publicly Solicited Sealed Competitive Bids:**

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 610 when the total cost is estimated to be \$19,700 or more. (Pol. 610)

**Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)**

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$150,000.



The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

For procurement of services costing at or over the \$150,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

### **Competitive Proposals**

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$19,700 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 610 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected,



subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the Business Manager based on factors including but not limited to:

1. Cost.
2. Experience of contractor.
3. Availability.
4. Personnel qualifications.
5. Financial stability.
6. Minority business, women's business enterprise, or labor surplus area firm status.
7. Project management expertise.
8. Understanding of district needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Superintendent.



### **Contract/Price Analysis**

The district performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Superintendent must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Superintendent will enact established business practices which may include evaluation of similar prior procurements and a review process.

### **Negotiated Profit**

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Superintendent.

### **Noncompetitive Proposals (Sole Sourcing)**

**Procurement by noncompetitive proposals** means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.



4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$150,000.

### **Purchase Cards**

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

### **Full and Open Competition**

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.



7. Any arbitrary action in the procurement process.

#### **Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms**

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

#### **Geographical Preferences Prohibited**

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

**[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]**

#### **Prequalified Lists**

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure



maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

### **Solicitation Language**

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

### **Avoiding Acquisition of Unnecessary or Duplicative Items**

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Policy 626: Allowability of Costs – Federal Programs.

### **Use of Intergovernmental Agreements and Cooperative Purchasing**

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act, the School Code and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 24 P.S. 521; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements and standards of the Uniform Grant Guidance as outlined in this procedure.



### **Use of Federal Excess and Surplus Property**

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

### **Debarment and Suspension**

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Manager will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

### **Maintenance of Procurement Records**

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 800 Records Management and the district's established records retention schedule. (Pol. 800)

### **Time and Materials Contracts**

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.



Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Settlements of Issues Arising Out of Procurements**

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **Protest Procedures to Resolve Dispute**

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established district administrative regulations and the advice of the solicitor. (Pol. 610)

### **Food Service Program Notes:**

#### *Exemption from Bidding for Perishable Food Items -*

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$150,000). Small purchase procedures may be used for purchases below \$150,000, or micro-purchase procedures for purchases below \$3,500. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.(24 P.S. Sec. 504(d))

#### *Geographic Preferences -*

The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

**Unprocessed locally grown or locally raised agricultural products** means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging



(such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

*Buy American -*

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

*Mandatory Contract Clauses -*

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or  
  
(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority



may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

#### *Contracts with Food Service Management Companies -*

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

#### *Pre-Plated Meals -*

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)





Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Active



## Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. Pol. 610
21. Pol. 626
22. Pol. 827
23. 42 U.S.C. 1758
24. 7 CFR Part 245
25. 7 CFR 15b.40
26. Pol. 103.1
27. Pol. 113
28. Pol. 209.1
29. 7 CFR 220.7
30. 7 CFR 210.9
31. 7 CFR 210.15
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Adopted May 19, 2008

Last Revised August 21, 2017

### **Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space



and time to eat meals during the school day.

### **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).<sup>[1][2][3][4][5][6][7][8][9][10]</sup>

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.<sup>[11][12]</sup>

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.<sup>[4][13]</sup>

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.<sup>[13][14]</sup>

### **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the Business Manager.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.<sup>[4]</sup>

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent.<sup>[3][4]</sup>

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.<sup>[2][3][4][6][7][8][9][10]</sup>

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.<sup>[15][16][17][18]</sup>

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.<sup>[11]</sup>

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:<sup>[19]</sup>

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.



3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.  
[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

#### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[20][21][22]

#### Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[23][24]

#### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[25][26][27][28]

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][29]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][29][30]

#### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][31]



### School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary need.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

#### *Collection of Unpaid Meal Charges*

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Payment of School Meal Accounts.doc (44 KB)

Last Modified by Jaime Roberts on August 28, 2017









Book	Policy Manual
Section	200 Pupils
Title	Diabetes Management
Number	209.3
Status	Active
Legal	<p>1. Pol. 103.1</p> <p><u>2. 24 P.S. 1401</u></p> <p><u>3. 24 P.S. 1414.5</u></p> <p><u>4. 24 P.S. 1414.3</u></p> <p><u>5. 24 P.S. 1414.4</u></p> <p><u>6. 24 P.S. 1414.7</u></p> <p>7. Pol. 113</p> <p>8. Pol. 209</p> <p>9. Pol. 209.1</p> <p>10. Pol. 113.1</p> <p>11. Pol. 810</p> <p><u>12. 24 P.S. 1409</u></p> <p>13. Pol. 216</p> <p>14. Pol. 113.4</p> <p><u>15. 22 PA Code 12.41</u></p> <p>16. Pol. 218</p> <p>17. Pol. 227</p> <p>18. Pol. 100</p> <p>19. Pol. 333</p> <p><u>20. 22 PA Code 12.3</u></p> <p><u>24 P.S. 510</u></p> <p>Pol. 210</p>
Adopted	August 21, 2017

### **Purpose**

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

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.



3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

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

### **Definitions**

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

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

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[1]

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

### **Guidelines**

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

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

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

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

### **Trained Diabetes Personnel**

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



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

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

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

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

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

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

#### Training of Other School Personnel

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

#### Student Possession and Use of Diabetes Medication and Monitoring Equipment

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

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



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

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

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][3][10][16][17]

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

### **Delegation of Responsibility**

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

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

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

Last Modified by Jaime Roberts on August 28, 2017



# SHARPSVILLE AREA SCHOOL DISTRICT TESTING SCHEDULE

## DEVELOPMENTAL READING ASSESSMENT-

Grades K-5

Tests are given in October and April, with teachers having an option to give a third test in January

## TRACK MY PROGRESS-

Grades k-8

Tests are given 3 times a year

## P.S.S.A.-ENGLISH/LANGUAGE ARTS AND MATHEMATICS

Grades 3-8

Tests are given in April

## P.S.S.A.-SCIENCE

Grades 4, 8

Tests are given in April

## QUALITY ASSESSMENT BASED ON SAS-

Grades K-8

Tests are given 4 times a year

## KEYSTONES- Test are given in May

Tests are given following a student taking Algebra I

Tests are given following a student taking Biology

Tests are given following a student taking English Literature and Composition 10

## ARMED SERVICES VOCATIONAL APTITUDE BATTERY TEST (ASVAB)-

Grade 11

Test is optional

## P.S.A.T.-

Grades 9-11

## S.A.T.-

Grades 11-12

Tests are given in October/May







**Memorandum of Understanding  
Between The  
Sharpsville Area School District  
And The  
Sharpsville Area Education Association**

This agreement shall only apply to Ms. Shandi Stoner. The District and Association agree that this memorandum does not establish any future precedent or past practice and will not change the collective bargaining agreement. This memorandum is enforceable through the grievance procedure in the collective bargaining agreement.

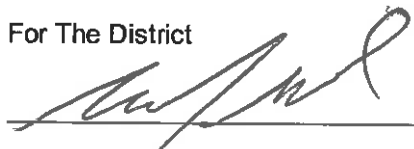
The District agrees to pay the full cost for Ms. Stoner to obtain her ESL certification. This shall include the cost of tuition, any required materials for the classes (i.e. textbooks, etc.) and all certification examination costs. The District agrees to pay the Midwestern Intermediate Unit for services provided by Global Classrooms, Inc. for Pennsylvania's ESL Program Specialist Certification.

The District agrees to pay for the Pennsylvania ESL Program Specialist Certification for Ms. Stoner. Ms. Stoner agrees that she will reimburse the District the cost of the course if she terminates her employment in a period of three years or less. Ms. Stoner will apply for and receive tuition reimbursement and credit incentive using the appropriate District forms designed for those purposes.

The District agrees that Ms. Stoner will be granted graduate-level credit status for these classes for purposes of advancement on the salary schedule as negotiated in the collective bargaining agreement.

Ms. Stoner agrees to provide ESL services as assigned during the course of the school day.


For The District

  
\_\_\_\_\_  
*President*

Title

*8-21-17*  
\_\_\_\_\_  
Date

For The Association

  
\_\_\_\_\_  
*PRESIDENT*

Title

*MAY 31, 2017*  
\_\_\_\_\_  
Date







SHARPSVILLE ELEMENTARY  
SCHOOL



2017-2018  
STUDENT HANDBOOK







## **SHARPSVILLE AREA ELEMENTARY SCHOOL STUDENT HANDBOOK TABLE OF CONTENTS**

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## **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	<a href="http://www.sharpsville.k12.pa.us">www.sharpsville.k12.pa.us</a>

## **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 nonschool-sponsored educational tours or trips 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.
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 arrive. 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 Tamara Groover 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](http://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. 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.*

**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 phones, 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.

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. Parents/guardians will be contacted via telephone through the district One Call system. 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	Greenville		
WPIC 790 AM	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](http://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 elementary cafeteria strives to provide high quality, nutritious meals to the students and staff of our school. Our meal programs are governed by the National School Lunch Program, the National School Breakfast Program and the United States Department of Agriculture. Our menus meet the requirements of these programs. For additional information, visit our



website or contact the district cafeteria office at (724) 962-8300 ext. 2750.

### Point of Sale

Students have accounts which permit lunches to be paid for in advance. Parents/guardians can deposit money into their child's account by sending payments to school with their child who will then give them to the cafeteria. Each time the child eats lunch the amount of the meal is withdrawn from the account.

Each student's account is tracked through a method of uniquely identifying each child called finger scanning. Finger scanning differs from finger printing as the scan only identifies several points on a child's finger, not the entire print. The image cannot be reconstructed, duplicated or used for any other identification purposes. Parents/guardians have the option of having their child not participate in the program. If you would like further information on this process, please contact the school office at (724) 962-8300 ext. 3000.

### Kindergarten Snacks

Sharpsville Area School District does not provide snacks for Kindergarten students. Students have the opportunity to have a **small** snack at school, but that snack must be provided by the parents/guardians of each child. Snacks should be easy open and **must not** require refrigeration OR heating as we are not able to accommodate such requests. Snack time lasts no longer than 10 minutes.

### Breakfast Program

The Sharpsville Area School District elementary cafeteria serves breakfast each day from 8:30 - 8:55 A.M. at a cost of \$0.25. Breakfast menus and prices are sent home with students at the beginning of each month. Choices include the main menu option as well as a variety of cereals and toast, fruit and juice and white or chocolate milk. Parents/guardians who would like to apply for free or reduced price breakfasts should do so through the school office. Students choosing to eat breakfast should report directly to the cafeteria upon their arrival to school, eat breakfast, and then report to their classroom. Students are not to go to their locker first or loiter in the halls or restroom. Students only have time to eat and go to their room.

### School Lunch Program

School lunch menus and prices are sent home with all students in grades K-5 at the beginning of each month. The lunch menu offers four lunch choices each day.

Federal law requires students to take a complete lunch when a Class A hot lunch is served. Since we subscribe to this program, please encourage your child to try



everything on the menu for that day. Students may not enjoy eating everything, but good food habits are formed in the early years. We simply ask that students try the food. They are not required to eat everything.

#### Free and Reduced Meals

The Federal Government provides breakfast and lunch for children of families that meet the guidelines to qualify for the program. This is determined by the family's income. Forms are mailed home to every child with his/her new classroom assignments. Forms are also available upon request and during open house. After completion, the form may be returned with the student or mailed directly to the District office. All information provided on the form is kept confidential. If circumstances occur during the school year that adversely affects family income, please contact the school in order to apply for the program.

#### Elementary Charge Policy

Students who charge their meals and maintain outstanding charges will face a step process in attempting to collect these charges. When a student's account reaches \$5.00 or less, a written reminder will be sent home with the student or to that student's parents via email if an address has been provided to the district.

**Students who have a negative account balance and have charged five additional lunches will only be permitted to purchase an alternate meal consisting of a cold lunch meat/cheese sandwich, side of fruit, and a carton of milk. Any student with a negative account balance will not be permitted to charge ala carte items.** Any money presented will be applied toward the outstanding balance before being applied to ala carte items. **Students who have a negative balance will have that balance turned over to the District Magistrate and will not receive their report cards at the end of the year.**

#### **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**

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

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 student's 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 Sharpsville 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:

<b>Grade Level</b>	<b>Name of Test</b>
<b>Grade 3</b>	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math
<b>Grade 4</b>	Pennsylvania System of School Assessment (PSSA) English Language Arts, Math and Science
<b>Grade 5</b>	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 8:20 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 8:20 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 eat 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. Kuhn jkuhn@sasdpride.org	3404
Mr. Ault cault@sasdpride.org	3308	Mr. Latta klatta@sasdpride.org	3405
Mrs. Barabas sbarabas@sasdpride.org	3110	Mrs. Lauther dlauther@sasdpride.org	3103
Mrs. Bissell kbissell@sasdpride.org	3205	Mrs. Masters cmasters@sasdpride.org	3202
Mrs. Benedict sbenedict@sasdpride.org	3213	Mr. Moon jmoon@sasdpride.org	3503
Mrs. Burk sburk@sasdpride.org	3201	Mrs. Mandy Palko mpalko@sasdpride.org	3000
Mrs. Combine scombine@sasdpride.org	3209	Mrs. Petricini jmpetricini@sasdpride.org	3107
Mrs. Davis ldavis@sasdpride.org	3104	Miss S. Phillian sphillian@sasdpride.org	3211
Mrs. DelFratte 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	3101
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	3210	Mrs. Staunch rstaunch@sasdpride.org	3207
Food Services	2750	Ms. Toney jtoney@sasdpride.org	3212
Miss Grandy kgrandy@sasdpride.org	3102	Mrs. Trontel ktrontel@sasdpride.org	3109
Miss Gruitza sgruitza@sasdpride.org	3302	Mrs. Wentling jwentling@sasdpride.org	3331
Mrs. Hamilton khamilton@sasdpride.org	3106		
Mrs. Hartwick dhartwick@sasdpride.org	3700		
Mrs. Houck chouck@sasdpride.org	3403		







# SHARPSVILLE MIDDLE SCHOOL



2017-2018  
STUDENT HANDBOOK







## About us...

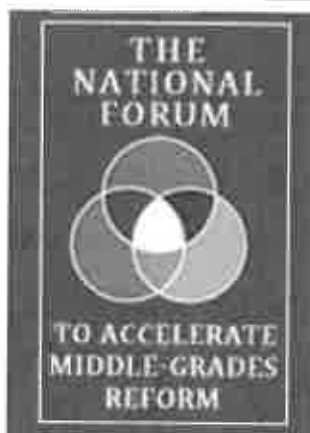
***THE VISION OF THE SHARPSVILLE MIDDLE SCHOOL IS TO UNLOCK THE POTENTIAL OF EVERY STUDENT THROUGH A POSITIVE, CARING LEARNING ENVIRONMENT WHERE STUDENTS ARE EMPOWERED TO BECOME CRITICAL THINKERS AND LIFELONG LEARNERS.***

### **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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. There will be grade level picnics 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. The Parent Council and high school Natural Helpers will work with kids to support this process, financially and logistically.

Each house will vote on an 8<sup>th</sup> grade HOUSE CAPTAIN and a 7<sup>th</sup> 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.

Each house has two HOUSE ADVISORS. These people 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. Points are earned in increments of 5. 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.



**SHARPSVILLE AREA SCHOOL DISTRICT'S**  
**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 AbiNader, 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 protested 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 Sharspsville 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.

### **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 (2) years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three (3) through five (5). For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple St., Grove City, PA 16127-2399, 1-800-942-8035.

### **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 2017-18**

TEST	DATE	GRADE(S)
English Language Arts	April 9-13, 2018	Grades 6-8
Mathematics	April 16-20, 2018	Grades 6-8
Science	April 23-27, 2018	Grade 8
Make-Up Exams	April 30-May 4, 2018	

**KEYSTONE EXAMS**

The Keystone Exams are end-of-course assessments that will be administered in Biology, Algebra I, and Literature/Composition 2 on the following dates:

Winter Wave 2:	January 9 – January 19, 2018
Spring:	May 15-18, 2018



## **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.

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

<b>A LUNCH STUDENTS</b>	<b>B LUNCH STUDENTS</b>
<b>LUNCH: 11:10 a.m. – 11:40 a.m.</b>	<b>11:10 a.m. – 11:53 a.m. Period 5/6</b>
<b>11:43 a.m. – 12:26 p.m. Period 6/7</b>	<b>LUNCH: 11:56 a.m. – 12:26 p.m.</b>
12:29 p.m. – 1:12	Period 8
1:15 p.m. – 1:58 p.m.	Period 9
2:01 p.m. – 2:44 p.m.	Period 10

### **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
1:43 p.m. – 2:12 p.m.	Period 9
2:15 p.m. – 2:44 p.m.	Period 10
11:30 a.m.	Career Center Students Arrive to School

## **ACTIVITY DAY TIME SCHEDULE**

7:43 a.m.	Doors Open
7:50 a.m. – 7:53 a.m.	Tardy Bell/Announcements
7:53 a.m. – 8:33 a.m.	Period 1
8:36 a.m. – 9:14 a.m.	Period 2
9:17 a.m. – 9:55 a.m.	Period 3
9:58 a.m. – 10:36 a.m.	Period 4
10:39 a.m. – 11:17 a.m.	Period 8

<b>A LUNCH STUDENTS</b>	<b>B LUNCH STUDENTS</b>
<b>LUNCH: 11:20 a.m. – 11:50 a.m.</b>	<b>11:20 a.m. – 11:58 a.m. Period 5/6</b>
<b>11:53 a.m. – 12:31 p.m. Period 6/7</b>	<b>LUNCH: 12:01 a.m. – 12:31 p.m.</b>
12:34 p.m. – 1:12 p.m.	Period 9
1:15 p.m. – 2:53 p.m.	Period 10
2:56 p.m. – 2:44 p.m.	Activity/Assembly/PEP Rally



## 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 nonschool-sponsored educational tours or trips 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.
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.



**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**

##### **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 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.



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 or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, 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.
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. 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 electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the Department of Health by December 15.

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

#### 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 eat 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.

#### 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.

### **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.

### 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 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:

- 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

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## **DRESS/WEARING APPAREL CODE**

Students are expected to dress and groom themselves according to the community's standards of decency, neatness, cleanliness, and suitability for school. Please be advised that a committee will be formed to develop a set of standards to follow for appropriate attire at all formal and semi-formal dances. The following parameters will serve as a guide for the dress code at Sharpville Area High School and Middle School:

**Tops** - must be opaque and moderately fitted. Tops should cover from the edge of the collar to the edge of the shoulder. Tops not permitted to be worn include:



- Tank tops with a “spaghetti strap”.
- Torn or otherwise cut-off shirts of any kind.
- Tops that bare the midriff.

### **Bottoms:**

- Yoga pants, jeggings, leggings or similar bottoms may be worn only if the student’s top garment extends to fingertip length.
- No skirts or shorts higher than fingertip length.
- Pants/skirts/shorts are to be at waist level.
- Drooping pants at the waist are prohibited.
- No holes in jeans or pants above fingertip length.
- No sleepwear, including flannel pajama-type bottoms, slippers, or robes.

Objectionable phrases, pictures, or symbols are not permitted on any article of clothing including buttons, pins, etc. Such phrases would include obscenities, statements open to double meaning, or statements with a sexual connotation and any reference to tobacco, drugs and/or alcohol. Objectionable pictures or symbols would include advertisements for alcohol, drugs, etc. No hats or hoods of any variety will be worn in the school building. This includes full head-cover bands or hooded apparel.

Bandannas and/or chains may not be worn from pockets, waist, or any other part of the body including as headbands.

Sunglasses and non-prescription dark glass (if prescribed, a doctor's statement must be on file with the nurse) are not permitted.

Any apparel that denotes a "gang" connotation (i.e. displaying/wearing bandannas, hats, "colors", etc.) is not permitted.

The Administrator may deem attire or grooming while in the building as inappropriate.

### **First Offense**

- The student will be asked to change or be detained in the office for the remainder of the day.

### **Second Offense**

- The student will be asked to change and will be assigned an after school detention. Refusal to change will result in in-school suspension.

### **Third Offense**

- The student will be asked to change and will be assigned a Saturday detention. Refusal to change will result in in-school suspension.



### Continual Offenses

- The student will be suspended from school.

***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 maybe 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 maybe 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	Language Arts
Language Arts	Integrated Math	Integrated Math
Math	Adv ELA 7	Adv ELA 8
Adv ELA 6	Algebra I	Algebra II
Social Studies	Social Studies	Social Studies
Life Science	Earth Science	Physical Science
Art Appreciation	Art Appreciation	Industrial Arts
Music Appreciation	Music Appreciation	Music Appreciation
Tech/Robotics	Tech/Robotics	Family/Consumer Science
Computer Technology	Family/Consumer Science	Computer Tech & Research
Physical Education	Physical Education	Health & Physical Education
Concert Band	Concert Band	Concert Band
Choir	Choir	Choir

## 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.

### **National Junior Honor Society (NJHS)**

**Middle School** - The selection criteria for the NJHS 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 NJHS.



Scholarship - Students will be considered for the NJHS 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 NJHS 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 NJHS 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 NJHS 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.



## NOTES

[illegible]



## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# **SHARPSVILLE AREA HIGH SCHOOL**



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**PREPARING TOMORROW'S LEADERS  
HEAD – HEART – HANDS**

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**2017-2018  
STUDENT HANDBOOK**



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**SHARPSVILLE AREA SCHOOL DISTRICT'S**  
**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 Mr. Timothy Dadich, High School Principal, 301 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, IST 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-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:

- Grade 8, 9, 10 = **Keystone Exams/End of Course Exams**  
Algebra: Integrated Keystone, Algebra Concepts II, Algebra I or Academic Algebra I = grades 8, 9, 10  
Biology: Keystone Biology, Ac. Academic Biology, Academic Biology = grade 9  
Literature: Honors Lit/Comp II, Literature and Composition II = grade 10

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) 962-7168.

### **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.

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) 962-7168.

### **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.

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

## **KEYSTONE EXAMS**

The Keystone Exams are end-of-course assessments that will be administered in Biology, Algebra I, and Literature/Composition 2. These tests are mandatory graduation requirements that must be completed by all students prior to graduation.

The assessments will be given on the following dates:

Winter Wave 2: January 9 – January 19, 2018 (RETAKES)  
Spring: May 15-18, 2018

### **Tentative Testing Schedule for Winter Keystone Exams (Regular Schedule Followed)**

<b>TUESDAY</b> January 9, 2018	<b>WEDNESDAY</b> January 10, 2018	<b>THURSDAY</b> January 11, 2018	<b>FRIDAY</b> January 12, 2018
<b>MODULE 1</b>	<b>MODULE 2</b>	<b>MODULE 1</b>	<b>MODULE 2</b>
<b>Biology Keystone Grade 10-11 retakes</b>	<b>Biology Keystone Grade 10-11 retakes</b>	<b>Algebra Keystone Grade 10-11 retakes</b>	<b>Algebra Keystone Grade 10-11 retakes</b>
<b>TUESDAY</b> January 16, 2018	<b>WEDNESDAY</b> January 17, 2018	<b>THURSDAY</b> January 18, 2018	<b>FRIDAY</b> January 19, 2018
<b>Literature Keystone Grade 10-11 retakes</b>	<b>Literature Keystone Grade 10-11 retakes</b>	<b>Make-Up Exams</b>	<b>Make-Up Exams</b>

### **Tentative Testing Schedule for Spring Keystone Exams (2HR – Delay Schedule 5/15-5/18)**



<b>TUESDAY</b> May 15, 2018	<b>WEDNESDAY</b> May 16, 2018	<b>THURSDAY</b> May 17, 2018	<b>FRIDAY</b> May 18, 2018
<b>MODULE 1</b>	<b>MODULE 2</b>	<b>MODULE 1</b>	<b>MODULE 2</b>
<b>Literature Keystone</b> Lit/Comp II, H. Lit/Comp II, Retakes	<b>Literature Keystone</b> Lit/Comp II, H. Lit/Comp II, Retakes	<b>Algebra Keystone</b> Ac. Algebra I, Algebra I, Keystone Integrated, All Algebra Retakes	<b>Algebra Keystone</b> Ac. Algebra I, Algebra I, Keystone Integrated, All Algebra Retakes
<b>Biology Keystone</b> Accelerated Ac. Biology/Biology Mod 1	<b>Biology Keystone</b> Accelerated Ac. Biology/Biology Mod 1		
<b>MONDAY</b> May 21, 2018	<b>TUESDAY</b> May 22, 2018		<b>WEDNESDAY</b> May 23, 2018
<b>MAKE-UP EXAMS – Regular Building Schedule Will Be Followed</b>			

### **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.

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 High 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 p.m.	Period 8
1:15 p.m. – 1:58 p.m.	Period 9
2:01 p.m. – 2:44 p.m.	Period 10

### 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
1:43 p.m. – 2:12 p.m.	Period 9
2:15 p.m. – 2:44 p.m.	Period 10
12:00 p.m.	Career Center Students Arrive to School



### ACTIVITY DAY TIME SCHEDULE

7:43 a.m.	Doors Open
7:50 a.m. – 7:53 a.m.	Tardy Bell/Announcements
7:53 a.m. – 8:33 a.m.	Period 1
8:36 a.m. – 9:14 a.m.	Period 2
9:17 a.m. – 9:55 a.m.	Period 3
9:58 a.m. – 10:36 a.m.	Period 4
10:39 a.m. – 11:17 a.m.	Period 8

A LUNCH STUDENTS	B LUNCH STUDENTS
LUNCH: 11:20 a.m. – 11:50 a.m.	11:20 a.m. – 11:58 a.m. Period 5/6
11:53 a.m. – 12:31 p.m. Period 6/7	LUNCH: 12:01 a.m. – 12:31 p.m.
12:34 p.m. – 1:12 p.m.	Period 9
1:15 p.m. – 2:53 p.m.	Period 10
1:56 p.m. – 2:44 p.m.	Activity/Assembly/PEP Rally

### ATTENDANCE POLICY

*Printed on the next page is a copy of the SASD attendance policy. It is our wish that you review this policy, carefully paying attention to the section "Excessive Absence".*

#### Closed Campus

Students coming on campus in the morning are to remain on the school grounds for the remainder of the school day. Students are not permitted in parking lot areas, in the woods, or down the path. Permission from the main office **must** be obtained before a student may leave the school grounds. High school students are not permitted in the middle school classroom area and middle school students are not permitted in the high school.

#### Absence and Truancy

On the morning following an absence, the student must bring to school a written statement from his/her parent/guardian stating the exact reason for the absence. This statement should include the student's name, grade, date of absence, the specific reason for the absence, and the parent/guardian signature. If no parental excuse is given to a school official within three (3) school days, the student will be marked illegal (16 years of age and under) or unexcused (17 years of age and over). Any work completed or expected to be turned in on a day of an unexcused absence will receive a zero.

The parents/guardians of any child 16 years of age or under that has been illegally absent from school for three (3) days, or their equivalent, shall be served an official notice of second offense action. A criminal complaint, second offense action, will be filed with the District Magistrate on the sixth illegal absence. The school is justified in requiring a statement from medical authorities for a claim of continued or repeated illness.



## **STATE POLICY on ATTENDANCE AND TRUANCY**

### 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.
4. Guardian of the person of a child.
- 5.
6. 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 **STATE**



## **POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

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.
4. 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.
- 5.
6. 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:



## **STATE POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

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.



## **STATE POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

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 nonschool-sponsored educational tours or trips 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.
- 2.
3. Students participating in a religious instruction program, if the following conditions are met:
  4.
    - 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.
5. 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.



## **STATE POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

### *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.



## **STATE POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

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.



## **STATE POLICY on ATTENDANCE AND TRUANCY....CONTINUED**

### **Discipline**

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

**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 SOS for the number of days he/she was suspended.
4. 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.

### **Tardy To School**

A student is determined to be tardy if he/she is late for his/her assigned homeroom. In this case, the student must sign in at the main office.

- 3 Unexcused late for school – Warning
- 7 Unexcused late for school – After School Detention and Parent Conference (phone)
- 10 Unexcused late for school – Saturday Detention
- 13 Unexcused late for school – 2 Saturday Detentions and Parent Conference (person)

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.

### **Attendance Policies and Prom/Commencement**



### **Prom Attendees**

To remain eligible to participate in all prom activities, the student agrees to:

- *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 April 13, 2018.*
- *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 20 days of school (unexcused).*
- *Not be late to school more than 20 days of school (unexcused)*
- *Complete all Community Service Requirements by April 13, 2018.*
- *Successfully complete his/her educational program and mandatory Keystone Testing or Senior Project if not meeting the level of proficiency required by the state.*

### **Excusals from School During the Day – Medical/Dental Appointments**

Students who wish to be excused from school during the day **must** present a written request to the main school office signed by their parents/guardian **prior to 7:50 a.m.** Requests for an early dismissal must be left at the main office prior to leaving the building. Early dismissals are then recorded and reflected on the daily attendance report.

***NOTE: If a student is going to a medical/dental appointment, a slip from the doctor's office must be turned in to the first period teacher the following day. The medical excuse must include the parent's/guardian's name as well as the date/ time of and departure time from the appointment. The school reserves the right to confirm all early dismissal requests.***

Students reporting to school late due to a medical/dental appointment **must** bring a medical excuse to the main office with the departure time on it.

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.

### **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.**

### **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.

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.

## **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.

### **Parking Regulations – High School Only**



In order for students to apply for a parking permit they must meet the following prerequisites:

1. Students must be in good standing and have no fines or payments that are due
2. Students must not be failing or have failed any classes
3. Students must maintain a 2.8 GPA
4. Students must have received at least a proficient on any Keystone Exam

Students may lose parking privileges if suspended from school

- 1<sup>st</sup> Suspension – Warning
- 2<sup>nd</sup> Suspension – Loss of Driving Privileges for one week
- 3<sup>rd</sup> Suspension – Loss of Driving Privileges for one Semester.
- 4<sup>th</sup> Suspension – Loss of Driving Privileges for one calendar year.

Eligibility will be run at the end of each marking period. If a student does not meet the requirements described above, he or she will have the following options:

1. Surrender his/her pass and go on a waiting list for another parking pass the next marking period (student must meet the four qualifications by the end of the marking period).
2. Attend our S.O.S. tutoring program at least 3 days per week to maintain driving privileges. If the student does not improve his/her standing by the end of the next marking period then he or she will be required to surrender their pass for the remainder of the school year.

Students are permitted to park in the West Lot at the far end of the Middle School. **You are not permitted to enter through the Middle School at any entrance.**

Students are discouraged from parking on Wakefield Drive. We need to work with our neighbors to ensure a positive relationship.

**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. You may share your permit with another student as long as their car is registered as well.

**All Registered Vehicles** must display the appropriate proof of registration provided by the High School Office. Vehicles without a registration pass displayed will be towed at the expense of the owner.

**Faculty/Visitor Parking** – The two (2) double rows of parking closest to the building as well as the side spaces from the new elementary drive to the new spiral path are for visitor use.

**Student Parking** – Students are permitted to park in their designated space only. Violators may be towed.

**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.

Dismissal - **Do not drive in front, between, or pass buses at any time on school property.**

Pedestrians - Those walking have the right-of-way at all times. Avoid stopping vehicles in crosswalks.

All Rules Regarding Smoking, Weapons, Drugs, Alcohol, etc., which apply in school, also apply in the student parking lot and vehicles.

Recklessness - Speeding, reckless driving, driving over curbs, walks, or lawn will not be tolerated. Avoid overloading vehicles. Violators will lose their driving and parking privileges on our school property.

Suspension - Driving on school property and use of the student parking lot are privileges subject to suspension through violation of the above regulations. The driver's cooperation will be appreciated.

**NOTE: The School District cannot assume any responsibility for mishaps or damages to vehicles while driven to school or parked on school property.**

### **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.

### **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.

### **Working Papers – High School Only**

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.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her schoolwork. If a job deprives a student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

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.

### **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 detection dogs may also be utilized to search students' 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.

### **Hall Passes**

Students cannot learn unless they are in class and prepared to work. This is and should be our first priority at all times. To help support this, all students will be issued a "Pass Card" at the beginning of each Marking Period (MP). This card will provide students a fixed number of opportunities to use the restroom during the school day. Students must utilize their time wisely, get to class on time with all materials and must have this pass on them to be used as a hall pass. Students who lose their card may purchase one (1) replacement from the main office.

### **Study Halls**

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.



### **Permit To Drop A Course (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.

### **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.

### **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. The revised policy, adopted in the Fall of 2014, permits the acceptable use of technology within the school building for educational purposes. 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. The use of electronic devices is a privilege, not a right.

#### **Consequences for Violating the Technology Policy (HS)**

- **First Offense** – A parent/guardian will be required to have a conference with the building principal and the phone will be returned.
- **Second Offense** – A parent/guardian will be required to have a conference with the building principal and the student will receive a three day suspension from school.
- **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 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>** then by following the Library Resources link. These resources include SIRS, Electronic Library, Infotrac Searchbank, and The Gale Discovering Series.

#### **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.

#### **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.

### **School Sponsored 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.

### **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

### **ARC – Academic Resource Center (Library) Procedures**

- Students must sign up to utilize the ARC each morning before homeroom.
- Students must check in with their study hall teacher/classroom teacher before reporting to the ARC.
- Students coming from a classroom, per teacher request, must arrive to the ARC with an official Research Request Pass from the sending teacher.
- Students must abide by all school rules, including the use of electronic devices not already provided to students in the ARC.

### **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.

### **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.

***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.***



## 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 Sharpville 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 Sharpville 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; nunchuck 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.

### **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.

### **HAZING**

Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. Any students who believe they have been a victim of hazing need to report the incident directly to the building principal. (Policy No. 247)

### **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 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:

- 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 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 day 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

***The best advice we can give you is to review the rules, expectations, and policies of the Sharpsville Area School District and act accordingly. It is important to follow all reasonable requests and when faced with an issue you do not agree with, handle the conflict appropriately and respectfully.***

### **DRESS/WEARING APPAREL CODE**

Students are expected to dress and groom themselves according to the community's standards of decency, neatness, cleanliness, and suitability for school. Please be advised that a committee will be formed to develop a set of standards to follow for appropriate attire at all formal and semi-formal dances. The following parameters will serve as a guide for the dress code at Sharpsville Area High School:

**Tops** - must be opaque and moderately fitted. Tops should cover from the edge of the collar to the edge of the shoulder. Tops not permitted to be worn include:

- muscle shirts or tank tops
- torn or otherwise cut-off shirts of any kind
- tops which do not go below the waistline



- tops that bare the midriff, show cleavage, or have an open/transparent back.

#### **Bottoms:**

- Yoga pants, jeggings, leggings or similar bottoms may be worn only if the top garment is at or below fingertip length (**with relaxed shoulders**). The top garment must be worn (not tied around the waist) and must be at or below fingertip length on all sides (tops with high cut sides are not permitted).
- No skirts or shorts higher than fingertip length **with relaxed shoulders**.
- Pants/skirts/shorts are to be at waist level
- Drooping pants at the waist are prohibited
- No holes in pants above the fingertips – must not show skin above the fingertip.

Objectionable phrases, pictures, or symbols are not permitted on any article of clothing including buttons, pins, etc. Such phrases would include obscenities, statements open to double meaning, or statements with a sexual connotation and any reference to tobacco, drugs and/or alcohol. Objectionable pictures or symbols would include advertisements for alcohol, drugs, etc. No hats or hoods of any variety will be worn in the school building. This includes full head-cover bands or hooded apparel.

Bandannas and/or chains may not be worn from pockets, waist, or any other part of the body including as headbands. Sunglasses and non-prescription dark glass (if prescribed, a doctor's statement must be on file with the nurse) are not permitted.

Any apparel that denotes a "gang" connotation (i.e. displaying/wearing bandannas, hats, "colors", etc.) is not permitted. The Administrator may deem attire or grooming while in the building as inappropriate.

#### **First Offense**

- The student will be asked to change or be suspended from school.

#### **Second Offense**

- The student will be asked to change and will be assigned an after school detention. Refusal to change will result in in-school suspension.

#### **Third Offense**

- The student will be asked to change and will be assigned a Saturday detention. Refusal to change will result in in-school suspension.

#### **Continual Offenses**

- The student will be suspended from school.

***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

### **Homecoming and Prom**

This is a formal affair with the following requirements:

There is no requirement that boys must wear a tuxedo. All dresses must meet the following requirements:

- Gowns or dresses must be of an opaque material.
- They can't expose the midriff (any part of the stomach from the rib cage to the waistline), belly button, or the back below the waistline.
- They can't have slits that are shorter than six inches above the knee.
- There should be no excessive cleavage.
- Cut outs with mesh material are acceptable only in appropriate areas.
- PLEASE NOTE: If you show up at Homecoming or at Grand March with clothing that violates the dress code, you will not be permitted to participate in the dance or walk in Grand March nor will you be permitted to stay at Prom past 8:30 p.m. NO EXCEPTIONS!

## **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 daily activity/athletic eligibility list will be available in the high school office (for students in grades 9-12 only) after 1:00 p.m. If a student appears on the list, he/she is ineligible to participate unless the name appears with a line drawn through it.

### **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. 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.

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 is comprised of four (4) nine (9)-week grading periods. Please see the Program of Studies to review the specific grading system for the class of 2018, 2019 and the newly revised system beginning with the Class of 2020.

### **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:

*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 maybe 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.

### **Class Rank Determinants - High School – Effective Class of 2016 - 2019**

All classes taken during the **normal school day** and the normal school year are included in class rank determination. (This includes off campus courses, which require pre-approval from the Principal and Guidance Counselor.)



The following **WEIGHTED** courses will have a one (1) added to the final GPA.

- University of Pittsburgh Courses
- AP *Language & Composition*
- AP *Literature & Composition*
- AP Biology
- AP Probability & Statistics
- Dual Enrollment Courses
- *Honors Physics*

Calculation of GPA and class rank is as follows - effective Class of 2016 – Class of 2017:

- When calculating GPA, only for **WEIGHTED** courses, a one (1) will be added to the final GPA. (A = 5, B = 4, C = 3, D = 2)
- The Superintendent will establish a committee to evaluate course offerings for inclusion/exclusion on the weighted course list.

#### **Selection of Valedictorian and Salutatorian**

The selection of Valedictorian and Salutatorian will be based on the quality points of the following classes. No weighting will be considered and you must meet ALL requirements.

- |                                |             |
|--------------------------------|-------------|
| ● US History                   | 1 Credit    |
| ● World History                | 1 Credit    |
| ● Government                   | 1 Credit*   |
| ● Psychology                   | 1 Credit    |
| ● Literature and Composition 1 | 1 Credit    |
| ● Literature and Composition 2 | 1 Credit    |
| ● Literature and Composition 3 | 1 Credit    |
| ● Literature and Composition 4 | 1 Credit*   |
| ● Academic Algebra 2           | 1 Credit    |
| ● Academic Geometry            | 1 Credit    |
| ● Algebra 3/Trigonometry       | 1 Credit    |
| ● Biology/Lab                  | 1.4 Credits |
| ● Chemistry/Lab                | 1.4 Credits |
| ● Physics/Lab                  | 1.4 Credits |
| ● Human Anatomy                | 1 Credit    |
| ● Health                       | .6 Credits  |
| ● Physical Education 9         | .5 Credits  |
| ● Physical Education 10        | .3 Credits  |
| ● Physical Education 11        | .4 Credits  |
| ● Physical Education 12        | .4 Credits  |
| ● Computer Skills              | .5 Credits  |
| ● Spanish 1                    | 1 Credit    |



- Spanish 2 1 Credit
  - Spanish 3 1 Credit
  - Spanish 4 1 Credit
- 22.9 Credits

\*You must take four of the following courses:

- AP Biology 1.6 Credits
- AP Chemistry 1.6 Credits
- AP Literature 1 Credits\*
- AP Language 1 Credits
- AP History 1 Credits\*
- AP Statistics 1 Credits
- Pitt Calculus 1 Credits

\*You may not use a substituted AP class to meet two (2) requirements.

## **Class Rank Determinants - High School – Effective Class of 2020 and Beyond**

### **Class Rank and Valedictorian**

For the purpose of calculating the qualifying grade point averages, all classes posted on the Sharpville Area High School transcript would be included, up to and including the fourth quarter of a student's senior year. Beginning with the Class of 2020, a Cum Laude system will be utilized along with a series of special designations to those students who decide to take more rigorous coursework. Students earning a "Cum Laude" designation will have that designation indicated on their diploma and transcript.

### **Cum Laude with Honors Graduation Recognition**

The categories under the "Cum Laude with Honors" recognition are as follows:

- Cum Laude – meaning "with praise"-- is the first recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a 4.0 scale.
- Magna Cum Laude – meaning "with great praise" -- is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a 4.0 scale.
- Summa Cum Laude – meaning "with the highest praise"-- is the highest distinction awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a 4.0 scale.

Students taking our most rigorous coursework will receive an additional recognition of "Distinguished Graduate" and will be presented with a medal to honor their effort and dedication



to excellence. To earn the honor of “Distinguished Graduate,” a student must accumulate 14 rigor points and have earned the Summa Cum Laude distinction.

Points can be earned by taking the following courses:

<b>Courses worth one (1) point per semester (2 points per year).</b>	<b>Courses worth half (.5) points per semester (1 point per year).</b>
AP Composition AP Literature AP Art Studio AP Biology AP Computer Science Dual Enrollment Classes University of Pittsburgh Chemistry University of Pittsburgh Physics University of Pittsburgh American Politics University of Pittsburgh Psychology University of Pittsburgh Statistics University of Pittsburgh Calculus University of Pittsburgh Business Calculus Organic Chemistry	Honors Literature and Composition I Pre-AP Honors Literature and Composition II Academic Biology Chemistry Forensic Science Honors Physics Spanish III Spanish IV Advanced Art (must be 5 days per week) Human Anatomy and Physiology

### **Weighted Courses**

All Advanced Placement (AP), University of Pittsburgh, and Dual Enrollment Classes will receive a weight of 1.05. The courses included within these three categories are as follows:

- AP Composition
- AP Literature
- AP Art Studio
- AP Biology
- AP Computer Science
- Dual Enrollment Classes
- University of Pittsburgh Chemistry
- University of Pittsburgh Physics
- University of Pittsburgh American Politics
- University of Pittsburgh Psychology
- University of Pittsburgh Statistics
- University of Pittsburgh Calculus
- University of Pittsburgh Business Calculus

The following courses will receive a weight of 1.02 due to the advanced coursework and curriculum:



- Honors Literature and Composition I
- Pre-AP Honors Literature and Composition II
- Academic Biology
- Chemistry
- Honors Physics
- Forensic Science
- Music Theory
- Spanish III
- Spanish IV
- Advanced Art (must be five days per week)
- Human Anatomy and Physiology

### Converting Class Percentage to Grade Points

Letter Grade	Percentage	Grade Points	Letter Grade	Percentage	Grade Points
A+	100	4.5	B	80 – 84	3.0
A	98 – 99	4.4	C+	78 – 79	2.9
A	96 – 97	4.3	C	74 – 67	2.5
A	94 – 95	4.2	C-	70 – 73	2.0
A	92 – 93	4.1	D+	68 – 69	1.9
A-	90 – 91	4.0	D	64 – 67	1.5
B+	88 – 89	3.9	D-	60 – 63	1.0
B	85 – 87	3.5	F	0 – 59	0

- Any score that is 59% or lower results in a failing grade and will not be given a point value.
- This procedure will provide weight based on course grade regardless of the course being taken (general vs. advanced courses).

### Two Examples of How to Calculate Grade Point Average

#### EXAMPLE 1

COURSE – Distinction pts.	GRADE	POINTS	WEIGHT	TOTAL
Ac. Biology	95%	4.2	1	4.2
Lit/Comp I	98%	4.4	1	4.4
Ac. Algebra I	92%	4.1	1	4.1
Ac. Algebra II	88%	3.5	1	3.5
Ac. Geometry	94%	4.2	1	4.2
Honors Lit/Comp II (1)	91%	4.0	1.02	4.08
Chemistry	88%	3.5	1	3.5
Honors Physics (1)	95%	4.2	1.02	4.284
Pitt Chemistry (2)	94%	4.2	1.05	4.41
Pitt Calculus (2)	84%	3.0	1.05	3.15



<b>Modern World History</b>	98%	4.4	1	4.4
<b>Pitt Psychology (2)</b>	85%	3.5	1.05	3.675
<b>Pitt American Politics (2)</b>	94%	4.2	1.05	4.41
<b>10 points toward distinction</b>				<b>52.309/13 = 4.023</b>

*The student in this scenario would graduate with a 4.023 G.P.A (Summa Cum Laude)*

#### **EXAMPLE 2**

<b>COURSE – Distinction pts.</b>	<b>GRADE</b>	<b>POINTS</b>	<b>WEIGHT</b>	<b>TOTAL</b>
<b>Ac. Biology</b>	98%	4.4	1	4.4
<b>Honors Lit/Comp I (1)</b>	98%	4.4	1.02	4.48
<b>Ac. Algebra I</b>	98%	4.4	1	4.4
<b>Ac. Algebra II</b>	97%	4.3	1	4.3
<b>Ac. Geometry</b>	98%	4.4	1	4.4
<b>Honors Lit/Comp II (1)</b>	97%	4.3	1.02	4.386
<b>Chemistry</b>	96%	4.3	1	4.3
<b>Honors Physics (1)</b>	92%	4.1	1.02	4.182
<b>Pitt Chemistry (2)</b>	96%	4.3	1.05	4.515
<b>Pitt Calculus (2)</b>	95%	4.2	1.05	4.41
<b>Modern World History</b>	98%	4.4	1	4.4
<b>Pitt Psychology (2)</b>	85%	3.5	1.05	3.675
<b>AP Music Theory (2)</b>	95%	4.2	1.05	4.41
<b>Pitt American Politics (2)</b>	98%	4.4	1.05	4.62
<b>AP Literature (2)</b>	95%	4.2	1.05	4.41
<b>15 points toward distinction</b>				<b>65.288/15 = 4.352</b>

*The student in this scenario would graduate with a 4.352 G.P.A. This student also amassed 15 course points, making this student a Summa Cum Laude/Distinguished Graduate and eligible for valedictorian.*

#### **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

Community Service – All students must participate in pre-approved community service; thirty-two (32) hours for graduation.

School Activity – Every student must be involved in one (1) school sponsored activity each year. This includes clubs, student government, athletics, marching band, drama, etc. (requires pre-approval).

Student Project – Each student shall complete a student project throughout their four (4) years at Sharpsville High School. This is for the Class of 2014 and Class of 2015 only. Projects will be assigned by the building Principal.

### **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.***

### **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.

### 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.

### National Honor Society (NHS)

High School - The purpose of the NHS is to recognize scholarship and to stimulate the desire of students to render service, to promote leadership, and to develop character in the students of Sharpsville Area High School.

Enrollment is limited to students in grades 11 and 12. Seniors and Juniors who maintain a cumulative QPA of 3.75 or higher (on a 4.00 scale) are eligible. Students must maintain a 3.8 to remain an active member. Prior to invitation for application, students must be approved by a Faculty Review Committee which determines if these students also have high standards in service, leadership, and character as defined in the Bylaws of the National Honor Society approved by the National Council. NHS is an invitation only organization. No student may solicit the organization for membership. Invitations and applications will be distributed in early December. Applications are reviewed by the Faculty Council, and students are notified by early January. Incomplete and/or late applications are automatically disqualified. Once inducted, all members must attend regular meetings and participate in at least two (2) service activities yearly to maintain membership. Display of behavior lacking in character of an NHS member (in or out of the school) may be grounds for review by the Faculty Council and may lead to discipline or dismissal from membership.

Selection Criteria Other Than Scholarship:

#### Leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions



- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold and maintain a loyal school attitude

#### Service:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

#### Character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating



- in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

**Dismissal** - Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. They should also be informed that they are allowed limited warnings during their membership, but that in the case of a flagrant violation of school rules or civil laws (i.e. cheating, suspension, police/court issues), a warning is not required. A member is never automatically dismissed without a written notification and a pre-dismissal hearing with the Faculty Council.

### **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.

### **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.

### **Sharpsville's Operation Success (S.O.S.)**

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 an S.O.S. session for that subject in the library during the following week.
- Any student with excessive absences will be required to attend an S.O.S. session for the subject that is most impacted as a result of the absences.
- In exchange for attending the S.O.S. sessions, the student will receive



a minimum of 60 percent for all of the makeup work completed.

Parental/Guardian Involvement:

- All parents/guardians will be notified of the S.O.S. 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 a scheduled S.O.S. appointment. 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.

**Tutoring Program**

After school tutoring is available via the S.O.S. program to all students. A schedule of subjects, dates, and times will be posted and all subjects will be scheduled. 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.

**The SOS schedule is as follows (SOS can be held on any day for any subject; however, priority will be given to the following content areas on the schedule seen below):**

- Mondays: OPEN – Professional Development Sessions/Work (Staff Only)
- Tuesdays: Science and Social Studies, FCS, Physical Education
- Wednesdays: Math, English, Computer Science, Industrial Technology,
- Thursdays: English/Language Arts, Art, Music, Foreign Language

**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.

### **STUDENT WELLNESS POLICY**

#### **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:
    - i. 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.
    - ii. Valentine's day - Elementary students may bring in candy to be distributed to classmates, but will not be permitted to eat 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.
3. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
- 4.
5. 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.

*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.

### NOTES



## **Superintendent Goals - August 21, 2017**

### **I. Athletics**

1. Work with the Athletic Director and High School Principal to increase participation in all sports, but with a focus on women's sports.
2. Work with the Athletic Director, High School Principal and Director of Building and Grounds in order to insure that all fields and grounds have been addressed.

### **II. Budget/Finance**

1. Work with the Business Manager in order to present a budget that is fiscally responsible, yet provides for improvements in environment and educational facilities and practice.
2. Improve the application and acquisition of grant monies to support new initiatives.
3. Continue to investigate revenue generating opportunities for the District.

### **III. Building and Grounds**

1. Continue to work with the Director of Building and Grounds to improve leadership and management within his Department.
2. Develop short and long term goals in order to set budgeting priorities.
3. Work with the Building and Grounds Committee to implement and complete projects that prepare our District to be competitive in the future.
4. Continue to improve the educational and athletic facilities in the District so that they representative of the pride of the District and exceed the needs of our students.
5. Work with Eckles Architects and Engineers on the successful completion of all projects within the District.

### **IV. Cafeteria**

1. Continue to work with the Youth Advisory Committees, Business Manager, Principals and Food Service Manager to continue to improve the cafeteria and increase the percentage of students participating in the lunch program and insure that we continue to make a profit.
2. Review and analyze the results of the Summer Food Service Program to determine whether we continue the program for 2018.
3. Implement the "Breakfast in the Classroom" in the Elementary School.

### **V. Curriculum and Technology**

1. Work with staff, Principals and the Director of Student Services to utilize data to improve student achievement throughout the District and to develop a focus on the individualization of professional-development programs.
2. Implement the Technology Scope and Sequence in grades 2-12.



3. Monitor the Transitional First Day classroom to insure that sources for the program will have a positive outcome of better preparing our students for first grade and cause lower special education referrals in the future.
4. Continue to build and a collaborative and empowering educational environment where all staff members believe that their opinions are valued and feel empowered as a part of the decision-making process.
5. Continue to celebrate student and staff success, however utilize failure in order to positively impact the school culture.
6. Establish high expectations for staff and students that are transcended to building-level leadership and into the individual classrooms, focusing on the success of the individual student in the classroom.
7. Continue to work with the Director of Student Services and community agencies to insure an environment that focuses on prevention, intervention, crisis response and recovery.
8. Work collaboratively with staff, students, parents, Board and other constituency groups to increase the percentage of students that are proficient on the PSSA and Keystone assessments.

#### **VI. Personnel**

1. Continue to examine all available human relations resources to insure that services are provided to meet the needs of staff and students, however insuring that the decisions are fiscally responsible.
2. Implement a system that holds employees accountable for keeping track of their clearances, state and local mandates and their Act 48 hours..
3. Work with the Negotiations Committee to negotiate a fair and reasonable Collective Bargaining Agreement for our professional staff..
4. Work with the High School Principal to improve areas of deficiency as stated on his Plan of Improvement.

#### **VII. Policy**

1. Continue to work with the Policy Committee and Business Manager to insure that the District continues to update policies and insure that the School Board is aware of any new policies and procedures that have a dramatic effect on the school environment.
2. Insure that new policies are placed in the student handbooks and followed within the schools.

#### **VIII. Public Relations**

1. Continue to work with all constituency groups to include their participation in events that create positive experiences for students, staff and community members.
2. Continue to expand the number of activities that present a positive image for the District.
3. Increase positive press coverage in local newspapers and magazines.



The following are my goals for the 2016-2017 school year.

Respectfully submitted,

Dr. Brad Ferko







**SHARPSVILLE AREA SCHOOL DISTRICT  
CAFETERIA REPORT**

**JUNE 2017**

	<b>BUDGET</b>	<b>MONTH</b>	<b>BUDGET TO DATE</b>	<b>YEAR TO DATE</b>
Beginning Cash Balance		\$39,783.99		\$56,848.26
Revenues:				
Lunch/Breakfast/A La Carte	206,865.00	5,336.58	206,865.00	178,779.90
Adult Lunches	12,060.00	296.65	12,060.00	11,776.10
Special Functions	33,660.00	94.00	33,660.00	30,183.32
State Subsidy	18,115.00	2,294.00	18,115.00	18,216.54
Social Security Subsidy	10,399.00	1,178.94	10,399.00	10,412.74
Retirement Subsidy	49,139.00	4,627.98	49,139.00	30,992.60
Federal Subsidy	286,411.00	36,169.29	286,411.00	306,390.28
Donated Commodities	-	-	-	-
Transfers from General Fund	-	-	-	-
Interest	-	21.41	-	135.08
Other	-	170.00	-	170.00
Account's Receivable	-	-	-	25,405.17
<b>Total Revenues</b>	<b>616,649.00</b>	<b>50,188.85</b>	<b>616,649.00</b>	<b>612,461.73</b>
Expenditures:				
Wages	185,156.00	20,997.66	185,156.00	189,043.50
Employee Benefits	71,645.00	7,911.91	71,645.00	55,735.46
FMSC Expenses	350,242.00	32,479.66	350,242.00	342,101.22
Value of Donated Foods	-	-	-	-
Accounts Payable	-	-	-	41,485.42
<b>Total Expenditures</b>	<b>\$607,043.00</b>	<b>\$61,389.23</b>	<b>\$607,043.00</b>	<b>\$628,365.60</b>
<b>Ending Cash Balance</b>	<b>\$9,606.00</b>	<b>\$28,583.61</b>	<b>\$9,606.00</b>	<b>\$40,944.39</b>



**SHARPSVILLE AREA SCHOOL DISTRICT  
CAFETERIA REPORT**

**JULY 2017**

	<b>BUDGET</b>	<b>MONTH</b>	<b>BUDGET TO DATE</b>	<b>YEAR TO DATE</b>
<b>Beginning Cash Balance</b>		<b>\$28,583.61</b>		<b>\$28,583.61</b>
<b>Revenues:</b>				
Lunch/Breakfast/A La Carte	193,878.00	964.29	-	964.29
Adult Lunches	12,600.00	-	-	-
Special Functions	32,420.00	-	-	-
State Subsidy	20,174.00	-	-	-
Social Security Subsidy	11,213.00	-	-	-
Retirement Subsidy	42,196.00	-	-	-
Federal Subsidy	297,486.00	-	-	-
Donated Commodities	-	-	-	-
Transfers from General Fund	-	-	-	-
Interest	-	23.68	-	23.68
Other	-	-	-	-
Account's Receivable	<u>-</u>	<u>19,741.31</u>	<u>-</u>	<u>19,741.31</u>
<b>Total Revenues</b>	<b>609,967.00</b>	<b>20,729.28</b>	<b>-</b>	<b>20,729.28</b>
<b>Expenditures:</b>				
Wages	195,779.00	-	-	-
Employee Benefits	66,212.00	-	-	-
FMSC Expenses	350,568.00	-	-	-
Substitute Service	3,946.00	-	-	-
Value of Donated Foods	-	-	-	-
Accounts Payable	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$616,505.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ending Cash Balance</b>	<b><u>(\$6,538.00)</u></b>	<b><u>\$49,312.89</u></b>	<b><u>\$0.00</u></b>	<b><u>\$49,312.89</u></b>



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## **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 extra-curricular 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 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.

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, 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 7th. 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 14th – 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.



## **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.



## **MEALS**

Meals will be provided for all playoff games or if the contest is over 80 miles round trip and leaving after school.

## **TRANSPORTATION**

Motor Coaches will be provided by the school district to teams for contests that require a minimum of 250 miles round trip. Provisions will be provided at the discretion of the Athletic Director and Building Principal. All teams that qualify for District 10 finals and the state playoffs will be transported in a motor coach if the contest is more than 40 miles round trip.

## **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. Three 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 Sharpsville 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: 5<sup>th</sup> day of school

Winter Sports: 5<sup>th</sup> day after the official PIAA practice start date

Spring Sports: 5<sup>th</sup> 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 8<sup>th</sup> 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.

## **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	8
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 1<sup>st</sup>. The Athletic Director will make arrangements with the Doctor for these examinations.

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. 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. ***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 <b>hazing</b> 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><b>Endanger the physical health</b> 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><b>Endanger the mental health</b> 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

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

References:

School Code – 24 P.S. Sec. 510, 511

Board Policy – 122, 123



# SHARPSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: February 16, 2010

REVISED: March 19, 2012

	248. UNLAWFUL HARASSMENT
<p>1. Purpose</p>	<p>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.</p>
<p>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>	<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>
<p>3. Definitions 29 CFR Sec. 1606.8(a)</p>	<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"> <li>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.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.</li> <li>3. Otherwise adversely affects an individual's learning opportunities.</li> </ol>



248. UNLAWFUL HARASSMENT - Pg. 2

<p>29 CFR Sec. 1604.11(a)</p> <p>4. Delegation of Responsibility Pol. 103</p>	<p>For purposes of this policy, <b>sexual harassment</b> 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"> <li>1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.</li> <li>2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.</li> <li>3. Such conduct deprives a student of educational aid, benefits, services or treatment.</li> <li>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.</li> </ol> <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"> <li>1. Inform the student or third party of the right to file a complaint and the complaint procedure.</li> </ol>
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<p>5. Guidelines</p>	<ol style="list-style-type: none"> <li>2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.</li> <li>3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li> <li>4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li> </ol> <p><u>Complaint Procedure – Student/Third Party</u></p> <p><b>Step 1 – Reporting</b></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><b>Step 2 – Investigation</b></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>
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**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>
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**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	<p>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.</p>
2. Definitions SC 1303.1-A	<p><b>Bullying</b> 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"> <li>1. Substantial interference with a student's education.</li> <li>2. Creation of a threatening environment.</li> <li>3. Substantial disruption of the orderly operation of the school.</li> </ol> <p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	<p><b>School setting</b> 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>



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	District administration shall annually provide the following information with the Safe School Report:
	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	The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.
Title 22	
Sec. 12.3	
Pol. 218	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.
	<u>Education</u>
SC 1302-A,	
1303.1-A	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.
Pol. 236	



249. BULLYING/CYBERBULLYING - Pg. 3

<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"><li>1. Counseling within the school.</li><li>2. Parental conference.</li><li>3. Loss of school privileges.</li><li>4. Transfer to another school building, classroom or school bus.</li><li>5. Exclusion from school-sponsored activities.</li><li>6. Detention.</li><li>7. Suspension.</li><li>8. Expulsion.</li><li>9. Counseling/Therapy outside of school.</li><li>10. Referral to law enforcement officials.</li></ol> <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>
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### 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-athlete(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 any 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: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

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 flowchart 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 Ms. Amanda Shannon (Ext. 1560), Athletic Director, Mrs. Heidi AbiNader (Ext. 2850), Middle School Principal or Mr. Timothy Dadich (Ext. 1850), High School Principal. We can all be reached at (724) 962-8300.

Yours in Athletics,

Sharpsville Administration



Individual filing complaint \_\_\_\_\_ Date \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings visible.

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](http://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







# REYNOLDS SCHOOL DISTRICT

## CONTRACT FOR THE TRANSPORTATION OF SCHOOL PUPILS

This Agreement entered into this 25<sup>th</sup> day of July, 2017 by and between the Board of School Directors of the Reynolds School District 16125, (hereinafter referred to as the "Provider District"), and the Board of School Directors of the Sharpsville Area School District, 1 Blue Devil Way, Sharpsville, PA, 16150 (hereinafter referred to as the "Recipient District"),

WITNESSETH:

1. For consideration hereinafter mentioned, the Provider District agrees to provide transportation for school pupils who shall be designated by the Recipient District to and from such points, along and over such routes, and at times set forth in a schedule attached hereto and made a part hereof for the school year 2017 - 2018.
2. The Recipient District shall pay the Provider District the sum of \$50.00 each day that said students are transported (cost estimated on number of students, daily rate for bus, and estimated fuel usage). The final invoice will be based on the actual costs incurred.
3. Transportation upon the terms and conditions herein specified in Items 1 to 9 inclusive and in accordance with the schedule shall begin September 5, 2017
4. This contract shall terminate on June 30, 2018 unless terminated earlier for cause or by mutual consent of the parties hereto.
5. The Provider District agrees to furnish such reports as may be required by the Recipient District or its designated representatives.
6. Bus routes and bus stops shall be determined by the Provider District and may be modified by the Board as occasion demands.



7. An operating time schedule shall be prepared by the Provider District in cooperation with the Recipient District. This schedule shall designate the time and place of all bus stops, both morning and evening, and shall be placed in the vehicle. The bus shall not depart from any designated stop before the scheduled time unless all pupils to be transported from that point are aboard. The time schedule may be modified by the Provider District as occasion demands but only after due notice has been given to parents and operator.

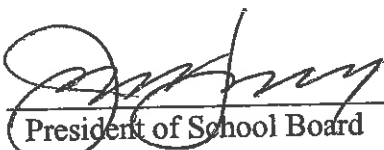
8. Pupils shall be taken on and discharged from the vehicle only at the designated stops and in accordance with the laws and regulations of the Commonwealth of Pennsylvania. No pupils shall be permitted to get on or off the vehicle while in motion.

9. No person other than a school pupil shall be transported in a school vehicle except that a teacher or other school official may ride when designated by the Provider District. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

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IN WITNESS WHEREOF, the Parties hereto being duly authorized, execute this Agreement, intending to be legally bound hereby, the day and year first above written.

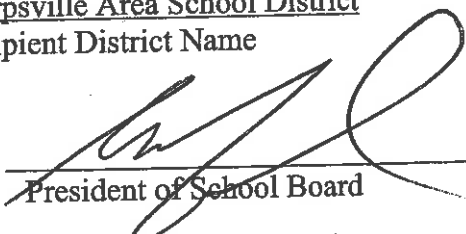
Reynolds School District  
Provider District Name

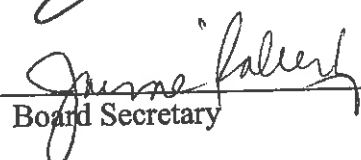
BY:   
\_\_\_\_\_  
President of School Board

ATTEST:   
\_\_\_\_\_  
Board Secretary

DATE: 8-21-2017

Sharpsville Area School District  
Recipient District Name

BY:   
\_\_\_\_\_  
President of School Board

ATTEST:   
\_\_\_\_\_  
Board Secretary

DATE: 8/21/17



## CONTRACT FOR THE TRANSPORTATION OF SCHOOL PUPILS

All contracts for transportation of school pupils, including pupil transportation by taxicab, shall be executed in accordance with this form except when pupil transportation is to be provided on a fare basis by public conveyances.

THIS AGREEMENT ENTERED INTO THIS 21st DAY OF AUGUST, 2017 BY AND BETWEEN THE BOARD OF SCHOOL DIRECTORS OF THE SHARPSVILLE SCHOOL DISTRICT OF MERCER COUNTY, INTERMEDIATE UNIT # IV, HEREINAFTER REFERRED TO AS THE BOARD, AND ERDOS TRANSPORT SERVICES OF MERCER, PA HEREINAFTER REFERRED TO AS THE CONTRACTOR,

WITNESSETH:

1. For the consideration hereinafter mentioned, the CONTRACTOR agrees to provide transportation for school Pupils who shall be designated by the BOARD, to and from such points, along and over such routes, and at times set forth in schedule attached hereto and made a part hereof for school year 2017-18.
2. The BOARD shall pay the CONTRACTOR the sum of (please see attached) each day he transports said pupils. If there is a change in the sum, a new contract shall be executed.
3. Transportation upon the terms and conditions herein specified in items 1 to 22 inclusive shall begin August 22, 2017.
4. This contract shall terminate on June 30, 2018 unless terminated earlier for cause or by mutual consent of the parties herto.
5. Prior to the effective date of this contract, the BOARD shall have evidence that a public liability insurance policy of adequate coverage shall be in effect for the duration of the contract. The Sharpville Area School District is to be named as an additional insured with respect to the activities of the named insured.
6. When the same vehicle is serving more than one school, the BOARD shall make every effort to reconcile the school calendars of the school served.
7. The CONTRACTOR agrees to furnish such reports as may be required by the BOARD or its designated representative.
8. The CONTRACTOR shall furnish vehicles which conform to the standards for school transportation vehicles approved by the Department of Traffic Safety of the Pennsylvania Department of Transportation, Public Utility Commission and Mass Transit Authorities as applicable. School buses and Type A vehicles shall meet the minimum standards of the Bureau of Traffic Safety and shall pass annual inspection by the Pennsylvania State Police during the month of August. Type B and C school vehicles shall conform to the minimum standards of the Bureau of Traffic Safety. All vehicles shall conform to the provisions of the laws of the Commonwealth, and shall be in good mechanical and sanitary condition.
9. The CONTRACTOR agrees to comply with and observe all provisions of the Pennsylvania Vehicle Code and all applicable laws.
10. Every school bus driver shall meet all the requirements of the Bureau of Traffic Safety of the Pennsylvania Department of Traffic Safety of the Pennsylvania Department of Transportation in regard to application, age, fitness, competence, conduct, licensing, physical examination and continuing eligibility, provided, that such operators shall have passed periodically administered physical examinations required by either the Public Utility Commission, the Interstate Commerce Commission or the Department of Transportation.
11. Bus routes and bus stops shall be determined by the BOARD and may be modified by the BOARD as occasion demands. The operator shall not deviate from the designated route except by written consent of the BOARD or, in the case of an emergency, which shall be reported promptly to the BOARD or the BOARD's designated representative.



12. An operating time schedule shall be prepared by the BOARD in cooperation with the CONTRACTOR. This schedule shall designate the time and place of all bus stops, both morning and evening, and shall be posted in the bus and at the school. The bus shall not depart from any designated stop before two minutes after the scheduled time unless all pupils to be transported from that point are aboard. The time schedule may be modified by the BOARD as occasion demands but only after due notice has been given to parents and operator.
13. Pupils shall be taken on and discharged from the bus only at the designated stops and at extreme right of the road. No pupils shall be permitted to get on or off the bus while it is in motion. No school bus operator shall start his bus or signal the driver of any vehicle, who has stopped in compliance with the provisions of Section 3208 of the School Laws of Pennsylvania, to proceed until after each child who may have alighted therefrom shall have reached a place of safety.
14. No person other than a school pupil shall be transported in a school vehicle except that a teacher or other school official may ride when designated by the BOARD. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.
15. The vehicle shall come to a complete stop immediately before traversing railway or trolley grade crossings and shall make a complete stop at all highway intersections protected by a "stop" sign.
16. A school bus, including Type A vehicles, shall not be loaded beyond the seating capacity as set forth in minimum standards and as indicated on the "Approved School Bus Sticker." All other public conveyances when transporting school children under contract shall provide adequate seating for each student with no standees permitted.
17. The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the Bureau of Traffic Safety, PennDot, as promulgated from the Vehicle Code.
18. It is understood and agreed to by both parties hereto that the CONTRACTOR, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an INDEPENDENT CONTRACTOR and is not an officer, agent of employee of the aforesaid school district.
19. This contract shall not be transferred. Another school bus which has been lawfully certified for current sure in Pennsylvania and/or another properly certified driver may be substituted in emergencies upon consent of the BOARD or the designated representative, but only for the duration of the emergency.
20. Any violation of the terms of this contract may, at the option of the BOARD, operate as a cause for termination in accordance with item 4.
21. The BOARD shall adjust all matters arising out of this contract not specifically provided for therein.
22. Attach all additional conditions between the BOARD and CONTRACTOR that have not been listed.

IN WITNESS WHEREOF, the parties above named have hereto set their hands and seals the day and year aforesaid.

BY PHILIP J ERDOS DBA  
ERDOS TRANSPORT SERVICES  
7875 LAMOR RD, MERCER, PA 16137

FOR THE BOARD OF SCHOOL DIRECTORS  
SHARPSVILLE AREA SCHOOL DISTRICT  
1 BLUE DEVIL WAY, SHARPSVILLE, PA 16150

\_\_\_\_\_  
Philip Erdos

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Henwood, President

RECOMMENDED FOR BOARD APPROVAL

\_\_\_\_\_  
Jaime Roberts, Secretary

\_\_\_\_\_  
Dr. Brad Ferko, Superintendent



Sept 2017-2018  
 Sharpville School District

BUS	Vin #	Year	Make	Model	PAX	PLATE	INFO	BRAKES	
	Sharpville buses								
8	4DRBUSKLCB613884	2012	INTERNATIONAL	CE	18+2 WC	SC61030	route	AIR	DIESEL
95	1BAKGCBA9GF321781	2016	BLUEBIRD	VISION	77	SC72353	route	AIR	PROPANE
96	1BAKGCBA6GF321795	2016	BLUEBIRD	VISION	77	SC72349	route	AIR	PROPANE
97	1BAKGCBA2GF321793	2016	BLUEBIRD	VISION	77	SC72351	route/votech	AIR	PROPANE
98	1BAKGCBA0GF321792	2016	BLUEBIRD	VISION	77	SC72352	route	AIR	PROPANE
99	1BAKGCBA8GF321796	2016	BLUEBIRD	VISION	77	SC72348	route	AIR	PROPANE
100	1BAKGCBA9GF321797	2016	BLUEBIRD	VISION	77	SC72347	route	AIR	PROPANE
101	1BAKGCBA4GF321794	2016	BLUEBIRD	VISION	77	SC72350	route	AIR	PROPANE
103	1BAKGCBA3GF321799	2016	BLUEBIRD	VISION	77	SC72355	route	AIR	PROPANE
104	1BAKGCBA1GF321798	2016	BLUEBIRD	VISION	77	SC72354	route	AIR	PROPANE
SPARE									
16	4DRBUSKN1AB185280	2010	INTERNATIONAL	CE	77	BA66210	spare	AIR	DIESEL
94	4DRBUSKN79B073316	2009	INTERNATIONAL	CE200	72	BA61757	spare	AIR	DIESEL
102	1FDXE45P46HA12803	2006	FORD E450	THOMAS	26	SC05812	route/votech	hydraulic	DIESEL



**Philip J. Erdos - DBA ETS (Erdos Transport Services)**

**VEHICLE LIST 2017-18**

	Year	Make	Model	VIN #
1	2016	Honda	Odyssey	5FNRL5H30GB024675
2	2015	Ford	Transit XLT	1FBAX2CGFKA63831
3	2015	Honda	Odyssey	5FNRL5H8FBO59729
4	2015	Toyota	Odyssey	5FNRL5H47FB021537
5	2015	Ford	Odyssey	5FNRL5H42FB006606
6	2014	Dodge	Grand Caravan	2C4RDGCG8ER168091
7	2014	Dodge	Grand Caravan	2C4RDGBGXER331776
8	2013	Dodge	Grand Caravan	2C4RDGB8DR791324
9	2013	Dodge	Grand Caravan	2C4RDGBGXDR731643
10	2013	Toyota	Sienna	5TDZK3DC6DS328081
11	2013	Ford	Fiesta	3FADP4BJ4DM221040
12	2013	Ford	Fiesta	3FADP4BJ7DM165384
13	2012	Toyota	Sienna	5TDZKK3DC8CS235661
14	2012	Toyota	Sienna	5TDZK3DC3CS225067
15	2012	Toyota	Sienna	5TDZK3DC8CS261160
16	2012	Ford	Fiesta	3FADP4BJXCM102830
17	2011	Ford	Fiesta	3FADP4EJ9BM167887
18	2011	Ford	E-150	1FDNE1BW1BDA10283
19	2011	Ford	E-150	1FDNE1BW3BDB15472
20	2011	Ford	E-150	1FDNE1BW5BDA56554
21	2011	Chevrolet	HHR	3GNBABFW7B5511379
22	2009	Chevrolet	1500 Van	1GNFG154891121722
23	2009	Dodge	Caravan	2D8HN44E79R526342
24	2008	Ford	E-150	1FTNE14W08DA61624
25	2008	Chevrolet	1500 Van	1GNFG154X81196677
26	2008	Dodge	Caravan	1D8HN44H78B109536
27	2008	Dodge	Caravan	2D8HN44H38R695167
28	2008	Dodge	Caravan	1D8HN44H48B127556
29	2008	Dodge	Caravan	2D8HN44428R704831
30	2007	Dodge	Sprinter	WD8PE745575168684
31	2007	Chrysler	Town & Country	1A4GJ45R57B197072
32	2006	Toyota	Sienna	5TDZA23C56S441084
33	2006	Dodge	Sprinter	WD8PD744965951113
34	2006	Dodge	Sprinter	WD8PD744165863253
35	2005	Ford	Taurus	1FAHP58U45A219957
36	2005	Chrysler	Town & Country	1C4GP45R75B430693
37	2005	Dodge	Caravan	1D4GP25R55B421398
38	2004	Dodge	Sprinter	WD5PD643X45621976
39	2004	Ford	E-150	1FMRE11L34HA15134
40	2003	Dodge	Caravan	2D4GP74L93RI42951



# Reynolds School District Driver & Vehicle List

2017-18

<u>Driver</u>	<u>Vehicle</u>	<u>VIN</u>	<u>Year Manufactured</u>	<u>Seating Capacity</u>
Mary Ellen Hoover	Bus 8	4UZABRDT7ACAN9469	2010	48

--Transportation of students to Meadow Valley Christian School



**SHARPSVILLE AREA SCHOOL DISTRICT**  
**2017-18 STA BUS DRIVERS/MONITORS/SUBSTITUTES**

<u>DRIVER</u>	<u>BUS</u>
Lesheski, Daniel	8
Gill, Lori	95
<i>New Hire Pending</i>	96
Bucher, Kimberly	97
Kilgore, Julie	98
Smith, Sherry	99
Hoffman, Deborah	100
Small, Cynthia	101
Greenawalt, Bonnie	103
Hodge, Sandra	104
Maxwell, Lisa	Monitor
Adams, Bruce	Sub Driver
Anderson, Heidi	Sub Driver
Antel, James	Sub Driver
Babcock, Glenn	Sub Driver
Beaulieu, George	Sub Driver
Beckman, Kimberly	Sub Driver
Bonasera, Debra	Sub Driver
Brown, Betty	Sub Driver
Burns, Barry	Sub Driver
Conti, Nikki	Sub Driver
Davis, Kendra	Sub Driver
Dicola, Benjamin	Sub Driver
Holiga, Ed	Sub Driver
Ivey, Marvin	Sub Driver
Kantner, Tawnee	Sub Driver
Kress, David	Sub Driver
Lance, Mike	Sub Driver
Loutzenhiser, Leland	Sub Driver
McIntosh, Thomas	Sub Driver
Miodrag, Christine	Sub Driver
Moore, Emanuel	Sub Driver
Pavcik, Donna	Sub Driver
Popatak, Marie	Sub Driver
Reagle, Judith	Sub Driver
Reiner, Rebecca	Sub Driver
Slack, Lamont	Sub Driver
Snizek, Stanley	Sub Driver
Summerville, Harold	Sub Driver
Swartz, Carol	Sub Driver
Wilmouth, Raymond	Sub Driver
Yuran, Dawn	Sub Driver
Adams, Verna	Sub Monitor
Lorance, Joyce	Sub Monitor



SHARPSVILLE AREA SCHOOL DISTRICT  
2017-18 ERDOS TRANSPORT SERVICES DRIVERS

Erdos, Phillip  
Geer, Victoria  
Mixer, Bethann  
Parcetch, Jeffrey  
Rust, Jr., Wayne









# Community Counseling Center of Mercer County

2201 East State Street Hermitage, PA 16148

Toll Free: 1-866-853-7758

Phone: 724-981-7141

Fax: 724-981-7148

TTY: 724-981-4327

[www.cccmer.org](http://www.cccmer.org)

• Family-Based • Behavioral Health Rehabilitation Services • School-Based • Outpatient Mental Health and Drug & Alcohol  
• Psychiatric Rehabilitation • Residential & Housing • West Central Center for the Deaf • Vocational & Employment Services

## LINKAGE AGREEMENT (with Schools)

This is a Linkage Agreement between the Community Counseling Center of Mercer County ("CCC") and  
**Sharpville Area School District**

hereinafter referred to as "the School District"

CCC will accept referrals from the School District and provide behavioral health and related services to those students meeting appropriate criteria for its various programs. Should a waiting list be necessary, both CCC and the School District will jointly prioritize admissions to CCC.

Services for students referred to CCC by the School District will be provided by CCC in a timely manner.

This agreement does not bind the School District in any way to utilize CCC's services.

This agreement conveys no financial agreements between CCC and the School District; but does convey the principles which guide work relationships.

This agreement shall remain in effect for two years, unless either party requests a revision prior to the indicated expiration date. Either party may withdraw from the agreement on thirty days written notice.

Please acknowledge your concurrence with this Linkage Agreement for continuity of care, program coordination and follow-up care by signing below:

Expiration Date:

June 30, 2019

Signature - for the School District

Date

Print Name

William S Herwood

June 13, 2017

Date

Clyde "Kip" Hoffman, Chief Executive Officer  
Community Counseling Center



Proud Member of United Way  
of Mercer County and the  
Grove City Area United Way

Greenville Office 724-588-6490

Grove City Office 724-458-4144

ECHO Center 724-981-1166







## SCHOOL DISTRICT AGREEMENT

This Agreement is between The ONE Federal Credit Union (hereinafter "ONE FCU") and Sharpsville Area School District (hereinafter "School District") on the dates(s) recited below.

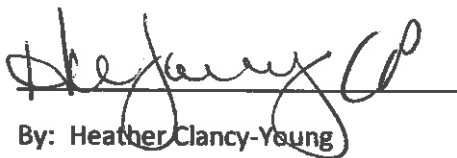
ONE FCU has established a student savings programs providing in-school services and financial education to students in kindergarten through 12<sup>th</sup> grade.

The School District desires for ONE FCU to provide the student savings program to its students pursuant to this Agreement.

As part of ONE FCU's student savings program, the parties agree as follows:

1. In conjunction with Sharpsville Area School District Administration, ONE FCU shall coordinate delivery and implementation of in-school services and financial education to Sharpsville Area students.
2. The student savings program is for the express use of the students, faculty and staff of the School District and may not be used by any other individuals.
3. Any student, faculty or staff enrolled or employed in the school district who is not otherwise qualified for membership in the credit union is qualified to be a member of the Sharpsville Area School District student savings program.
4. It is intended that with respect to this Agreement and the services to be performed hereunder, that neither party's employees shall be considered the employees of the other.
5. ONE FCU agrees to comply with all Sharpsville Area School District policies and procedures.
6. The Agreement is subject to the approval of individual School Principals for implementation of student branch programs in their buildings.
7. The Agreement may be cancelled by either party upon completion of initial term agreement, based on the program level selected, with thirty (30) days written notice. Any notice by either party to the other shall be in writing and shall be deemed proper only if delivered personally or sent by registered or certified mail in an addressed postage-paid envelope to an address as either party may designate in writing.
8. In the event School District chooses to discontinue any portion of in school program and has not completed the term agreement, the School District will be responsible for reimbursing ONE FCU for all expenses incurred for implementation.

The ONE Federal Credit Union

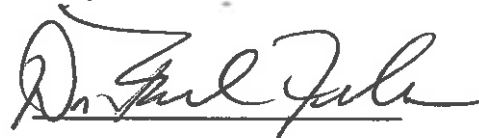


By: Heather Clancy-Young

Title: President / CEO

Date: 7.11.2017

Sharpsville Area School District



By: Dr. Brad Ferko

Title: Superintendent

Date: 7/11/2017







# MEMORANDUM OF UNDERSTANDING

## Sharpsville Area School District and the Sharpsville Police Department

This Memorandum of Understanding ("Memorandum") between the Sharpsville Area School District ("School District" or "School") and the Sharpsville Police Department ("Law Enforcement Authority" or "Police") is entered into in accordance with the provisions of the act of March 10, 1949 (P.L. 30, No. 4), *as amended*, 24 P.S. 13-1301-A, *et seq.*, known as the Safe Schools Act to the extent required thereby.

### **I. A. Joint Statement of Concern.**

1. The purpose of this Memorandum is to establish procedures to be followed when certain specific incidents described herein occur on School property, at any School sponsored activity or on any public conveyance providing transportation to or from a School or School sponsored activity, including but not limited to a School bus.

2. It is further the purpose of this Memorandum to foster a relationship of cooperation and mutual support between the parties hereto as they work together to maintain the physical security and safety of the School District, its students and staff.

3. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

### **B. Priorities of the Law Enforcement Authority.**

1. Investigate all incidents reported to have occurred on School property, at any School sponsored activity or on any public conveyance providing transportation to or from a School or School sponsored activity, including but not limited to a School bus. The investigation of all reported incidents shall involve as little disruption of the School environment as is practicable.

2. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption of the School environment as is practicable.

3. Assist the School District in the prevention of the incidents described in Section II of this document.

4. Notify School District of any occurrences in the community that might affect the School District, including the transportation of its students.



### **C. Priorities of the School District.**

- a. Create safe learning environments, which support each student's well-being and opportunities to reach their full potential while balancing and protecting the rights of all students.
- b. Establish and maintain cooperative relationships with the Police in the reporting and resolution of all criminal incidents described in this document.
- c. Foster partnerships with the Police for the education and guidance of students to create a school climate and knowledge base conducive to learning and personal growth.

4. Provide the Police with all relevant information and required assistance in the event of a reported incident.

## **II. Notification of Incidents to Law Enforcement.**

The School District shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

### **A. Mandatory Notification.**

The following offenses under 18 Pa.C.S (relating to crimes and offenses):

#### **i. Section 908 (relating to prohibited offensive weapons).**

a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa.C.S. § 908 (c) (relating to definitions).

b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would



be used unlawfully.

ii. Section 912 (relating to possession of weapon on school property).

a. The term "weapon" is defined by section 912 of the Crimes Code to include, but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

b. Consistent with section 9129 (c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

iii. Chapter 25 (relating to criminal homicide).

iv. Section 2702 (relating to aggravated assault).

v. Section 2709.1 (relating to stalking).

vi. Section 2901 (relating to kidnaping).

vii. Section 2902 (relating to unlawful restraint).

viii. Section 3121 (relating to rape).

ix. Section 3122.1 (relating to statutory sexual assault).

x. Section 3123 (relating to involuntary deviate sexual intercourse).

xi. Section 3124.1 (relating to sexual assault).

xii. Section 3124.2 (relating to institutional sexual assault).

xiii. Section 3125 (relating to aggravated indecent assault).

xiv. Section 3126 (relating to indecent assault).

xv. Section 3301 (relating to arson and related offenses).

xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.

xvii. Section 3502 (relating to burglary).

xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).

xix. Section 5501 (relating to riot).

xx. Section 6110.1 (relating to possession of firearm by minor).



c. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act," as amended, 35 P. S. § § 780-101-780-144, popularly known as the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in section 102 of the Drug Act. See 35 P. S. § 780-102 (relating to definitions).

d. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.

e. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).

2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P. S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

#### **B. Discretionary Notification.**

1. The School may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):

i. Section 2701 (relating to simple assault).

ii. Section 2705 (relating to recklessly endangering another person).

iii. Section 2706 (relating to terroristic threats).

iv. Section 2709 (relating to harassment).

v. Section 3127 (relating to indecent exposure).

vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.

vii. Section 3503(b)(1)(I), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).

viii. Chapter 39 (relating to theft and related offenses).

ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).



- x. Section 5503 (relating to disorderly conduct).
  - xi. Section 6305 (relating to sale of tobacco).
  - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
  - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
- b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

**C. Law Enforcement Response to Notification.**

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators. 2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

**D. Notification of the Law Enforcement Authority when incident involves children with disabilities.**

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an Individual Education Plan ("IEP"), a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code § § 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and caber charter school services and programs for children with disabilities).

2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IAP or a service agreement that includes a behavior support plan and may include the School's recommendation that police intervention may not be required and advisement that the



School will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students-general) or 711.46 (relating to positive behavior support). The Police may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code § § 14.133, 15.3 or 711.46.

4. In accordance with 34 CAR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School District from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School District , when reporting an offense committed by a child with a disability, should ensure that copies of the disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported only to the extent that the transmission is permitted by the Federal Educational Rights and Privacy Act ("FERPA").

**E. Upon notification of the incident to the Police, the School District shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:**

1. Whether the incident is in-progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS or the Fire Department were notified.



10. Identity of the School contact person.

11. Identity of the witnesses to the incident, if any.

12. All other such information as is known to the School District which can be deemed relevant to the incident under investigation.

**F. Additionally, in anticipation of the need for the Law Enforcement Authority to respond to incidents described herein, the School District shall make available or furnish upon request to the Law Enforcement Authority the following information:**

- a. Blueprints or floor plans of the school buildings;
- b. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads;
- c. Location(s) of predetermined or prospective command posts;
- d. Current teacher/employee roster;
- e. Current student roster;
- f. Current school yearbook;

### **III. Incidents Requiring Police Notification and Response.**

#### **A. District Obligations:**

- 1. No School District employee will request the Police to enter into any discussion with the student suspect relating to the disposition of any criminal activity as it applies to consequences relating to violations of school policies/procedures.
- 2. Surrender to the Police all contraband or physical evidence, pursuant to an investigation, found on or in school property, school vehicles and at school sponsored activities.
- 3. Turn situations that require police involvement and threaten the safety of the school community over to the Police. Once the Police have taken charge of the situation, school personnel will continue to provide support and assistance during the crisis.
- 4. Work collaboratively with the Police in criminal activity prevention, reporting, investigation, serving warrants, identification of suspects and, where appropriate, apprehension and prosecution of those individuals. This should involve as little disruption of the school environment and violation of the student's privacy as



possible. The School District will defer to the Police on such matters except as is necessary to protect an interest of the School District as it relates to the Public School Code of 1949, 24 P.S. §§ 1-101, *et seq.*

5. Request that police officers: inform the school administration of their presence whenever they arrive at school; carry out their duties while on School District property with as little disruption of the school environment as possible; and abide by School District policy regarding access to students during the school day.
6. Complete reports as required under the Public School Code of 1949, 24 P.S. § 13-1303-A.
7. Provide or arrange for emergency and medical treatment, as necessary.
8. Meet police officer(s) arriving on school property as a result of a report.

**B. Police Obligations:**

1. Inform the school building administration of their presence whenever they arrive in a school.
2. Carry out their duties while on School District property with as little disruption of the school environment as possible.
3. Abide by School District Policy regarding access to students (see talking custody) during the school day unless a particular situation requires immediate action.
4. Consult with the School District on issues related to prevention, reporting of criminal activity, safety, and other school-law enforcement issues.

**C. Responses to Incidents:**

1. The School District shall immediately report to the Police all criminal activity committed on school property as mandated herein once the School District becomes aware of said criminal activity.
2. The School District will also comply with reporting as required by the School District's Policies and Procedure Guidelines which include, but are not limited to: Relations with Law Enforcement Agencies, Weapons Policy, Substance Abuse Policy; District's Critical Incident Guidelines, Child/Student Abuse Policy, and discipline violations required to be reported to the Police in the District's Code of Conduct Disciplinary Guidelines, and the Safe Schools Act, 24 PS § 13-1301-A *et seq.*



3. Upon notification of the criminal activity to the Police, the School District shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
  - A. Whether the criminal activity is in progress or has concluded:
    - i. Nature of the criminal activity;
    - II. Exact location of the criminal activity;
    - ni. Number of persons involved in the criminal activity;
    - IV. Weapons, if any, involved;
    - v. Whether the weapons, if any, have been secured and if so, the custodian of the weapons;
    - VI. Injuries involved;
    - VII. Whether EMS was notified;
    - vni. Identity of the School District contact person;
    - Ix. All other such information known to the School District which can deemed relevant to the incident under investigation;
    - x. Names and ages of individuals involved; and
    - xi. Identity of any witnesses.
4. **Initial response by Police.**
  - A. **Incidents of criminal activity in progress:**
    - i. Meet with School District contact person, if necessary, to locate incident of criminal activity;
    - II. Stabilize incident of criminal activity;
    - m. Provide or arrange for emergency medical treatment as necessary;
    - Iv. Control the scene of the incident of criminal activity;



- a. secure any physical evidence at the scene
  - b. identify involved persons and witnesses
- v. Conduct investigation;
- vi. Exchange information;
- vii. Confer with school officials to determine the extent of Police involvement required by situation.

**B. Incidents of criminal activity not in progress:**

- i. Meet with School District contact person;
- ii. Recover any physical evidence and provide a written receipt for the same to the appropriate school administrator;
- iii. Conduct investigation;
- iv. Exchange information;
- v. Confer with school officials to determine the extent of Police involvement required by situation.

**C. Incidents of criminal activity involving delayed reporting:**

- i. Incidents of criminal activity which are reported after the conclusion of the school day or event during which the incident took place;
- ii. If initially reported to the School District, handle as if reporting was not delayed;
- iii. If initially reported to the Police, investigation will be conducted as any other investigation. School District will be made aware of the incident and information will be shared as if the reporting was not delayed, unless the police determine the investigation requires otherwise.

**D. Custody of Actors.**

- 1. When the Police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.
- 2. No student shall be released to Police without the proper warrant or written parental



permission, except in the event of an emergency or for the protection of life or property, as determined by the principal.

3. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:

4. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

#### **IV. Assistance of School Entities**

##### **A. In Loco Parentis.**

1. Teachers, Guidance Counselors, and Principals in the School may exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.

2. Schools' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

##### **B. Notification of Parent or Guardian.**

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.

2. The School District shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

3. In the event that a Parent or Guardian is a co-suspect or in the event of a situation in which immediate notification of the incident of criminal activity may result in the destruction of or tampering with evidence or witnesses, the School District, in cooperation with the Police, may decide to delay notification of parents or guardians as reasonably requested by the Police.

##### **C. Scope of School Entity's Involvement.**

###### **1. General Principles.**

Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his/her designee, informed of the status of pending investigations.



## 2. Victims.

- a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

## 3. Witnesses.

- a. When Police request permission to interrogate a student at school, the principal shall inform the Superintendent, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.
- b. Whenever the Superintendent or his or her designee has determined that the Police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.
- c. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.

## 4. Suspects and Custodial Interrogation.

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. If an interested adult cannot be contacted, the School Entity shall defer to the principal or a representative shall be present throughout the proceedings, and the Police will protect the student suspect's legal and constitutional rights as required by law.

## 5. Conflicts of Interest.

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

## V. Exchange of Information.

- A. The Police will provide information to the School District within the limits



imposed by law, including but not limited to, the Criminal History Information Act, 18 Pa. C.A., Chapter 91 and the Public School Code of 1949, 24 P.S. § 13-1303-A, and pursuant to Police policies and procedures.

- B. The School District will provide information to the Police within the limits imposed by law, including but not limited to, the Federal Educational Rights and Privacy Act ("FERPA"). 20 U.S.C. § 1232 g and its implementing regulations at 34 C.F.R. § 99.1 et seq., 22 Pa. Code §§ 12.31 – 12.33 and the Public School Code of 1949, 24 P.S. § 13-1303-A and § 13-1317.2, and pursuant to the School District policy and procedures.

#### VI. Media Contact.

- A. Media contact involving incidents of mutual concern should be coordinated between the School District and the Police when practicable. The parties will release as much information as required by law with due consideration to the investigative needs and the need to limit disruption of the School District function and the Police function.
- B. The release of information concerning criminal activity shall be coordinated between the School District and the Police.

#### VII. Assistance of School District:

- A. Notification of Parent of Guardian:
  - 1. In the event that a Parent or Guardian is a co-suspect or in the event of a situation in which immediate notification of the incident of criminal activity may result in the destruction of or tampering with evidence or witnesses, the School District, in cooperation with the Police, may decide to delay notification of parents or guardians as reasonably requested by the Police.
  - 2. School Districts shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents of criminal activity reportable to Police pursuant to the terms of this Memorandum.
  - 3. Except in cases in which the suspect student is injured and requires medical attention, the decision to notify a suspect's parents or guardians shall be a cooperative decision between School District officials and the Police.

#### VIII. General Provisions.

- A. This memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other parties.
- B. This memorandum may be amended, expanded or modified any time upon



- the written consent of the parties. However, in any event, this Memorandum must be reviewed and re-executed in accordance with legal requirements.
- C. In the event of changes in state or federal law which necessitate changes to this memorandum, the School District and the Police shall collaborate to promptly change this memorandum to ensure compliance by the School District and the Police with state and federal requirements.
  - D. The School District and the Police will actively work to resolve any differences in interpretation of this memorandum or in fulfilling the terms thereof.

The parties hereby acknowledge the foregoing as the terms and conditions of their understanding this 27<sup>th</sup> day of June 2017.

Witness/Attest:

Jaime Roberts

Jaime Roberts  
Jaime Roberts, Board Secretary

Sharpsville Area School District

By: Dr. Brad Ferko  
Dr. Brad Ferko, Superintendent

By: William Henwood  
William Henwood, Board President

Witness/ Attest:

Yammy L. Garroch

Kenneth P. Robertson  
Kenneth P. Robertson,  
Borough Secretary

Police Department of the Borough of Sharpsville

By: Christopher B. Hosa  
Christopher Hosa, Police Chief

By: John Alfredo  
John Alfredo, President of Council



## **Agreement for Services**

**THIS AGREEMENT** for services for the 2017-2018 school year is being initiated between the **Mercer County Behavioral Health Commission, Inc.** (hereinafter referred to as Provider) and the **Sharpville Area School District** (hereinafter referred to as School District). Both parties agree to cooperate in providing services for the Student Assistance Program as upheld and described within Pennsylvania Act 211, in addition to other behavioral health needs of the school district students.

**WHEREAS**, the Mercer County Behavioral Health Commission, Inc. serves as the Single County Authority to administrate, coordinate and deliver a cost effective behavioral health managed care program to reduce the incidence and prevalence of substance misuse and abuse as well as improve the quality of life of adults and children suffering from mental illness or intellectual disabilities in Mercer County; and

**WHEREAS**, Provider and School District agree that this Agreement shall be supplemented by, include by reference, and are governed by:

- a) Any other statutory or regulatory provisions pertaining to the Student Assistance Program.
- b) The District's alcohol, tobacco, and other drugs policy, suicide/mental health crisis policy, weapon policy, record release policy, and other policy regarding the Student Assistance Program.

### **I      Provider and School District Agree to the Following Regarding Records:**

All records generated by the Student Assistance Program, with respect to individual students, are records of the School District; the retention and disclosure of which shall be governed by the policies of the School District and applicable federal laws.

### **II      Education Laws:**

- a) Family Education Rights and Privacy Act (FERPA) of 1974, amended in 1994 that provides parental rights to inspect, review, amend and control disclosure from a child's school record and;
- b) Protection of Pupil Rights Law (HATCH Act) amended in 1994 (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning:...Mental and/or psychological problems...without the consent of the parent".

### **III     Provider Agency Laws:**

When a student has been referred to a Provider agency for assessment and/or on going treatment; the records generated become the property of the Provider and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol 942 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of their parents.

### **IV     Provider Agrees to Deliver a Variety of the Following Services as an Ad Hoc Member of the Building Student Assistance Core Team:**

- 1) Will provide consultation, technical assistance, parent conferences, and education to SAP teams.



- 2) Will attend (2 meetings at a minimum per team per month) scheduled SAP team meetings for the purpose of referrals, case management, and follow-up services.
- 3) Will provide student assessments for treatment and/referral through Central Intake Operations under the following conditions: if written parental permission has been given and if provided in the context of the SAP/ESAP process.
- 4) Will provide referral services for identified students through the Central Intake Office. Referral services include identification of agencies and/or resources that could serve the needs of identified students and their families. Provider may assist the identified student and/or family in linking up with the appropriate services.
- 5) Will provide crisis assistance/intervention, and postvention to students, family, and faculty as needed through the MCBHC Critical Incident Response Team and Crisis Intervention.
- 6) Will provide aftercare, and follow-up services for identified students that have returned to the school following treatment. This may be provided through case management.
- 7) May assist with faculty in-services and student orientations as requested.
- 8) Will provide educational resources to school personnel, students, families, and community as requested.
- 9) Will provide administrative consultation regarding the development and application of Student Assistance Program and alcohol, tobacco, and other drug policies within the school district.
- 10) Will provide, administer and report on an 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade Pennsylvania Youth Survey (PAYS). This will enable school personnel and county prevention department to monitor identified risk and resiliency factors for targeted service efforts and delivery.
- 11) Will provide assistance in obtaining cessation programming.
- 12) Will provide Employee Assistance Program support on a fee for service basis. Program menu to include: Drug Free Workplace Policy Development, Administrative Training, Employee Education, Employee Assistance Assessment, Referral and Follow-Up.
- 13) Will provide technical assistance in the development and delivery of evidence-based recurring prevention programs, (i.e. Too Good for Drugs, Strengthening Families, Parent to Parent, etc.).

**V** School District Agrees to Provide the Following:

- 1) Appropriate space in the school where services can be provided with safety and privacy.
- 2) Copies of the District's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may effect Student Assistance Program, services.
- 3) Consideration for a consistent meeting schedule to allow for prompt and efficient community wide service.
- 4) A Student Assistance Core Team that complies with BEC 24 P.S. 15-1547 for membership training, common planning times, and ongoing maintenance.
- 5) Contact parent or guardian of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
- 6) Designate a contact person between the team and the provider to ensure effective communication.
- 7) Ensure SAP Liaisons have access to either guest or secure WI-FI connection and corresponding password, to utilize during SAP interventions.
- 8) Submit data (bubble sheets and on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.



WHEREOF, in witness of the conditions set forth above, the parties have affixed their signatures hereto:

SINGLE COUNTY AUTHORITY

SCHOOL DISTRICT

Kim Anglin 7/14/17  
Kim Anglin, Director Date

Dr. Brad Ferko 8/10/17  
Dr. Brad Ferko Date  
Superintendent

Jeff Hanley 7/13/17  
Jeff Hanley Date  
Prevention Supervisor

Jacqueline Manzo 8/10/17  
Jacqueline Manzo Date  
MCBHC Liaison







# COMMUNITY ACTION PARTNERSHIP OF MERCER COUNTY

## MERCER COUNTY HEAD START

### LETTER OF AGREEMENT

This agreement entered into as of July 1, 2017, between Mercer County Head Start (referred to hereafter as the "Agency") and Sharpville Area School District (referred to hereafter as the "Contractor") mutually agree as follows:

1. The Contractor shall provide to the Agency the donation of In-Kind space and services from July 1, 2017 through June 30, 2018 in the amount of \$7,657.36 as specified below:
  - Donated Space in the value of \$5,614.00 that consists of one (1) classroom(s) measuring an estimated 802/sf per room at a "Market Rent" rate of \$7.00/sf as established by a licensed certified appraiser.
  - Donated Services in the value of \$2,043.36 that consists of janitorial and maintenance services of the above space at a "Market Rate" of \$13.76/hr. as established by the Agency.
2. The Contractor shall provide to the Agency meals per USDA guidelines at a cost of \$1.50 per Breakfast, \$3.00 per Lunch, and \$0.65 per Snack (If applicable).
  - Payment for meals purchased by the Agency to be made no later than fifteen (15) business days upon receipt of invoice from the Contractor based on the number of meals served.
3. The agency shall provide all staff, supplies and equipment necessary for proper functioning of said classroom according to the Administration for Children & Families (ACF) a division of the U.S. Department of Health and Human Services and the Pennsylvania Office of Child Development and Early Learning (OCDEL).

In witness, whereof, the Agency and the Contractor have executed this agreement as the date first written above.

**AGENCY:**  
Mercer County Head Start

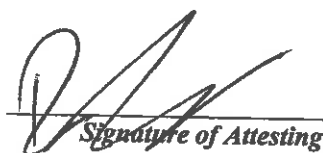
WENDY KING – Executive Director

**CONTRACTOR:**

MR. BILL Henwood, Board President  
~~BRAD FERKO - Superintendent~~

  
Signature of Authorized Representative  
8/10/17  
Date

  
Signature of Authorized Representative  
8/31/17  
Date

  
Signature of Attesting Representative  
8/10/17  
Date

\_\_\_\_\_  
Signature of Attesting Representative  
\_\_\_\_\_  
Date



## CONTRACT TO PURCHASE MEALS FROM SCHOOLS

The Pennsylvania Department of Education, in providing this contract as a service to schools, does not become a party to this contract. The purchasing sponsor, hereafter referred to as the Purchaser, is the responsible authority, without recourse to the Pennsylvania Department of Education and the United States Department of Agriculture regarding the settlement and satisfaction of all contractual and administrative issues arising under this contract. This includes, but is not limited to: disputes, claims, protests of award, source evaluation or other matters of a contractual nature.

Made and entered into this date of **October 1, 2017** by and between

**Mercer County Head Start**  
**300-43-112-0**  
**Farrell, Pennsylvania**

**Sharpsville Area School District**  
**104-43-570-3**  
**Sharpsville, Pennsylvania**

These meals/snacks will be served at the following locations (*press enter/return to add multiple sites*):

**Example:** PDE Child Care, 333 Market Street, Harrisburg, PA 17126

**Sharpsville Area Elementary School, 100 Hittle Drive, Sharpsville, Pa 16150**  
**Seventh Street Building, 701 Pierce Avenue, Sharpsville, Pa 16150**

The parties entering into this contract agree to be bound by the United States Department of Agriculture (USDA) regulations Title 7 of the CFR Part 210, Part 220 and/or Part 226, as appropriate.

The Purchaser will order meals/snacks on a weekly basis notifying the Provider **1-2 Business** days proceeding the week of delivery. Orders will include totals for each site and each type of meal/snack.

If the Purchaser is another School District, N/A Menu Planning Option will be used.

The Purchaser reserves the right to increase or decrease the number of meals/snacks ordered with a minimum notice of **1 Business Day**.

If the Purchaser's children will eat meals/snacks on the Provider's premises, the children will be at the building and served at **8:30 AM & 9:00 AM** for Breakfast, **11:00 AM** for Lunch and **N/A** for Snack.

The Provider agrees to supply meals/snacks **inclusive** of milk to the Purchaser for the prices herein listed:

Meal Type	Daily Estimated Servings	x	Estimated No. Serving Days Per Year	x	Unit Price	=	Estimated Total \$\$
BREAKFAST	35		135		\$ 1.50		\$ 7,087.50
LUNCH	35		135		\$ 3.00		\$ 14,175.00
SNACK	0		0		\$ 0.65		0
GRAND TOTAL OF CONTRACT							\$ 21,262.50



## Conditions:

1. It is further agreed that the Provider, pursuant to the provisions of federal regulations, will assure that said meals/snacks will meet or exceed the minimum meal pattern requirements as necessary for the stated Menu Planning Option, and will maintain full and accurate records that the purchaser requires to meet its record keeping responsibility on a calendar month basis (supported by invoices, receipts or other records), and shall promptly submit invoices and delivery receipts to the Purchaser.
2. Meals/snacks will be delivered on a daily basis or other mutually agreed upon period of time in accordance with the 21-day menu cycle. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists which might prevent the Provider from delivering a specified meal/snack component, the Provider shall notify the Purchaser immediately so substitutions can be agreed upon. The Purchaser reserves the right to periodically suggest menu changes within the Provider's suggested food cost range throughout the contract period.
3. The Provider will bill the Purchaser only for meals/snacks prepared and delivered/picked up at the specified time. Damaged or incomplete meals/snacks shall not be included. Adequate refrigeration or heating will be provided when the Provider delivers meals/snacks or picked up by Purchaser to insure the wholesomeness of food in accordance with state and/or local health codes.
4. The Purchaser will furnish the Provider with the number of meals/snacks, by meal service type, to be delivered to each site when applicable.
5. The Purchaser reserves the right to add or delete sites and provide one week's notice to the Provider.
6. The Provider guarantees that meals/snacks will be delivered within the prescribed time period as mutually agreed upon by both parties.
7. The Provider agrees to retain the records required by the Purchaser for a period of three years after the end of the fiscal year to which they pertain (or longer if an audit is in progress) and, upon request, to make all accounts and records pertaining to the program available to representatives of the Pennsylvania Department of Education, the United States Department of Agriculture and/or the Office of the Inspector General and General Accounting Office for audit or administrative review purposes at a reasonable time and place.

The Provider also agrees to provide the needed information on the amount of food sent to the Purchaser for recording on the Production Records. Recipes and Product Information Sheets will be provided to the Purchaser as required for School Meals Initiative (SMI) reviews. If the Provider is providing meals using the NuMenus Planning Option, a printout of the nutrient analysis of the menus used must be provided to the Purchaser.
8. During the performance of the contract, the Provider agrees as follows: The Provider will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability. The Provider will take affirmative action to ensure that applicants are employed and that employees are treated while employed without regard to their race, color, national origin, age, sex or disability. Such action shall include, but not be limited to, the following:



employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Equal Opportunity clause.

9. The Provider will comply with all provisions of Executive Order Number 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations and relevant orders of the Secretary of Labor.
10. It is expressly agreed that in the event of any disagreement or controversy arising between the Provider and the Purchaser as to the interpretation of the specifications or proper performance of this contract, the dispute shall be settled between the Provider and Purchaser within a reasonable period of time and shall be final.
11. The Purchaser shall have the option to cancel this contract if the state or federal government withdraws funds to support the Child and Adult Care Food Program, the National School Lunch Program, the School Breakfast Program, the Afterschool Snack Program and/or the Summer Food Service Program.
12. The Provider guarantees that it has sufficient facilities to handle the increased meal/snack production resulting from the execution and implementation of the requirements of this contract.
13. The Provider guarantees that it has a delivery system sufficient to provide the meals/snacks as specified in this contract.
14. The Provider guarantees that there have not been any audit or CRE findings or sanctions within the past three years which would indicate that the Provider was incapable of preparing proper meals/snacks, planning quality menus or maintaining adequate records.
15. This contract may be terminated by notice, in writing, given by any party hereto to the other party at least 30 days prior to the date of termination.

**Additional Requirements:**

None



It is agreed by the parties hereto that there are no other considerations, favors, promises or interests passing between the parties other than what is expressly stated in this contract.

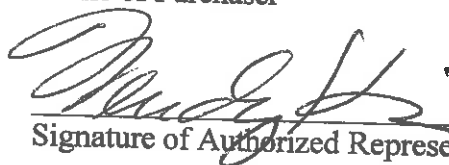
In witness hereof, this contract is signed and executed this date of October 1, 2017 and will end September 30, 2018



Signature on Behalf of:

Mercer County Head Start

Name of Purchaser



Signature of Authorized Representative

Mrs. Wendy King

Executive Director

Title

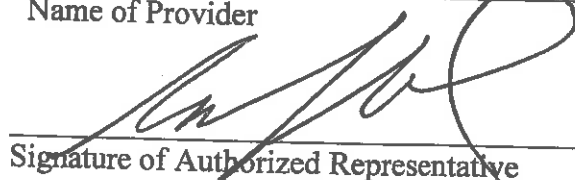
8/10/17

Date

Signature on Behalf of:

Sharpsville Area School District

Name of Provider



Signature of Authorized Representative

~~Dr. Brad Perko~~

Bill Henwood

~~Superintendent~~

B. President

Title

8/31/17

Date

PDE APPROVED



