

GREENSBURG SALEM SCHOOL DISTRICT

**Board Discussion Meeting
May 13, 2015
PUBLIC SESSION AGENDA**

Vote for Brock @ <http://videovote.wqed.org/writerscontest/entries>

Presentation from the City of Greensburg regarding proposed LERTA initiative

Presentation from Nutrition, Inc. regarding 2015-2016 cafeteria budget

Discussion regarding Facilities Committee

FINANCE

1. Request to adopt the Preliminary General Fund Budget for fiscal year July 1, 2015 through June 30, 2016 with total expenditures of \$42,880,926.00 as submitted on PDE 2028
2. Request approval of the Highmark Blue Cross/Blue Shield PPO Plan A, PPO Plan E and dental insurance rates for the 2015-2016 school year
3. Request approval of the vision, disability and life insurance rates for the 2015-2016 school year
4. Request approval to continue the District's Workman's Compensation coverage through Highmark Casualty Insurance Company for the 2015-2016 school year at a cost of \$133,920.00
5. Request approval of the School Leaders' Legal Liability Insurance Program, District's identify theft protection, property-casualty protection, and commercial automobile policies from PSBA Insurance Programs, effective July 1, 2015 through June 30, 2016 at a cost of \$123,981.00
6. Request approval to continue the District's membership in the Pennsylvania School Boards Association at a cost to the District of \$_____

7. Request approval of the Central Westmoreland Career and Technology Center 2015-2016 proposed budget in the amount of \$8,645,083.00. Greensburg Salem School District's contribution will be approximately \$365,866.04
8. Request approval of the Central Westmoreland Career and Technology Center's 2015-2016 Revenue Anticipation Loan in the amount of \$6,300,000.00 with First National Bank at .96% fixed rate
9. Request approval to accept the proposal from Rampart Security Systems for the purchase/installation of security equipment at Dr. Robert F. Nicely Elementary School at a cost of \$964.00
10. Request approval to award bids for custodial supplies for the 2015-2016 school year to the lowest, responsible bidder meeting bid specifications

CONTRACTS/CONTRACTED SERVICES

1. Request approval to enter into a Private Academic School Contract for Day Treatment between Outside In School of Experiential Education, Inc., and Greensburg Salem School district on an as needed basis, effective for the 2014-2015 school year
2. Request approval to enter into an Agreement with Central Susquehanna Intermediate Unit (CSIU) to provide the District's administrative data software application for the 2015-2016 school year, at an approximate cost to the District of \$36,690.00
3. Request approval to enter into an Agreement between Westmoreland Intermediate Unit #7, MissionOne and Greensburg Salem School District to provide Occupational Therapists and Physical Therapists to the District on an as needed basis, effective for the 2015-2016 school year
5. Request approval to enter into an Agreement between Westmoreland Intermediate Unit #7, MissionOne and Greensburg Salem School District to provide Personal Care Assistants to the district on an as needed basis, effective for the 2015-2016 school year

6. Request approval to enter into an Agreement for Alternative Education Services for Disruptive Youth and Private Academic School Program between Adelphoi Education, Inc. and Greensburg Salem School District to provide services on an as needed basis, effective for the 2015-2016 school year
7. Request approval to enter into an Agreement with the Westmoreland Intermediate Unit #7 for a social worker for approximately one (1) day per week, effective for the 2015-2016 school year
8. Request approval to enter into an Agreement with Cheryl Goughneour to provide additional School Psychologist services for the 2015-2016 school year at a rate of \$400.00 per day, not to exceed seventy-five (75) days
9. Request approval to acknowledge the additional bus drivers for First Student, Inc. for the 2014-2015 school year, pending receipt of all governmental clearances, application records, safety training, physical and tuberculin test where applicable

BOARD POLICIES

1. Request approval of Board Policies: Section 200 – Board Policy 237 of the Board Policy Manual; and Section 800 – Board Policies 801, 802, 803, 804, 805, 805.1, 806, 807, 815, 815.1, 828 and 830 of the Board Policy Manual

1-69

STUDENT MATTERS

1. Request approval of the list of seniors who will be awarded diplomas on June 4, 2015, provided they satisfy any remaining requirements and/or obligations
2. Request approval to eliminate the Westmoreland Intermediate Unit Intensive Therapeutic and Emotional Support Program (ITES) at Amos K. Hutchinson Elementary School
3. Request approval to open a new District elementary emotional support classroom at Amos K. Hutchinson

Elementary School beginning with the 2015-2016 school year

4. Request approval to add an emotional support classroom at the Greensburg Salem Middle School beginning with the 2015-2016 school year
5. Request approval of the Race to the Top LEA Letter of Intent for additional funds and a possible grant extension
6. Request approval for the proper officers of the District to apply to the Pennsylvania Department of Education for ESEA Title I and Title IIA funds
7. Request approval for the proper officers of the District to apply for a Highmark Grant in the amount of \$10,000.00 to expand the fitness room and physical education program at the Greensburg Salem Middle School
8. Request approval to accept the Dress Code for Elementary Schools and Secondary Schools with no changes

CONFERENCE/WORKSHOPS

1. Request approval to grant up to five (5) professional development days during the 2015-2016 school year to Cheryl Harper to participate in the Contemporary Physics Education Project at no cost to the District
2. Request approval for Kate O'Rourke and Jessica Pritts to attend the 2015 PA PBIS Implementers' Forum on May 27-28, 2015 at Hershey Lodge and Convention Center, Hershey PA, at an approximate cost to the District of \$530.00
3. Request approval for Kenneth Bissell, David Zilli, Joe Maluchnik, Adam Jones and David Redinger to attend the Mass customized Learning National Summit on July 12-14, 2015 at Bedford Springs Resort and Convention Center, Bedford PA at an approximate cost to the District of \$3,400.00
4. Request approval for Todd McMillen to attend the 2015 Special Education Leadership Academy Beyond

Legislation: From Regulations to Practice on July 27-30, 2015 at Bedford Springs Convention Center, Bedford PA at an approximate cost to the District of \$688.00

5. Request approval for Cheryl Harper to attend the American Physical Society Division of Plasma Physics Meeting on November 14-21, 2015 in Savannah GA, with a substitute teacher being the only cost to the District

ATHLETIC MATTERS

1. Athletic report

70-72

FACILITIES USAGE

1. Request retroactive approval for the special Olympics PA, Westmoreland County to use the Senior High School track facilities for track and field practice from 5:00-7:00 P.M. on April 23, 30, 2015 and May 7, 2015
2. Request retroactive approval for Greensburg Salem Cheerleading to use the Senior High School cafeteria for a jewelry fundraiser from 5:00-8:30 P.M. on Friday, May 1, 2015
3. Request approval for the New Alexandria Lions, Inc. to use the James H. Metzgar field for parking for Demo events held at Lion's Arena on May 15, 29, 2015; June 5, 19, 2015; July 3, 17, 31, 2015; and August 14, 2015
4. Request approval for Greensburg Salem Volleyball to sue the Senior High School gymnasium and restrooms for a Volleyball Camp for third through sixth graders from 4:00-6:00 P.M. on Monday-Wednesday, June 1-3, 2015 and Friday, June 5, 2015 and from 9:00-11:00 A.M. on Saturday, June 6, 2015
5. Request approval for the Pennsylvania State Police to use the Senior High School track and field for physical fitness assessment testing of police trainees from approximately 9:00-11:30 A.M. on Thursday, June 25, 2015 and Friday, July 24, 2015

6. Request approval for the Westmoreland County Football Officials to use the large group room, Room 003, at the Greensburg Salem Middle School for meetings from 7:00-8:30 P.M. on August 3, 17, 24, 2015; September 14, 21, 28, 2015; and October 5, 19, 2015 and from 7:30-9:00 P.M. on August 10, 2015
7. Request approval for the Greensburg YMCA to use the Senior High School cross country course for fall Youth USATF Cross Country from 5:30-7:00 P.M., Monday through Friday, September 8-December 12, 2015 and the cross country course and restroom near locker rooms for USATF Meet from 8:00 A.M.-1:00 P.M. on Saturday, October 31, 2015

Board Policies

- 237 – Electronic Devices
- 801 – Public Records
- 802 – School Organization
- 803 – School Calendar
- 804 – School Day
- 805 – Emergency Preparedness
- 805.1 – Relations with Law Enforcement Agencies
- 806 – Child/Student Abuse – Act 151 of 1994
- 807 – Opening Exercises/Flag Displays
- 815 – Technology Resources and Acceptable Use Policy
- 815.1 – Web Publishing
- 828 – Financial and Fiscal propriety Policy
- 830 – Breach of Computerized Personal Information

GREENSBURG SALEM SCHOOL DISTRICT

PUPILS

200 ELECTRONIC DEVICES

CODE 237

The possession of laser pointer/lights, shock devices, and attachments is prohibited by students on school property, on buses and other vehicles provided by the District, and at school-sponsored activities.

The use of personal communication devices, including cell phones and telephone paging devices/beeper devices, by students during the school day in District buildings, on District property and while students are attending school-sponsored events is prohibited **unless authorized by a staff member for educational purposes.**

The use of cellular phones or other electronic devices to take and transmit photographs and/or to record video or audio is prohibited in school buildings during the school day unless specifically authorized by the classroom teacher or building administrator for a relevant classroom or instructional-related activity. The use of these same capacities in any inappropriate manner is prohibited on District property and while students are engaged in school-sponsored activities.

Laptop computers and personal electronic devices (ipods, iphones, smartphones, ipads, e-readers, etc.) may be used at specific times for classroom or instructional-related activities only, at the discretion of the classroom teacher or school administrator(s). Students shall comply with the guidelines established for classroom use by the teacher or administrator for instructional activities and recognize that acceptable use may vary by classroom.

The connection of any electronic device that provides for wireless unfiltered access to the Internet through a private network or purchased data plan is prohibited. If students are provided with authorization by a teacher or administrator to use an electronic device capable of connecting to the Internet, that device must use the school's Bring Your Own Device (BYOD) wireless network with filtered Internet access. The connection to any other unauthorized wireless network is prohibited. Connectivity to the BYOD wireless network is a privilege not a right and is not guaranteed.

Users connecting to the BYOD wireless network and/or the Internet are responsible for following all guidelines established in the District's Technology Resources and Acceptable Use Policy 815. The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

A building-level administrator may make exceptions to this policy on a specific case basis where the use of the prohibited devices is part of an approved classroom educational activity.

Violations of this policy by a student shall result in disciplinary action as articulated in the Handbook for Students and Parents published by each District building and approved by the Board of Education. Violation may result in confiscation of the electronic device.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or his/her designee, or when use is provided for in a student's individualized education program (IEP).

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

- for a student who is a member of a volunteer fire company, rescue squad or ambulance squad
- for a student with a verified need for such a device due to a medical condition of an immediate family member
- for a student who has another valid need as determined viable by the building principal or his/her designee

Parental/guardian contact with students during the school day shall be through the Main Office in each school building.

The Superintendent or his/her designee shall annually notify students, parents/guardians and staff about the District's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

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Board Policy 237 Electronic Devices Policy incorporates thereby replaces/renumbers old Board Policy 400.47 Electronic Devices Policy

References:

Pennsylvania School Code – 24 P.S. Sections 510, 1317.1

Pennsylvania Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Section 5703

Board Policy – 000, 113, 122, 123, 218, 226, 233, 815

**Policy Adopted: June 27, 2007
Revised: August 8, 2012
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINES FOR POLICY 237 ELECTRONIC DEVICES

The following guidelines apply with respect to any and all personal electronic devices confiscated by teachers and/or administrators under the provisions articulated in the District's Handbooks for Students and Parents pertaining to student violations of Board Policy 237 – Electronic Devices.

When the confiscated device is turned off or inactive, the individual confiscating the device will not activate or access the device unless valid reasonable suspicion exists that the contents of the device contains information pertaining to a violation of District policies or the Laws of the Commonwealth. The standard for accessing the contents of the electronic device is the same as is required for searching a student's locker, backpack, vehicle or asking the students to reveal the contents of his/her purse, pockets, shoes, etc. In the event that the electronic device is confiscated by a faculty member other than an administrator and the confiscating individual believes that reasonable suspicion exists, that individual will inform an administrator of the facts and the administrator will determine the validity of the suspicion and proceed with accessing the device if warranted and justified.

When the confiscated device is turned on or activated, the individual confiscating the device may read/view any information that is readily visible on the device at the time of confiscation. Should that material generate reasonable suspicion, the administrator may proceed as outlined above. If that information does not create a reasonable suspicion, the device should be deactivated.

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 PUBLIC RECORDS

CODE 801

SECTION 1. PURPOSE

The Board of School Directors recognizes the importance of public records as the record of the District's actions and the repository of information about the District. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy, and administrative regulations. The Board of School Directors also recognizes its obligation to maintain the confidentiality of student records and personnel records in accordance with law. This document certifies the Board's intent to comply with the requirements of the law and to establish policy and administrative regulations for access to these public records.

SECTION 2. DEFINITIONS

The following definitions apply:

Financial record – any account, voucher or contract dealing with the receipt or disbursement of funds or the acquisition, use or disposal of services, supplies, materials, equipment or property; the salary or other payments or expenses paid to an officer or employee of the District, including the individual's name and title; and a financial audit report excluding the audit's underlying work papers.

Public Record – a record, including a financial record that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other state or federal law or regulation or judicial decree or order.

Record – any recorded information, regardless of physical form or characteristics, that documents a transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the District. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and any data-processes or image-processed document.

Response – granting access to a record or the District's written notice to a requester granting, denying, partially granting, or partially denying access to a requested record.

Requestor – a legal resident of the United States, or an agency, who requests access to a record.

SECTION 3. AUTHORITY

The Board of School Directors shall make the District's public records available for access, inspection and duplication to a resident or agency requestor in accordance with the law, Board policy and administrative regulations.

SECTION 4. DELEGATION OF RESPONSIBILITY

The Board of School Directors shall designate a District Administrative Office employee as the District's Open Records Officer. This Officer shall be responsible to:

1. Receive written requests for access to records submitted to the District.
2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.
3. Direct requests to appropriate individuals within the District or in another agency.
4. Track the District's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Maintain a log of all record requests and their disposition.
7. Ensure District staff is trained to perform job functions relative to requests for access to records.

Upon receiving a request to access to a record, the Open Records Officer shall:

1. Note the date of receipt of the written request.
2. Compute and note on the written request the day and date on which the five-day period for response will expire.

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3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.
4. If the request is denied, maintain the written request for thirty (30) days, or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.

SECTION 5. GUIDELINES

Requestors may access and procure copies of public records of the District during regular business hours of the District offices.

A requestor's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.

The District shall not limit the number of records that can be requested.

When responding to a request for access, the District is not required to create a record when one does not exist not to compile, maintain, format or organize a record in a manner which the District does not currently use.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

Notice

The District shall post the following information at the District Office and on the District web site:

1. Contact information for the Open Records Officer.
2. Contact information for Pennsylvania's Office of Open Records.
3. The form to be used to file a request.
4. Copies of this policy and any administrative regulations and procedures governing requests for access to the District's public records.

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Request for Access

A written request for access to a public record shall be submitted on the required form and addressed to the District's Open Records Officer.

Written requests may be submitted to the District in person, by U.S. mail, to a designated facsimile machine or to a designated email address. The designated facsimile machine and email address will be determined by the Open Records Officer and posted as part of the notice referenced above.

Each request must contain the following information:

1. Identification or description of the requested record, in sufficient detail.
2. Medium in which the record is requested.
3. Name and address of the person to receive the District's response.

The District shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.

Response to Request

If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of the receipt of the request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of the applicable fees owed when the record becomes available.

Up to a thirty (30) day extension for valid reasons does not require the consent of the requestor. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

A requestor may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

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If the requestor agrees to the date extension, the request shall be deemed denied on the day following the date specified in the notice if the District has not provided a response by that date.

Granting of Request

If the Open Records Officer determines that the request will be granted, the response shall inform the requestor that access is granted and either include information as to the regular business hours of the District Office or state where the requestor may go to inspect the records electronically at a publicly accessible site. The response shall also include the fee schedule in effect, a statement that prepayment of fees is required in a specific amount if access to the records will cost in excess of \$100.00, and the medium in which the records will be provided.

A public record shall be provided to the requestor in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the District will not be required to permit use of its computers.

The Open Records Officer may respond to a records request by notifying the requestor that the record is available through publicly accessible electronic means or that the District shall provide access to inspect the record electronically. If the requestor, within thirty (30) days following the receipt of the District's notice, submits a written request to have the record converted to paper, the District shall provide access in printed form within five (5) days of the request for conversion to paper.

A public record that the district does not possess but is possessed by a third party with whom the District has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the District.

If the Open Records Officer determines that a public record contains information both subject to and not subject to access, he shall grant access to the information subject to access and deny access to the information that is not subject to access. The Open Records Officer will redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to the record if information is able to be redacted.

If the Open Records Officer responds to the requestor that a copy of the requested record is available for delivery at the District Office, and the requestor does not retrieve the record within sixty (60) days of the District's response, the District shall dispose of the copy and retain any fees paid to date.

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Notification to Third Parties

When the District provides, in response to a request, a record that is not a public record generated by the District, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requestor.

The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and regulations.

Denial of Request

If the Open Records Officer denies a request for access to public record, whether in whole or in part, a written response will be sent within five (5) business days of the receipt of the request. The response denying the request shall include the following:

1. Description of the requested record.
2. Specific reasons for the denial, including citation of the supporting authority.
3. Name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial was issued.
4. Date of Response
5. Procedure for the requestor to appeal a denial of access.

The Open Records Officer may deny a request for access to a record if the requestor has made repeated requests for the same record and the repeated requests have placed an unreasonable burden on the District.

The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.

Information that is not subject to access and is redacted from a public record shall be deemed a denial.

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Appeal of a Denial

If a written request for access to a public record is denied or deemed denied, the requestor may file an appeal with the Pennsylvania Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.

Fees

The District shall establish and keep current a list of reasonable fees relative to requests for public records.

No fees may be imposed for review of a record to determine whether the record is subject to access under the law.

Prior to granting access, the District may require prepayment of estimated fees when the fees required to fill the request are expected to exceed \$100.00.

The Open Records Officer, with the approval of the Superintendent, will research, determine and establish a set fee for each of the following categories, based upon limitations specified for each in law. The specific fee charged will be listed and made available as a list of fees to all requestors of access to public records.

Postage: Actual cost of mailing.

Photocopying: \$0.25/page

Printing copy of a non-paper record: \$0.25/page

Electronic Copy of a record: Electronic copies will be provided by means of a computer disk. For transfer of an electronic record to a computer disk, the fee is the cost of the disk plus \$20.00/hour with a minimum of \$20.00.

The District will not transmit records via email or facsimile.

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Board Policy 801 incorporates, thereby replaces/renumbers current Board Policy 010 Request for Public Records and incorporates, thereby replaces/eliminates old Board Policy 600.4 Charges for Requested Copies of District Information Policy

References:

Pennsylvania School Code – 24 P.S. Sections 408, 518

Right-To-Know Law – 65 P.S. Section 67.101 et seq. (Act 3 of 2008)

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Accessibility to Communication, Title 28 Code of Federal Regulations – 28 CFT Sections 35.160, 35.164

Board Policy

Policy Adopted: September 12, 2002

Revised: January 15, 2013

Policy Adopted: November 12, 2008

Policy Adopted: April 9, 2014

Renumbered:

Greensburg Salem School District
1 Academy Hill Place
Greensburg PA 15601

STANDARD RIGHT-TO-KNOW REQUEST FORM

Name of requester: _____

Date of request: _____

Request submitted by: Email U.S. Mail Fax In-person

Street address: _____

City/County/State: _____

Telephone: _____

Records Requested:

Provide as much specific detail as possible so that the District can identify the information requested.

Do you want copies? ☐ YES ☐ NO

Do you want to inspect the records? ☐ YES ☐ NO

Do you want certified copies of the records? ☐ YES ☐ NO

The Greensburg Salem School District Open Records Officer is:

Name: James J. Meyer
Greensburg Salem School District
1 Academy Hill Place
Greensburg PA 15601

Email: jmeyer@wiu.k12.pa.us

Date received by District: _____ Received by: _____

Under the provisions of the law, the District is required to fill anonymous verbal or written requests. However, if the requester wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702)

Written requests need not include an explanation as to why the information is sought or the intended use of the information unless otherwise required by law. (Section 703)

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 SCHOOL ORGANIZATION

CODE 802

SECTION 1. PURPOSE

The Board of School Directors recognizes that the organizational structure of the District can help achieve a more effective instructional program and a more efficient operation.

SECTION 2. AUTHORITY

Upon the approval of the Department of Education, the schools of this District shall be organized as follows:

Elementary School:	Grades K through 5.
Middle School:	Grades 6 through 8.
High School:	Grades 9 through 12.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent shall continually monitor the effectiveness of the schools/ organizational plan and recommend to the Board of School Directors such modifications in the plan which are in the best interests of the students, make the wisest use of District resources and serve the educational goals of this Board.

References:

Pennsylvania School Code – 24 P.S. Section 1310

State Board of Education Regulations - 22 PA Code Section 5.253

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 SCHOOL CALENDAR

CODE 803

SECTION 1. PURPOSE

The Board of School Directors recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.

SECTION 2. AUTHORITY

The Board of School Directors shall determine annually the days and the hours when the schools shall be in session for instructional purposes, in accordance with state law and regulations.

The school calendar shall normally consist of a minimum of 180 student days.

The Board of School Directors reserves the right to alter the school calendar when it is in the best interests of the District.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent shall prepare annually a school calendar for Board consideration.

References:

Pennsylvania School Code – 24 P.S. Sections 1501, 1502, 1503, 1504

State Board of Education Regulations - 22 PA Code Sections 4.4, 11.1

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 SCHOOL DAY

CODE 804

SECTION 1. PURPOSE

The normal school day for the instruction of District students shall be in accordance with law, regulations and Board policy.

SECTION 2. AUTHORITY

The Board of School Directors shall establish the times for the daily sessions of District schools.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing.

In all cases, the Superintendent shall inform the Board of School Directors as soon as possible.

The Superintendent or designee shall develop rules that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such rules shall consider such things as inclement weather, illness, urgent reasons and other circumstances.

References:

Pennsylvania School Code – 24 P.S. Section 1504

State Board of Education Regulations - 22 PA Code Sections 11.2, 11.3, 11.25

Board Policy - 200

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 EMERGENCY PREPAREDNESS

CODE 805

SECTION 1. PURPOSE

The Board of School Directors recognizes its responsibility to safeguard the health and welfare of District students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of hazards and emergencies.

SECTION 2. AUTHORITY

The District, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.

The Board of School Directors shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.

The Board of School Directors shall ensure that emergency and evacuation drills are conducted at intervals required by state law.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall collaborate with relevant stakeholders, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.

District staff shall be trained to assist in implementing the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.

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Annually, by April 10, the Superintendent shall certify that emergency and evacuation drills have been conducted in the manner prescribed by law.

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.

SECTION 4. GUIDELINES

The emergency preparedness plan shall be maintained in each District building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.

Annually, by September 30, the District shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.

Emergency Evacuation of Schools

The following guidelines shall apply to emergencies that affect the operation of the schools of the District.

The District's system of emergency preparedness shall ensure that:

1. The health and safety of students and staff are safeguarded.
2. The time necessary for instructional purposes is not unduly diverted.
3. Minimum disruption to the educational program occurs.

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the Superintendent consistent with these guidelines.

The School District will cooperate fully with the appropriate municipal authorities in dealing with any and all threats, false alarms or other actions which

disrupt any school program and which pose a threat to the wellbeing of students and/or staff.

Section 4905 of the Crimes Code of Pennsylvania provides a penalty for the report of a false alarm or other such emergencies and states:

"A person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree."

The Board of School Directors will cooperate fully with the proper authorities in the resolution and prosecution of these actions.

The Superintendent shall develop procedures for the handling of school emergencies which include:

1. A plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property which shall be practiced in drills conducted in accordance with law.
2. The conduct of bus evacuation drills twice a year in accordance with law.
3. A plan for the sequestering of students in a safe place other than the school.
4. Design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of schools.
5. Instruction in emergency preparedness and survival techniques as a part of the regular curriculum of the schools.
6. The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.
7. Cooperation with local agencies such as the police department, fire department, and civil defense.
8. Instruction of staff members in the techniques of handling emergencies.

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9. The continual evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.

References:

Pennsylvania School Code – 24 P.S. Sections 1302.1-A, 1303-A, 1517, 1518

State Board of Education Regulations - 22 PA Code Sections 10.11, 10.24

Disaster Prevention – 35 PA C.S.A., Section 7701

Board Policy – 203.1, 218, 218.1, 218.2, 222, 227, 805.1

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 RELATIONS WITH LAW ENFORCEMENT AGENCIES

CODE 805.1

SECTION 1. PURPOSE

The Board of School Directors recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding District property.

SECTION 2. AUTHORITY

It shall be the policy of the Board of School Directors to establish and maintain a cooperative relationship between the School District and the local police departments in the reporting and resolution of incidents that occur on school property, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity.

The Board of School Directors directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations.

SECTION 3. DEFINITION

Incident – an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.

SECTION 4. GUIDELINES

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall execute and update, every two (20) years, a memorandum of understanding with

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each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent and each local police chief that has jurisdiction over school property and be filed with the Office for Safe Schools

In developing and updating the memorandum of understanding, the District shall consult and consider the State Board of Education model memorandum of understanding. If the District's memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education model memorandum of understanding, the Superintendent shall provide a written statement which identifies the differences and the reason for the differences as part of the biennial filing with the Office for Safe Schools.

The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.

The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.

Each individual memorandum of understanding will be attached to this policy as an appendix.

Referral To Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Safe Schools Report

Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.

Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:

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1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department shall notify the Superintendent, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

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Board Policy 805.1 incorporates, thereby replaces/eliminates old unnumbered Board Policy Memorandum of Understanding

References:

Pennsylvania School Code – 24 P.S. Sections 1302.1-A, 1303-A

Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Section 708.102

State Board of Education Regulations - 22 PA Code Sections 10.1, 10.2, 10.11, 10.21, 10.22, 10.23, 10.24, 14.104, 14.133

Board Policy – 103.1, 113, 113.1, 113.2, 218, 218.1, 218.2, 222, 227, 323, 351, 805

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 CHILD/STUDENT ABUSE - ACT 151 OF 1994

CODE: 806

SECTION 1. PURPOSE

This policy affirms the obligation of all District employees to assist in identifying possible child abuse as well as victimization of students by other school employees and to establish procedures for reporting in compliance with the Child Protective Services Law of 1990 and its amendments including Act 151 of 1994. The policy also complies with PA Act 125 of July 5, 2012.

SECTION 2. DEFINITIONS

Administrator – the person responsible for the administration of a public or private school, intermediate unit, or area vocational/technical school. The term includes a person responsible for employment decisions in a school and an independent contractor. The principal of the school where the abused student is enrolled will serve as the administrator under this policy.

Applicant – an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.

Child Abuse – the term "child abuse" shall mean any of the following:

1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen years of age.
2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen years of age.
3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen years of age.

4. Serious physical neglect by a perpetrator consisting prolonged or repeated lack of supervision or failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Direct Contact with Children – the possibility of care, supervision, guidance or control of children or routine interaction with children.

Perpetrator – a person who has committed child abuse and is a parent of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent.

School Employee – an individual employed by a public or private school, intermediate unit, or area vocational/technical school. The term includes an independent contract and employees. The term excludes an individual who has no direct contact with students.

Serious Bodily Injury – bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

Serious Mental Injury – a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
2. Seriously interferes with a child's ability to accomplish age-appropriate development and social tasks.

Serious Physical Injury – an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.

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Sexual Misconduct – any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student. Such acts include but are not limited to:

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Student – an individual enrolled in a public or private school, intermediate unit, or area vocational/technical school who is under eighteen years of age.

SECTION 3. DELEGATION OF RESPONSIBILITY

In accordance with Board policy, the Superintendent or designee shall:

1. Require each applicant for employment to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.
2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a District employee to another position as a District employee of this District and the applicant has already obtained an official child abuse clearance statement.

The Superintendent or designee shall annually inform students, parents/guardians and staff regarding the contents of this Board policy. District staff shall annually receive notice of their responsibility for reporting child abuse and student abuse in accordance with Board policy and administrative regulations.

SECTION 4. GUIDELINES

Training

The School District, and independent contractors of the School District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Professional Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

CHILD ABUSE BY PERPETRATOR

Duty to Report

School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of District employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.

School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.

Any person required to report child abuse, who in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.

A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.

A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.

Reporting Procedures

School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse, also notifying the Superintendent.

Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.

Investigation

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.

STUDENT ABUSE BY SCHOOL EMPLOYEE

Duty to Report

A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.

The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney, also notifying the Superintendent. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.

A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.

A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.

An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.

If the accused school employee is the principal, the school employee shall immediately report the suspected child abuse to the Superintendent. The Superintendent shall report the suspected child abuse to law enforcement officials and the district attorney. Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.

A student who has been abused by a school employee can report the abuse to the school principal, except in cases where the principal is the alleged abuser, in which case the student would make the report to the guidance counselor, who will immediately report the abuse to the Superintendent. It is the responsibility of the Superintendent, in cases where the principal is the abuser, to ensure that there is no retribution from an employee to the student making the allegation of abuse. The Superintendent in cases where the principal is the alleged abuser, shall report the suspected child abuse to law enforcement officials and the district attorney. Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.

Reporting Procedures

The principal's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work and home address of the school employee; nature of the alleged offense; any

specific comments or observations directly related to the alleged incident; and the individuals involved.

The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.

Investigation

Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.

If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.

Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.

The principal has an independent duty to report to the Superintendent that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and the law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.

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Board Policy 806 incorporates, thereby replaces/eliminates old Board Policy 400.10 Child/Student Abuse – Act 151 of 1994

References:

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

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

Department of Public Welfare Regulations – 55 Pa Code Section 3490.1 et seq.

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

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

Confidential Communications to School Personnel – 42 Pa. C.S.A. Section 5945

Pennsylvania Statutes, Title 42, Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sections 9795.1, 9795.4, 9798.1

Board Policy – 302, 303, 309, 317, 333, 404, 405, 406, 409, 417, 433,

Policy Adopted:
Revised: August 14, 2013
Revised:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 OPENING EXERCISES/FLAG DISPLAYS

CODE: 807

SECTION 1. PURPOSE

The Board of School Directors adopts this policy to ensure that all District schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.

SECTION 2. AUTHORITY

A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.

Accordingly, each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude through the ceremony.

Opening exercises may also include a moment of silence or silent meditation.

References:

Pennsylvania School code – 24 P.S. Sections 771, 1516.1

State Board of Education Regulations – 22 Pennsylvania Code Section 12.10

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 TECHNOLOGY RESOURCES AND ACCEPTABLE USE POLICY

CODE: 815

Technology resources include telecommunications systems, computer networks (the Greensburg Salem School District Network), Internet access, email, computer hardware, and software. The following serves as a policy of the Greensburg Salem School District regarding the use and monitoring of the District's technology resources. This policy is applicable both to internal Greensburg Salem School District Network use as well as external communications. This policy will serve as a guide for acceptable use of District technology resources as well as an Internet Safety Policy (ISP). As a public school entity receiving federal funds, this Policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). To comply with FCC regulations, the District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This policy may be revised or amended subject to School Board approval.

PRIVILEGE/NOT A RIGHT

1. The Greensburg Salem School District establishes that use of technology resources is a privilege, and not a right. Inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.
2. Greensburg Salem School District's technology resources are not a public forum.

ACCEPTABLE USE GUIDELINES AND REQUIREMENTS

1. Technology resources will be used to support the functions of the Greensburg Salem School District, its curriculum, the educational community, projects between schools, and communication and research for School District administrators, teachers and students.
2. Technology resources will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks or obtaining, transmitting or otherwise communicating indecent, profane, obscene or pornographic material, as well as material harmful to minors.

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3. Technology resources will not be used for profit purposes, lobbying or advertising on behalf of any individual or employee of Greensburg Salem School District without the express written consent of the Greensburg Salem School District.
4. Technology resources will not be used for any political purpose including but not limited to the promotion of any candidate for office, political party affiliation, political views or fundraisers.
5. Use of technology resources for entertainment purposes is strictly prohibited. To minimize unnecessary bandwidth use: computers, the network and the Internet should not be used for playing or distributing games, downloading music, making travel arrangements nor for similar non-work related and non-educational purposes.
6. Use of technology resources for fraudulent or illegal copying, communication, taking or modification of material or any other activity in violation of copyright or other laws is prohibited and will be referred to the proper authorities.
7. Networks shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. Network accounts are to be used only by the authorized owner of the account only for purposes acceptable within this policy.
9. In order to maintain a high level of security on the Local Area Network (LAN), all network users must update their passwords at least every thirty (30) days. Passwords must be at least eight characters in length and include alpha, numeric and special characters.
10. Email user accounts may be provided for high school students, District staff and officials only. Students in grades K-8 may receive email accounts under special circumstances for communication within advanced coursework provided parent and school principal permission is obtained. The use of unauthorized "web-based" email accounts (such as Hotmail) by anyone through Internet access is prohibited. Unauthorized student users shall not use email or access personal email without receiving permission from an administrator.
11. All email messages sent and received using District issued accounts shall be archived for one year. The District has the right to view email messages and/or use specialized scanning software to review email messages. No right to privacy is implied or should be assumed.

12. Email communications that violates this or any other District policy may result in disciplinary action or reporting to the proper authorities in the event the message may violate local, state, or federal law.
13. Students cannot use email accounts to send mass email messages or chain email messages. All student email messages should be regarding specific coursework, school project, school related activity or appropriate communication with teachers or administrators and not exceed a distribution greater than thirty (30) recipients.
14. Diligent effort must be made to delete mail daily from personal mail directories to avoid unnecessary use of server disk space.
15. The unauthorized disclosure, use or dissemination of personal information regarding yourself, others and minors is prohibited.
16. The use of software or network resources to "broadcast" messages is prohibited with the exception of network administrators.
17. Accessing chat rooms are strictly prohibited with exception of teacher facilitated and monitored classroom activities.
18. As minors, student safety is always a priority. When communicating over the Internet, personal information such as your real name, address, phone number or social security number should never be provided.
19. Diligent effort must be made by individual users to periodically delete obsolete files from their own network file server directory provided through their user name.
20. Hacking is strictly prohibited. Users shall not intentionally seek information, obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent other users in the network. Users shall likewise not attempt to access areas or resources on the network that the network systems administrator has not directly given them access to.
21. Uploading, downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.
22. Users are not permitted to store executable (*.exe) within emails or user network directories in order to maintain a high level of anti-virus protection.

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23. The illegal use of copyrighted software is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.
24. Impersonation of another user, anonymity and pseudonyms is prohibited.
25. Cyber bullying is strictly prohibited. Cyber bullying is the use of technology to create, post, send or transmit text, pictures, audio or video by an individual or group that is intended to deliberately harm others emotionally, socially or physically.

MONITORING NOTIFICATION

1. There is no expectation of privacy for a user of Greensburg Salem School District's technology resources, including Internet access, email and other Internet-based communication tools.
2. User shall have no expectation of privacy in anything created, stored, sent or received on a school computer or through the District network.
3. Greensburg Salem School District retains the right to randomly or specifically monitor without prior notice any person's use to ensure that the technology resources are being used properly, to ensure that they are used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the technology resources. This monitoring includes access in files and communications.
4. All communication systems, communications and stored information whether created, transmitted, received, or contained in the District's information systems are the District's property and are to be used solely for school or job-related purposes.
5. The Internet, District networks and email are not guaranteed to be private. People who operate the systems do have access to all email and files. Messages relating to, or in support of, illegal activities may be reported to the authorities when appropriate.
6. The Greensburg Salem School District, at its discretion, reserves the right to log Internet use in terms of time and content and to monitor file server disk space utilization by users.
7. From time to time, the Greensburg Salem School District will make determination on whether specific uses of the Internet and network are consistent with this policy and notify users of the same.

SAFETY AND SECURITY

1. Security on any computer system is a high priority because there are so many users. If any network user identifies a security problem, he/she must notify the system administrator or a teacher at once without discussing it or showing it to another user.
2. Any user who receives threatening or unwelcome communications shall report such immediately to a teacher or administration.
3. Any school computer or server utilized by a student or staff member shall be equipped with a technology protection measure that blocks or filters Internet access to materials that are obscene, child pornographic, or harmful to minors (as those terms are from time to time defined by CIPA).
4. Internet safety measures shall effectively address the following:
 - A. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
 - B. Safety and security of minors when using electronic mail, and other forms of direct electronic communications.
 - C. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
 - D. Unauthorized disclosure, use and dissemination of personal information regarding minors.
 - E. Restriction of minors' access to materials harmful to them.
5. The technology protection measure (filtering software) may be disabled by a member of the technology department for "bonafide" research purposes to be undertaken by an adult, provided the adult is not a secondary student.
6. A member of the technology department may override the technology protection measure (filtering software) for a student to access a site with legitimate educational value that is blocked by the technology protection measure, provided access is not given to any obscene, child pornographic or other material harmful to minors.

7. Users cannot attempt to bypass safety measures and filters that are in place. Bypassing these safety measures may result in the loss of access privileges or other disciplinary action.

VIOLATIONS, LIMITATION OF LIABILITY AND ACKNOWLEDGEMENT

1. The user shall be responsible for any and all damages to the Greensburg Salem School District's equipment, systems, and software resulting from deliberate or willful acts and/or negligent acts.
2. Failure to follow the procedures listed above by students of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to other disciplinary actions including but not limited to, expulsion.
3. Violations of this policy and procedures by employees of the Greensburg Salem School District may result in suspension or loss of the right to access the Internet, to use the Greensburg Salem School District's computer technology, and be subject to discipline including, but not limited to, dismissal.
4. The following conduct may be reported to the appropriate legal authorities for prosecution: illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services.

DISCLAIMER

1. The electronic information available to students and staff does not imply endorsement by the District of the content, nor does it imply the District guarantees the accuracy of information received.
2. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the technology resources or for any information that is received via the Internet.
3. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
4. In no event shall the Greensburg Salem School District be liable for any damage, whether direct or indirect, special or consequential, arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet and District technology resources.

5. The Greensburg Salem School District may terminate the availability of the Internet and network accessibility at its sole discretion.

USER AGREEMENT

1. All students who wish to use the technology resources and the Internet must sign an acknowledgment of receipt and agreement with this policy. Student and parent/guardian signatures in the student handbook indicate both the student and parent(s)/guardian(s) agree to abide by the rules set forth by this policy and the acceptable use of technical resources through Greensburg Salem School District. Handbook parent/guardian and student signatures will be maintained in the office suite of each individual building and/or homeroom teacher.
2. Employees, interns, student teachers, or outsources service employees wishing to use District technology resources and the Internet must sign an "Acceptable Use of Technology" agreement form, which will be kept on file in the Administration Building Human Resource Office. Copies of this policy can be found in the employee handbook.

CIPA COMPLIANCE STATEMENT

1. Pursuant to this policy, the School Board has established that any information that is obscene, child pornographic or harmful to minors, all is defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.
2. The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the District's computers are being used for purposes prohibited by law or this policy. The procedure may include but not be limited to:
 - A. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornographic, harmful to minors with respect to use by minors, or determined by the Board to be inappropriate for use by minors.
 - B. Maintaining and securing a usage log.
 - C. Monitoring online activities of minors.

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Board Policy 815 incorporates, thereby replaces/eliminates old Board Policy 400.35 Computer Policy and incorporates/renumbers old Board Policy 400.36 Technology Resources and Acceptable Use Policy

References:

Pennsylvania School Code – 24 P.S. Section 1303.1-A

Pennsylvania Crimes Code – 18 PA C.S.A. Sections 5903, 6312

State Board of Education Regulations – 22 PA Code Section 403.1

Child Internet Protection Act – 24 P.S. Section 4601 et seq.

The Consolidated Appropriates Act - P.L. 105-554 Sections 1711, 1721, 1732

Rental of Software - P.L. 101-650,

Federal Copyright Law (1976) - P.L. 94-553 Section 107

Enhancing Education Through Technology Act of 12001 – 20 U.S.C. Section 6777

Federal Communication Act – Internet Safety 47 U.S.C. Section 254

United States Copyright Law 17 U.S.C. Section 101 et seq.

Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations
– 47 CFR Section 54.520

Title XVII, Children's Internet Protection Act

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Section 2256

Board Policy – 103, 104, 220, 233, 317, 348, 815.1

Policy Adopted: June 25, 2008

Revised: August 10, 2011

Revised: Retroactive to June 27, 2012

Revised:

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
STUDENT**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines including the Internet. You should read this page carefully.

STUDENT: I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the Greensburg Salem School District's network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 400.36.1 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 400.36.1 are considered part of this Agreement. I agree that I will use these resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of technology resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet, email, Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or other technology resources. I also recognize the seriousness of cyber bullying and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of other students or staff.

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, email, or technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet, email, or technology resources to my teacher, the building principal, or the Coordinator of Technology. With my signature and/or the signature of my parent/guardian on the Student/Parent Handbook sign-off sheet, I acknowledge that I have read Policy 815 and that I am responsible to adhere to the contents of Policy 815.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
AND REQUIRED SIGNATURES
EMPLOYEE**

This is your Agreement with the Greensburg Salem School District regarding Technology Resources and Acceptable Use Guidelines, including the Internet. You should read this page carefully.

EMPLOYEE: I understand that Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines are provided for educational purposes only. By logging on to the GSSD network, I am acknowledging that I have received a copy of the Greensburg Salem School District's Technology Resources and Acceptable Use Guidelines Policy 815 and that I have familiarized myself with its contents. The Technology Resources and Acceptable Use Guidelines Policy 815 are considered part of this Agreement. I agree that I will use these Resources, the Internet and email only for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, such actions as pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, destruction of equipment, unauthorized access to files, disclosure of personal information, hacking, as well as any other use that in the opinion of the District does not further an educational purpose. I understand that if I have any question as to whether a particular use of Technology Resources or the Internet is inappropriate, I should consult with the appropriate representative of the District before proceeding with the questionable use. I understand that I am solely responsible for my conduct and the appropriate use of the Internet and Technology Resources and Acceptable Use Guidelines.

I have been informed by the District and understand that the District, in its discretion, may use software or other devices to block out unacceptable Internet sites and that under no circumstances will I attempt to bypass this protection measure. The District, in its discretion, may also monitor my use of the Internet and email in terms of both time and subject matter. I fully understand that this is not a representation or guarantee by the District that all unacceptable sites will be eliminated. I understand that the use of such methods by the District will in no way relieve me of my responsibility as set forth in this Agreement and Policy 400.36.1 and that I am responsible for my own conduct and will not misuse the Internet, email, or technology resources. I also recognize the seriousness of cyber bullying and realize that I am responsible for my actions both in and out of school that may affect the school climate, educational process, or health and welfare of students or staff.

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815
TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES
AND REQUIRED SIGNATURES**

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised:

I understand and will abide by the provisions of this contract. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet, technology resources or violation of the rules and regulations for the use of the Internet may result in disciplinary action in accordance with the District's Disciplinary Code, the revoking of my access privileges and/or user's account, and any other appropriate actions, including legal actions, that the District deems advisable. I will not hold the Greensburg Salem School District responsible for or legally liable for materials distributed from or acquired through the Internet. I also agree to report any misuse of the Internet to an Administrator.

I accept full responsibility for my use of the Internet account either in or out of the Greensburg Salem School District setting. This form shall be used by all non-student access requests.

Employee's Name (print) _____ Date _____

Employee's Signature _____

School Name _____ Position _____

This section for student teachers and interns only

☐ I am a student teacher or intern at Greensburg Salem School District

Supervising Teacher: _____
Print Name Signature

College/University: _____

Start Date: _____ End Date: _____

Human Resources Office _____ Date _____

(This signature form is to be maintained in the administration building's Human Resources Department)

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised:

GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS

Greensburg Salem School District recognizes the benefits of using Internet based applications to assist students and teachers to communicate with each other for educational purposes as an extension of classroom activities and professional development. For the student, blogs, wiki's, electronic bulletin boards and similar tools, provide an opportunity to provide commentary regarding a topic or unit of study that is engaging. Posts may combine text, pictures, video and audio attachments. For the teacher these tools provide an opportunity to acquire a high level of student participation in addition to teacher-to-student feedback. Teachers may also utilize these tools to enhance professional practice and communicate with other teachers through individual reflection and by providing appropriate feedback to other educators. The following guidelines are designed to provide teachers and students with a basic understanding of what is considered to be acceptable for posting.

STUDENT GUIDELINES

- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- All student posts must be setup using a method that requires approval of the posted contents by the teacher prior to becoming "live" and viewable over the Internet.
- Teachers will report any student misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their Principal.
- While pseudo names are not acceptable, students should not use full given name either. First and last name initials only (ex. John Doe would use J.D.) or your first name and last initial (ex. John D.) will allow others to know who you are, but not provide personal information beyond the context of the classroom.

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be shared electronically.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.
- Greensburg Salem School District considers these communication tools to be a beneficial educational activity when used properly. As such, students are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised:

GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES BLOGS, WIKI'S, ELECTRONIC BULLETIN BOARDS AND SIMILAR WEB TOOLS

EMPLOYEE GUIDELINES

- Greensburg Salem School District considers these communication tools to be a beneficial educational activity and professional growth activity when used properly. As such, employees are to use correct English grammar and spelling, avoid the use of slang, and avoid the use of symbols.
- Employees posting comments should always maintain professionalism both in and out of school, even if posts are unrelated to school or the Greensburg Salem School District.
- Employees should report any misuse of technology or violations of the Greensburg Salem School District Acceptable Use Policy to their immediate supervisor.
- Sites that represent the Greensburg Salem School District or its schools must meet the guidelines of the Greensburg Salem School District Acceptable Use Policy.
- All posts and discussions must be for educational purposes only and must relate to goals as established within the course curriculum.
- Comments are not to be personal in nature. Comments should contribute to the educational topic being discussed.
- If wording is causing concern, err on the side of caution and don't post comment or reword comment to spare offending others.
- While pseudo names are not acceptable, full given name should not be used either. Employees should use their title in combination with their initials (ex. Teacher John Doe would be Mr. J.D.)

- Any personal identifiable information including personal web page URL's, social security numbers, email addresses, pager numbers, phone numbers, student identification numbers, driver's license numbers, credit card numbers, birth dates, street addresses, location, school name, city or any other personally identifiable information should not be posted.
- Pictures, video or audio of individuals that could be hurtful or demeaning are not permitted.
- Anything that could be offensive to others including language that may be offensive to others should not be posted. In addition, posts must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, hate, or hyperlinks to sites containing any of the language or material listed above.

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised:

GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR STUDENT EMAIL

It is the policy of Greensburg Salem School District that student email will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of email privileges for the user or other appropriate disciplinary action. Users of the district email service are responsible for their use of email. The use of email must be in support of education and research and must be consistent with Greensburg Salem School District's policies. The use of email for any illegal, commercial, or political activities is prohibited.

Students email users must adhere to the following:

- Use appropriate language
- Be polite
- Only send information that others would not find offensive
- Never write anything that you would not be appropriate to say in person
- Never write or send emails when under emotional distress or angry
- Never reveal personal information about any user
- Never use email as a means for bullying or intimidating others
- Never allow others to use the students email account
- Never send an email to more than 30 recipients at one time

Responsible student email users must be aware that:

- Use of email is a privilege, not a right
- Email is not guaranteed to be private
- Email messages received and sent are archived for one year even if the email is deleted by the user
- Violation of this policy will result in the possible loss of email privileges and/or other appropriate disciplinary action
- Persons issued an account are responsible for its use at all times

TECHNOLOGY RESOURCES AND ACCEPTABLE USE GUIDELINES POLICY 815

Adopted: June 25, 2008
Revised: August 10, 2011
Revised: Retroactive to June 27, 2012
Revised:

GREENSBURG SALEM SCHOOL DISTRICT GUIDELINES ACCEPTABLE USE POLICY FOR TEACHER AND PARENT EMAIL COMMUNICATION

The Greensburg Salem School District recognizes that email is a valuable communication tool that is widely used across our society. Staff members are provided with district email accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

GENERAL EMAIL GUIDELINES FOR PARENT COMMUNICATION

Staff using email to correspond with parents must adhere to the following:

- Staff must use a school provided email account for all parent electronic mail communications.
- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- Emails should be short and directional in nature and only include facts.
- Care should be given when using student's names. Refer to the students by first name, initials or "your son/daughter" depending on the content.
- Maintain confidentiality by not discussing any other students.

Responsible student email users must be aware that:

- Email is not guaranteed to be private.
- Email messages received and sent are archived for one year even if the email is deleted by the user.
- The District reserves the right to block or filter email messages to staff that are not directly related to District business or to the District's educational mission.

ACCEPTABLE USE OF PARENT EMAIL COMMUNICATION

- Email should be used for general information such as: class activities, curriculum, assignments, tests, deadlines and special events.

- To arrange for a meeting or telephone call regarding a student issue, include a general description of the issue (e.g. I would like to arrange a meeting to discuss your daughter's attendance).
- Follow-up on an issue that has previously been discussed.

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GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 WEB PUBLISHING

CODE: 815.1

SECTION 1. PURPOSE

The Board of School Directors adopts this policy for the purpose of addressing the need to establish a clear District-wide policy concerning web publishing and the nature of information that should be provided within classroom, school and District Web sites. During the past several years, many teachers, administrators, and students have expressed an interest in creating and publishing on the Internet/World Wide Web. These pages assist with the dissemination of District-wide, individual school and classroom information. They publicize our accomplishments and provide valuable information about the school community.

SECTION 2. AUTHORITY

The Board of School Directors recognizes that at each level, students, teachers, school building administrators and District administrators all play an important role in ensuring that information published on the Internet is accurate, is not used for any illegal activity, transmitting offensive materials, communicating discriminatory remarks nor posting/communicating any information that is indecent, profane or obscene. Likewise, teacher/classroom, school and District web sites should only contain information that is factual in nature and does not reflect any one person's opinion, political affiliations or editorials. Such web sites shall not be construed as public forums. Rather such web sites are solely for the dissemination of school approved information. The School District, through its central and building administrators, retains the unqualified right to edit or remove any material on such web sites.

SECTION 3. DEFINITION

Greensburg Salem School District encourages each school to post and maintain its own Web pages and the development of classroom web pages by teachers. Posting or maintaining a web site and web pages, however, is a privilege and not a right. The following policy should be followed by all students, District employees and schools who publish on the World Wide Web where the information being published originates from a school or District maintained Web server, or from any server currently in use by the school system through a lease or subscription service by Greensburg Salem School District. An example of this would be a web

815.1

portal, which is a paid subscription service who's server is used by the District but is maintained and housed off site, and does not reside on District property.

SECTION 4. DELEGATION OF RESPONSIBILITY

Teachers overseeing students in an approved Web Page Development course have a responsibility to ensure that information posted to the Internet and/or linked to the school web site meets the criteria of the curriculum and this policy prior to posting information live to the Internet. Pages created by students should only be posted live to the Internet by the supervising teacher after all hyperlinks, pictures, graphics and written content is scrutinized.

School building administrators have the responsibility to periodically check posted teacher/classroom and student web pages to ensure that information posted to the Internet meets the criteria of this policy. Principals will maintain a list annually of the students whose parents do not provide approval of the multi-media notice.

The Superintendent and/or designee shall have the responsibility to ensure that information posted to the Internet via the District Web Site meets the criteria of this policy.

Section 5. GUIDELINES

Online Images of Students in Grades PK-12

Images of students may appear on District, school and classroom web sites. Prior to publishing student pictures on the World Wide Web, employees must first ensure that parents of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification. Principals will maintain an annual list of parents exercising their right to opt-out.

When possible, an attempt should be made to avoid portrait and individual student photographs. Large and small group photos showing engagement are best. When using a photograph of students, ensure the student(s) provide verbal permission prior to publishing in addition to checking that the student's parents have not exercised their right to opt-out.

Online Publication of Student Names in Grades PK-12

First and last names of students should not appear on District, school and classroom web sites. When identifying student work or students in a picture, the use

815.1

of first and last initials is preferred. In rare cases, where a student is being recognized as the recipient of an award, participation in a project or program, or notable accomplishment, the students name may appear on the District web site.

Prior to publishing student names on the World Wide Web, schools must first ensure that parents of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification.

Intellectual Property Rights

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Prior to publishing student work on the World Wide Web, schools must first ensure that parents of those students have not chosen to exercise their right to opt-out under the "Multimedia Opt-Out" notification.

Before posting student-generated work, schools must take reasonable care that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

Web Page Content

Each school should review carefully the content included on its own Web pages. These pages not only should be attractive in appearance, and in good taste, page must contain the last revision date at the bottom of the web page. Teachers, students, and administrators should use the following criteria when judging the appropriateness of content:

1. Only three types of web pages should be created:
 - a. Teacher/Classroom Web Pages
 - b. School Web Pages
 - c. District Web Pages
2. Classroom, school or District web pages will not be linked to personal web pages or any web page that is a part of a social networking site.
3. Classroom, school or District web pages will not be linked to commercial pages unless that link provides access to educationally relevant information.

815.1

4. Any hyperlinks created on classroom, school or District web pages must provide access to only educationally relevant information.
5. A student's personal email address, personal web page URL, home address, phone number, pager number, social security number, student identification number or any other personally identifiable information should never appear on a classroom, school or District web site.
6. Web pages written by employees and students are not to contain any language offensive to others. In addition, they must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, or hate. These pages must not include hyperlinks to any other sites containing any of the language or material listed above.
7. No web pages written by employees or students may promote or encourage illegal or immoral activities. No link from these pages may lead users directly to any other page which promotes or encourages illegal or immoral activities.

Board Policy 815.1 incorporates, thereby replaces/renumbers old Board Policy 400.35 Computer Policy and incorporates/renumbers old Board Policy 400.46 Web Publishing Policy

**Policy Adopted: June 25, 2008
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

**ADMINISTRATIVE GUIDELINES FOR POLICY 815.1
WEB PUBLISHING GUIDELINES**

**PARENT NOTIFICATION
MULTIMEDIA NOTICE**

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a federal law, Greensburg Salem School District is permitted to release the name, photograph, and school organizations in which a student participates, without prior consent of the student or the student's parents. From time-to-time, students have their pictures and comments taken for various school sponsored activities. Our students, educational programs, school events, and community-oriented activities are sometimes the subject of newspaper features, as well as television and radio broadcasts. The Internet and Web sites have also become an electronic means of informing both the School community and the general public of School activities.

The School District recognizes that these media outlets publicize our accomplishments and provide valuable information about the School District. The School District also recognizes that with the proliferation of mass media outlets parents may have concerns about maintaining a child's privacy. The Greensburg Salem School District believes that privacy issues arising from multimedia outlets in the school setting should ultimately be decided by the parents. Therefore, please read carefully the following information.

Your child's photograph (group or individual), verbal and written comments, and school work may appear in various media outlets. The following are examples of such media utilization:

1. Video and audio recording, interviewing and/or photographing by newspapers, television stations, and radio stations.
2. Video and audio recording, interviewing and/or photographing by newspapers, television stations, and radio stations.
3. Articles on World Wide Web sites written and published by newspapers, television stations, and radio stations.
4. Articles on World Wide Web sites written and published by newspapers, television stations, and radio stations.
5. School District newsletters and publications.
6. The School District's World Wide Web site, including classroom and School Building Web pages.

7. Publication of a student's essays and artwork in print or electronic media.
8. As instructional tools for educational purposes.
9. Video replay of School productions, such as plays and high school musicals

OPT-OUT PROCEDURES

The Greensburg Salem School District will permit a student's image, verbal and written comments, and a student's work to appear in such multimedia outlets unless the parent or guardian of the student objects, in writing. Parents or guardians may object to the use of their child's image, comments, or work appearing in any form of media by informing the School Principal, in writing, within thirty (30) calendar days of the date of this Notice. If you do not timely file a written objection, your silence will serve as implied consent. Your child's image, comments, or work may be used for any multimedia purpose unless you choose to affirmatively opt-out.

This Multimedia Notice will appear in the Middle School and High School student handbooks. The secondary "Student Handbook Sign-off Sheet" will reference the multimedia notice where parents will have the opportunity to approve or disapprove. Elementary students will receive the Multimedia Notice and permission form to be signed by a parent and returned to school at the beginning of the school year or upon registration.

GREENSBURG SALEM SCHOOL DISTRICT

Elementary School

Parent Notification – Multimedia Notice



RELEASE FORM

Student Name

Parent Notification – Multimedia Notice

Check One

- ☐ I have read the Parent Notification Multimedia Notice and approve the use of my child's photograph, verbal and written comments, and school work which may appear in various media outlets.
- ☐ I do not approve the use of my child's photograph, verbal and written comments, and school work to be used in various media outlets.

Parent Signature

Date

Any refusals must be returned to the School office and are required to be filed annually

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 FINANCIAL AND FISCAL PROPRIETY POLICY

CODE: 828

The Board of School Directors expects all Board Members, District employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the District to act with integrity, due diligence, and in accordance with the law in their duties involving district resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

SECTION 1. PURPOSE

The purpose of this policy is to establish principles and expectations for the Greensburg Salem School District in order to prevent financial improprieties, irregularities or fraud, to provide consequences for any employee engaged in any manner of financial improprieties, fiscal irregularities or fraud, and to heighten the awareness of possible financial improprieties, fiscal irregularities or fraud. Financial improprieties, fiscal irregularities, fraud and/or the concealment of fraud in any manner will not be tolerated.

SECTION 2. DEFINITIONS

Financial improprieties, fiscal irregularities or fraud include but are not limited to:

1. Falsifying or altering any District documents or accounts belonging to the District including, but not limited to:
 - a. claims for payments for reimbursements including, but not limited to claims for travel, allowable expenses, hourly work, medical claims, or overtime
 - b. documentation of absences from the work place including, but not limited to sick leave, bereavement leave, jury duty, and other leaves of absence
 - c. files, both physical and electronic; photographic or audio records, or accounts belonging to the Greensburg Salem School District, or other personnel associated with the District

- d. checks, bank drafts, or any other financial documents
 - e. student records
 - f. personnel records
 - g. Board minutes or other Board records
 - h. Business Office records
 - i. maintenance records
 - j. fire, health or safety reports
 - k. other Greensburg Salem School District records
- 2. Misappropriation of funds, securities, supplies, or other assets.
 - 3. Improperly handling money or reporting financial transactions.
 - 4. Failure to provide accurate financial records to authorized state or local entities.
 - 5. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
 - 6. Profiteering because of insider information of district information or activities.
 - 7. Disclosure of confidential or proprietary information to outside parties.
 - 8. Disclosing the purchasing/bidding activities engaged in or contemplated by the Greensburg Salem School District in order to give any entity, person, or business an unfair advantage in the bidding process.
 - 9. Causing the Greensburg Salem School District to pay excessive fees or prices, where justification is not documented.
 - 10. Accepting or offering a bribe, gifts, promises, or other favors under circumstances indicating that the gift or favor was intended to influence the receiver's decision-making.

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11. Acceptance of anything of material value, other than items used in the normal course of advertising from contractors, vendors or persons providing services to the district.
12. Unauthorized destruction, theft, tampering, or removal of records, furniture, fixtures, or equipment. Approval by the Superintendent and/or their designee is required for the removal of Greensburg Salem School District property or assets.
13. Using Greensburg Salem School District equipment or work time for any outside private activity or business activity.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent and Business Manager shall be responsible to develop and implement internal controls designed to prevent and detect financial improprieties, fiscal irregularities, or fraud within the district subject to review and approval by the board.

The Superintendent and Business Manager shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to any indication of financial improprieties, financial irregularities, or fraud within their areas of responsibility. Administrators and supervisors are responsible for ascertaining that employees under their supervision understand and periodically review this policy. A signed copy of the policy will be placed in each employee's personnel file.

The Superintendent shall recommend to the board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure that the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

SECTION 4. GUIDELINES

Reporting

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Any employee who suspects financial improprieties, fiscal irregularities, or fraud shall immediately report his or her suspicions to the Superintendent and Business Manager.

If the report involves the Superintendent, the employee shall report his or her suspicions to the Board President and the District Solicitor.

Employees who bring forth a legitimate concern or suspicion about a potential financial impropriety, fiscal irregularity or fraud shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his or her judgment, the Superintendent shall coordinate investigative efforts with the District Solicitor, District Auditor, and law enforcement officials.

If the Superintendent is involved in the complaint, the Board President and the District Solicitor are authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies he or she deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and or regulatory agency for independent investigation.

Consequences

Violation of this policy will result in disciplinary action up to and including dismissal/discharge and the filing of criminal charges based upon a full investigation of all factors and circumstances.

If an investigation is required it shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.

All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public. All employees accused of fraud will be afforded applicable due process.

Prevention

In order to prevent financial irregularity, fiscal irregularities or fraud the Board directs that a system of internal controls be followed that include but are not limited to the following:

1. Segregation of Duties – where possible more than one (1) person will be involved in elements of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments – payments shall be made only by checks. No cash transactions shall be permitted. Check signers will consist of persons responsible for the transaction. All checks shall have at least two (2) signatures.
3. Bank Reconciliations – bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks – physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets – the Business Office shall maintain updated lists of district capital assets.

Board Policy 828 Financial and Fiscal Propriety Policy incorporates thereby replaces/renumbers old Board Policy 300.26 Financial and Fiscal Propriety Policy

References:

American Competitive and Corporate Accountability Act of 2002 – P.L. 107-204

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Section 1101 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Section 7201 et seq.

Whistleblower Law – 43 P.S. Section 1421 et. seq.

Whistleblower Protection – 18 U.S.C. Section 1513

**Adopted: January 14, 2009
Revised: November 13, 2013
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

OPERATIONS

800 BREACH OF COMPUTERIZED PERSONAL INFORMATION

CODE: 830

SECTION 1. PURPOSE

With the increased reliance upon electronic data and the maintenance of personal information of students and employees in electronic format, the District is concerned about the risk of a breach in the District's electronic system security and possible disclosure of personal information. The District is committed to taking reasonable and prudent steps to prevent possible breach and disclosure. This policy, however, addresses the manner in which the District will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

SECTION 2. AUTHORITY

The Board of School Directors directs that District administrators shall provide appropriate notification of any computerized system security breach to any Commonwealth resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.

SECTION 3. DEFINITIONS

Breach of the system's security is unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the District as part of the database of personal information regarding multiple individuals and that the District believes has caused or will cause loss or injury to any Commonwealth resident. Good faith acquisition of personal information by and employee or agent of the District for the purpose of the District is not a breach of the security system if the personal information is not used for a purpose other than the lawful purpose of the District and is not subject to further unauthorized disclosure.

Individual means any natural person, not an entity or company.

Personal Information includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number in combination with any required security code, access code or password that would permit access to an individual's financial account. (73 P.S. Section 2302)

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local governmental records.

Records means any material, regardless of physical form, on which is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address, or telephone number.

SECTION 4. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall ensure that the District provides notice of any system security breach, following discovery, to any Commonwealth resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the District in writing that the notification would impede a criminal or civil investigation, or the District must take necessary measures to determine the scope of the breach and restore the integrity of the data system. The District will also provide notice of the breach if the encrypted information is accessed and acquire din encrypted form, if the security breach is linked a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.

The District will provide notice by at least one of the following methods:

1. Written notice to the last known address of the individual.

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2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner, describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or an Internet web site to visit for further information or assistance.
3. Email notice, if a prior business relationship exists and the District has a valid email address for the individual.
4. Substitute notice if the District determines the cost of notice exceeds \$100,000.00, the affected individuals exceed 175,000 people, or the District does not have sufficient contact information. Substitute notice shall consist of an email notice, conspicuous posting of the notice on the District's web site and notification to major media.

If the District provides notification to more than 1,000 persons at one time, the District shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without reasonable delay.

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Board Policy 830 Breach of Computerized Personal Information Policy incorporates thereby replaces/renumbers old Board Policy 100.22 Computerized Personal Information Policy

References:

Breach of Personal Information Notification Act – 73 P.S. Section 2301 et seq., 2302 et seq., 2302 et seq., 2305 et seq

Fair Credit Reporting Act – 15 U.S.C. Section 1681a

Board Policy - 801

**Policy Adopted: August 10, 2011
Revised:**

“Golden Lions -A Tradition of Success”

**MAY 2015
REPORT
of the
ATHLETIC DEPARTMENT**

TO: Dr. Eileen Amato, Mr. Ken Bissell and School Board
FROM: Lynn D. Jobe, Athletic Director
ITEM: Monthly Report
DATE: May 7, 2015

PERSONNEL ITEMS:

- Request permission to accept the resignation of Matt Boe as Football – First Assistant Coach – Varsity.
- Request permission to advertise for the position of Football – First Assistant Coach – Varsity.
- Request permission to accept the resignation of Dan Conwell as Football – Assistant Coach – Varsity.
- Request permission to advertise for the position of Football – Assistant Coach – Varsity.
- Request permission to accept the resignation of Patrick Hutchinson as Football – Assistant Coach – Varsity and Football – Head Coach – 9th Grade.
- Request permission to advertise for the position of Football – Assistant Coach – Varsity.
- Request permission to accept the resignation of Jeffrey Hahn as Football – Assistant Coach – 8th/7th Grade.
- Request permission to advertise for the position of Football – Assistant Coach – 8th/7th Grade.
- Request permission to accept the resignation of Brian Higginbotham as Football – Assistant Coach – 8th/7th Grade.
- Request permission to advertise for the position of Football – Assistant Coach – 8th/7th Grade.

- Request approval of Megan McIntyre as Track & Field – Volunteer Assistant Coach – Middle School Track & Field Program retroactive to May 7, 2015.

LION ROARS



- Congratulations to the Girls' Softball Team for advancing to WPIAL playoffs.
- Congratulations to the Boys' Tennis Team for advancing through the preliminary round of the WPIAL Boys' Tennis Team Championships.
- Congratulations to Lawson Monta for being named Tribune Review's Athlete of the Week for Track & Field.
- Congratulations to Julia Howard for breaking the school record in the long jump with a jump of 17' 11".
- Congratulations to the following members of the Track & Field Team for qualifying for the WPIAL Individual Track & Field Championships:

Boys

Axel de Chiffreville (4 x 400 Meter Relay)
Darius Doty (Triple Jump)
Chad Kaylor (Javelin)
Jake Kaylor (110 and 300 Meter Hurdles)
Frankie King (1600 Meter Run/800 Meter Run/4 x 400 Meter Relay)
Nick Hughey (4 x 400 Meter Relay)
Brady Mason (Pole Vault/Javelin)
Damon Moffa (Long Jump)
Lawson Monta (Shot Put/Discus)
Cameron Murtland (4 x 400 Meter Relay)
Jared Ross (100 Meter Dash)
Zach Zydonik (3200 Meter Run)

Girls

Rachel Amundson (High Jump/Triple Jump)
Emma Andrasko (4 x 400 Meter Relay/4 x 800 Meter Relay/1600 Meter Run)
Ally Bronson (400 Meter Run)
Hope Creamer (100 Meter Dash/300 Meter Hurdles/4 x 400 Meter Relay)

Girls (cont.)

Julia Howard (Long Jump/Triple Jump)

Emily Indof (4 x 400 Meter Relay/4 x 800 Meter Relay/800 Meter Run)

Riley Kwiatkowski (4 x 800 Meter Relay/3200 Meter Run)

Kellie Lynch (300 Meter Hurdles/4 x 400 Meter Relay)

Chloe Palmieri (Alternate 4 x 800 Meter Relay)

Mackenzie Tressler (4 x 800 Meter Relay/3200 Meter Run)

- Congratulations to the Boys' Middle School Track & Field Team for winning the Butler Invitational and placing 2nd at the Mars Invitational. Also, congratulation to Mark Brown who was named MVP at the Mars Invitational. Mark competes in the 800 Meter Run, 1600 Meter Run, 4 x 400 Meter Relay and 4 x 800 Meter Relay.