

GREENSBURG SALEM SCHOOL DISTRICT

Board Discussion Meeting August 5, 2015 PUBLIC SESSION AGENDA

Presentation by Greensburg Community Development Corporation regarding LERTA Resolution

Discussion regarding clearances for volunteers

Discussion regarding Facilities Committee

FINANCE

1. Update of tax appeals
2. Request approval to continue the annual contribution to St. Vincent College Prevention Projects of the 2015-2016 school year in the amount of \$1,264.00 for School-Based Prevention Services
3. Request approval for the proper officers of the District to accept Westmoreland Intermediate Unit Foundation Impact Grant Monies in the amount of \$475.60
4. Request approval for the proper officers of the District to accept a donation from the New Alexandria Lions Club in the amount of \$1,000.00
5. Request approval for the proper officers of the District to accept a donation from Scott and Elizabeth McWalter in the amount of \$5,000.00 for the Senior High School wrestling program
6. Request approval to accept the low bid for boys' basketball uniforms for the 2015-2016 season from Century Sports, Inc. in the amount of \$4,962.24

CONTRACTS/CONTRACTED SERVICES

1. Request approval of the sub-grant Agreement for Implementation of Individuals with Disabilities Act – Section 619, by and between Westmoreland

Intermediate Unit and Greensburg Salem School District for the period of July 1, 2015 through June 30, 2016, in the amount of \$3,055.00

2. Request approval of the Memorandum of Agreement between Southwestern Pennsylvania Human Services, Inc. and Greensburg Salem School District for substance abuse services, effective for the 2015-2016 school year
3. Request approval of the Special Education Agreement between NHS Pennsylvania (NHS School-Latrobe) and Greensburg Salem School District for services to students with autism and/or emotional disturbance, as needed, effective August 1, 2015 through and including July 31, 2016, with noted change on page 10 Jurisdiction and Venue
4. Request approval of the Special Education Agreement between NHS Pennsylvania (NHS School-Carbon) and Greensburg Salem School District for services to students with autism and/or emotional disturbance, as needed, effective August 1, 2015 through and including July 31, 2016, with noted change on page 10 Jurisdiction and Venue
5. Request approval of the Agreement between the Center for Hearing and Deaf Services and Greensburg Salem School District for interpreting and transliterating services, as needed, effective July 31, 2015 through and including June 30, 2016
6. Request approval of the appointment of the following Reading Specialist Interns as part of a contract with the University of Pittsburgh: _____ - Amos K. Hutchinson Elementary School; _____ - James H. Metzgar Elementary School; and _____ - Dr. Robert F. Nicely Elementary School
7. Request approval to acknowledge the list of substitutes provided by Source4Teachers for the 2015-2016 school year, pending receipt of all governmental clearances, certification records, and physicals and tuberculin tests, where applicable
8. Request approval to acknowledge the list of bus drivers for First Student, Inc. and DMJ, Inc. for the 2015-2016

school year, pending receipt of all governmental clearances, certification records, safety training, physical examinations and tuberculin tests, where applicable

BOARD POLICIES

1. Request approval of Board Policies: Section 200 – Board Policies 218.4 and 248; Section 600 – Board Policy 625; Section 700 – Board Policies 701, 702, 703, 704, 705, 706 and 708; and Section 900 – Board Policies 907 and 918 1-36

STUDENT MATTERS

1. Request approval to accept Mary Ann Markle, 12th grader, as a non-resident tuition student for the 2015-2016 school year
2. Request approval to accept Rose Markle, 11th grader, as a non-resident tuition student for the 2015-2016 school year
3. Request approval for the proper officers of the District to apply for a \$15,000.00 grant from the Alcoa Foundation to fund the planning and delivery of a Summer STEAM Boot Camp to be held during the summer of 2016 for students in grades 6-12
4. Request approval of the style of the new Dance Team Uniforms

CONFERENCE/WORKSHOPS

ATHLETIC MATTERS

1. Athletic report 37-38

FACILITIES USAGE

1. Request for the Greensburg Salem Ice Hockey Team to use the weight room at the Senior High School at 6:00

P.M. on Tuesdays and Thursdays, July 14, 2015 through August 27, 2015

2. Request approval for the Greensburg Salem Football Parents Organization to use the Senior High School cafeteria and kitchen from 2:00-8:00 P.M. on Thursday, August 27, 2015 for a spaghetti dinner fundraiser
3. Request approval for the Westmoreland Symphony to use the Senior High School auditorium from 7:30-10:00 P.M. on Monday, October 19, 2015 for rehearsal, and from 10:30 A.M.-1:15 P.M. on Tuesday, October 20, 2015 for the performance of the annual **Young People's Concerts**, providing free tickets for Greensburg Salem students in exchange for reduced rental costs

GREENSBURG SALEM SCHOOL DISTRICT

PUPILS

200 BUS DISCIPLINE/SAFETY POLICY

CODE 218.4

The transportation to and from school is of vital importance to the total school program.

In order to provide safe transportation, it is necessary that order be maintained on all school buses. This requires the cooperation of students, teachers, administrators, parents and bus drivers.

With the goal of maintaining a safe transportation environment, the Board of School Directors hereby establishes the following rules and regulations:

1. Students riding on school buses are under the direct supervision of the bus driver.
2. Bus drivers will report problems and/or concerns to the Building Principal/Associate Principal. The building administrators will then contact the Coordinator of Transportation as warranted.
3. The following rules are in effect at any and all times when students are being transported. Students failing to comply with these regulations will be reported to the Principal/Associate Principal for appropriate disciplinary action. The Principal/Associate Principal will contact the student's parent or guardian as warranted.

All students will:

- a. Ride only the bus to which they are assigned and board/disembark only at the stop to which they are assigned. Students/parents/guardians may request a temporary or permanent change in bus and/or stop assignment by means of a request from the parent/guardian to a building administrator or to the Coordinator of Transportation.
- b. Be seated and remain seated while the bus is in operation.
- c. Not handle or operate bus equipment, windows, or vents without permission from the bus driver.

218.4

- d. Not extend arms, legs, or head from an open window.
 - e. Stand at a safe distance from the bus pathway when waiting for the bus at a stop or at a school.
 - f. Not push or shove while loading or unloading.
 - g. Not throw any object from a bus window or door.
 - h. Maintain a normal conversational level of talk.
 - i. Remain orderly while on the bus.
 - j. Cooperate with the driver and other students to keep the bus free from litter, waste, and rubbish.
 - k. Proceed to an empty seat when boarding the bus unless otherwise directed by an administrator or the driver.
 - l. Remain on the bus in the event of breakdown or traffic delay unless otherwise directed by the driver or an administrator.
 - m. Be courteous and respectful to the driver.
4. Students will be disciplined for the following violations:
- a. The possession or use of tobacco or any other prohibited substances.
 - b. The possession or use of any flammable substance or object.
 - c. Fighting, including pushing or shoving another student.
 - d. Theft.
 - e. Defying the driver.
 - f. The use of foul or other inappropriate language and/or gestures.
 - h. Any act interfering with the normal, safe operation of the bus.

- i. Throwing of any objects from the bus.

218.4

- i. In general, all school rules and policies are in effect when students are at bus stops or while riding a bus. Violation of rules and policies may result in disciplinary action depending on the nature of the violation.

Disciplinary action will be determined by the building administrator(s) within parameters determined by Board policy and Commonwealth regulations. Disciplinary actions may include but are not limited to assigned seating; detention, suspension from the bus, suspension from school or referral to the Board of Education.

- 5. Students suspended from the bus are not excused from school attendance. Absenteeism as a result of suspension from the bus will constitute illegal/unexcused absence.
- 6. Expenses of repairing or replacing any and all property (bus, bus property, personal property) that is damaged or destroyed by any students are the responsibility of the parent/guardian of the responsible student.
- 7. The ***Pennsylvania School Code*** and this policy prohibit unauthorized persons from boarding a school bus at any time.
- 8. The District and its contracted transportation provider may monitor events on buses or at bus stops and the conduct of students and other authorized passengers through video and audio recording.
- 9. To ensure safe arrival home from school for our youngest riders, the following driver and parent responsibilities have been established:
 - a. Kindergarten and first grade students will be required to be seated in the front of the bus nearest the driver.
 - b. Kindergarten and first grade students will exit the bus first in a controlled exit providing drivers adequate time to ensure each kindergarten and first grade student is being met by an adult or older sibling.
 - c. The parent (or designee) must meet their kindergarten or first grade student at the bus door.

218.4

- d. Kindergarten or first grade students whose parent or designee are not standing at the bus door will be transported back to the school building or remain on the bus until a parent can be contacted. If students are transported back to the school building for the child's safety, parents will be responsible for picking the child up.
- e. To prepare for emergencies, parents should have established a minimum of two backup designees who can meet their child at the bus stop.
- f. If the parent has sent a designee to meet their child, the designee must be prepared to provide their name, address and telephone number for the driver's record.

Students or parents/guardians who have questions, problems, or concerns relative to the safe and effective operation of the student transportation program should contact the Building Principal/Associate Principal or the Coordinator of Transportation.

Board Policy 218.4 incorporates, thereby replaces/eliminates old unnumbered Board Policies adopted November 14, 1973, revised December 7, 2009; August 11, 2010 and August 8, 2012

**Adopted: November 14, 1973
Revised: December 7, 2009
Revised: August 11, 2010
Revised: August 8, 2012
Renumbered: August 12, 2015**

GREENSBURG SALEM SCHOOL DISTRICT

PUPILS

200 UNLAWFUL HARRASSMENT

CODE 248

SECTION 1. PURPOSE

The Board of School Directors strive to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

SECTION 2. AUTHORITY

The Board of School Directors prohibits all forms of unlawful harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board of School Directors directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

SECTION 3. DEFINITIONS

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

SECTION 4. DELEGATION OF RESPONSIBILITY

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the District's Compliance Officer.

The Superintendent shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Superintendent.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Superintendent if the building principal is the subject of the complaint.

SECTION 5. GUIDELINES

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a District employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

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

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Superintendent. The Superintendent shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall submit a written report to the Superintendent within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as a factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Superintendent.
2. The Superintendent shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Superintendent shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Superintendent may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

248

Board Policy 248 incorporates, thereby replaces/eliminates old Board Policy 100.20 Nondiscrimination; old Board Policy 400.27 Sexual Harassment and old Board Policy 400.41 Grievance Procedure for Sexual Discrimination and Harassment

References:

Pennsylvania Human Relations Act – 43 P.S. Section 951 et seq.

Federal Anti-Discrimination and Civil Rights Laws – 20 U.S. C. Section 1681 et seq. (Title IX)

Harassment Regulations and Guidelines:

Code of Federal Regulations – 29 CFR Sections 1601.11(a), 1601.8(a)

Office for Civil Rights – Revised Sexual Harassment Guidance:
Harassment of Students By School Employees, Other Students, or Third Parties

Board Policy – 103, 103.1, 103.2, 103.3, 806

Policy Adopted: October 13, 1993
Policy Adopted: September 13, 2000
Policy Adopted: April 9, 2008
Revised: August 12, 2015

248 ATTACHMENT

GREENSBURG SALEM SCHOOL DISTRICT

REPORT FORM FOR
COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home/Cell Phone: _____ email: _____

School Building: _____

Date of Alleged Incident(s): _____

Type of harassment: Please circle one

Race Religion Sexual Gender Age Disability

Other (describe); _____

Name of person you believe violated the District's unlawful harassment policy:

If the alleged discrimination was directed against another person, identify the other person: _____

Describe the incident as clearly as possible (use additional sheets if necessary). What force (verbal threats, requests, demands) were used, if any? When and where did incident(s) occur? List any witnesses present.

This complaint is based on my honest belief that _____,
has harassed me or another person. I certify that the information I have provided
in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

August 12, 2015

GREENSBURG SALEM SCHOOL DISTRICT

FINANCES

600 CREDIT CARDS

CODE 625

SECTION 1. PURPOSE

The Greensburg Salem School District's Board of School Directors understands that the use of credit cards provides for ease and increased efficiency in the course of conducting certain District business. Furthermore, the Board recognizes the necessity of providing a mode for purchasing that will not cause a District employee to incur personal charges during the course of activities for the district, or will provide a purchasing method when approved materials/supplies/equipment cannot be completed using the standard purchase order procedures.

SECTION 2. AUTHORITY

The Board of School Directors directs that credit cards be made available by the Greensburg Salem School District ("School District") for use by members of the administrative staff as recommended by the Superintendent and directs the superintendent to develop guidelines that allow reasonable use of credit cards. The available credit line for any card issued under this policy shall not exceed \$10,000.00 (except as authorized by the Superintendent). The administrative staff will continue to follow all appropriate purchasing approval requirements prior to the use of the credit card as a method of payment. The administrative staff shall notify the business office when a credit card will be used for any purchases and appropriate internal forms must be completed with all appropriate signatures for approval. The business Manager is responsible for internal review of credit card invoices. Credit card users are responsible for adhering to Board policy and following administrative regulations.

SECTION 3. GUIDELINES

The following guidelines have been established for credit card use:

1. The Superintendent will assign use of credit cards to authorized administrators based on administrative needs. This can include the Superintendent.

625

2. Use of school district credit cards is for school business only.
3. Credit cards shall be issued in both the administrator's name and the school district's name.
4. School district credit cards shall not be used for personal expenses. Credit card users will be held liable for non-District related purchases and shall be required to reimburse the school district for any personal charges that may inadvertently be charged to the school district credit card within ten (1) business days of the notification of an amount owed, or in accordance with Pennsylvania law; the school district shall be authorized to deduct from wage amounts due purchases made by the employee. Misuse or inappropriate use of the credit cards shall lead to the loss of privileges with all credit card(s) and disciplinary action including suspension and/or termination.
5. Credit card users shall not loan or otherwise make available their credit card to non-district personnel. Credit card users will maintain their cards at all times and not loan them to other district employees.
6. Credit card users are responsible for all appropriate approval paperwork and providing detailed receipts for any charges made using the school district credit cards.
7. The school district will continue to reimburse personal credit card bills for district-related business if incurred in accordance with the purchasing procedure.
8. Credit card users are responsible for the safety and security of the credit card assigned to them. All credit cards must be returned to the school district upon termination, leave of absence, or the request of the school district. Credit card users shall be responsible for reimbursement of any costs for replacement of credit cards caused by the actions or the negligence of the credit card user.
9. Credit card users are required to sign an acknowledgement and consent agreement regarding their possession of credit card. This form shall be kept on file in the business office.

625

10. Any rewards of value earned as a result of the use of the card will be solely for the benefit of the District.
11. All expired credit cards shall be immediately returned to the Business Manager for verification and destruction.
12. Authorized users will show judgment, discretion and reasonable sense when utilizing the credit card to allow for efficient usage of the card when making an authorized purchase.
13. The Business Manager will maintain a copy of the detailed statement each month. This statement will include a listing of the charged items with the appropriate budget codes where the funds are available.

The District Superintendent and Business Manager will ensure that proper accounting measures are in place for the use of district credit cards.

References:

School Code – 24 P.S. Sections 510, 751, 807.1

Board Policy - 317

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 FACILITIES PLANNING

CODE 701

SECTION 1. PURPOSE

Strategic planning is desirable and is required by State Board of Education regulations. Community involvement is an essential part of such a process. Facilities planning is a primary component of long range planning.

SECTION 2. AUTHORITY

The District shall obtain a census of all the children from birth to eighteen (18) years living in the district as a component of facilities planning.

SECTION 3. DELEGATION OF RESPONSIBILITY

In order to inform the Board of School Directors of the future needs of the District, the Superintendent/designee shall prepare a written description of existing physical facilities and shall:

1. Annually report to the board on the number of resident pupils attending private school by grades.
2. Estimate each spring the number of students who will be enrolled in the schools of the District in September of the year for which the estimate is made.
3. Prepare student population projections every year and compare the actual population figures to the previously projected figures to detect early for the benefit of the Board any changes in population trends.

In planning for the enlargement or modification of its facilities, the Board of School Directors shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs.

701

References:

School Code – 24 P.S. Sections 701, 704, 1351

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 GIFTS, GRANTS, DONATIONS

CODE 702

SECTION 1. PURPOSE

The Board of School Directors recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

SECTION 2. AUTHORITY

The Board of School Directors has the authority to accept such gifts, grants and donations as may be made to the School District or to any school in the District.

The Board of School Directors reserves the right to refuse to accept any gift, grant or donation which does not contribute toward the achievement of the goals of this District or the ownership of which would tend to adversely affect the District.

Any gift, grant or donation accepted by the Board or its designee shall become the property of the District, may not be returned without the approval of the Board of School Directors, and is subject to the same controls and regulations as are other properties of the District.

The Board of School Directors shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board of School Directors will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

SECTION 3. DELEGATION OF RESPONSIBILITY

702

The Superintendent shall:

1. Counsel potential donors on the appropriateness of gifts.
2. Encourage individuals and organizations considering a contribution to the schools to consult with the principal or Superintendent before appropriating funds to that end.
3. Prepare an agenda for the Board acceptance of all gifts, grants and donations which s/he has accepted on behalf of the Board.
4. Acknowledge the receipt and value of any gift accepted by the School District.
5. All gifts shall be recorded in the appropriate inventory listing and property records.

References:

School Code – 24 P.S. Sections 216, 703

Board Policy - 706

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 SANITARY MANAGEMENT

CODE 703

SECTION 1. PURPOSE

The Board of School Directors recognizes that the health and physical well-being of the students of this District depend in large measure upon the cleanliness and sanitary conditions of the school premises.

SECTION 2. AUTHORITY

The Board of School Directors directs that a program of sanitary management be instituted in the schools and explained periodically to all staff members.

The Board of School Directors directs that standards be maintained that meet the requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry and any local agency which has jurisdiction.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Coordinator of Institutional Facilities, Maintenance and Grounds shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds and school equipment pursuant to statute, rules of the State board, and regulations of the local and State Boards of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the building principal.

Teachers shall be responsible for the general condition of their classroom.

Principals shall inspect facilities at least once per month and report any conditions which may threaten the comfort, health or safety of occupants to the Superintendent.

703

References:

School Code – 24 P.S. Section 701

Board Policy - 706

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 MAINTENANCE

CODE 704

SECTION 1. PURPOSE

Adequate maintenance of buildings, grounds and property is essential to efficient management of the District.

SECTION 2. AUTHORITY

The Board of School Directors directs a continuous program of inspection and maintenance of all school buildings and equipment. Wherever possible, maintenance shall be preventive.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The Coordinator of Institutional Facilities, Maintenance and Grounds shall develop a check list that will be applicable to all buildings in the District. Each building principal, in conjunction with the head maintenance person in that building, shall conduct a physical inspection of the building on a monthly basis and report to the Superintendent as to the findings of that inspection.

The Superintendent shall report to the Board of School Directors regarding the current maintenance and improvement program.

References:

School Code – 24 P.S. Sections 701, 772

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 SAFETY

CODE 705

SECTION 1. PURPOSE

The Board of School Directors directs that the facilities of this District shall be maintained and operated in a safe condition.

SECTION 2. AUTHORITY

The Board of School Directors directs that there shall be developed, published and posted rules for safety and the prevention of accidents. These rules shall provide for instruction of students and staff in safety and accident prevention, provide protective devices where they are required for the safety of students and employees, and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall prepare rules governing school safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable regulations of various departments of state government.

References:

School Code – 24 P.S. Sections 510, 1518

Board Policy - 805

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 PROPERTY RECORDS

CODE 706

SECTION 1. PURPOSE

The Board of School Directors directs that adequate property records and inventory records be maintained on all land, buildings and physical property under the control of the District.

SECTION 2. AUTHORITY

The Board of School Directors directs that a complete inventory be maintained by physical count of all District-owned equipment. It further directs that property records be maintained of all buildings and grounds under the control of the District. Such records shall be updated at such intervals as will coincide with property insurance renewal.

SECTION 3. DEFINITION

For purposes of this policy, **equipment** shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.

SECTION 4. DELEGATION OF RESPONSIBILITY

It shall be the duty of the administration to ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mis-location or depreciation; any major loss shall be report to the Board of School Directors.

An inventory of consumable supplies shall be maintained.

706

No equipment shall be removed for personal or non-school use.

Equipment shall be identified with a permanent tag that provides appropriate School District and equipment identification.

References:

School Code – 24 P.S. Sections 510, 1518

Board Policy - 708

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

PROPERTY

700 LENDING OF SCHOOL OWNED EQUIPMENT

CODE 708

SECTION 1. PURPOSE

Items of District owned equipment shall not be loaned for non-school use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with Board policy on the use of school facilities. Limited exceptions to this general rule are noted below.

SECTION 2. AUTHORITY

Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent and only when such equipment is unobtainable elsewhere.

The user of District owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the District and shall pay such costs as have been set for said hire.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal is required for such removal.

Removal of school equipment from school property for personal use is prohibited by staff or students.

708

References:

School Code – 24 P.S. Section 801

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

COMMUNITY

900 SCHOOL VISITORS

CODE 907

SECTION 1. AUTHORITY

The Board of School Directors welcomes and encourages visits to our schools by parents/guardians, adult residents and community members, and interested educators. To assure that the greatest benefit can be derived from such visits, preserve the learning environment for students and maintain the safety of students and staff, the following guidelines shall govern school visitations.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee and/or the building principal have the authority to permit and/or prohibit the entry of any individual into a District school, in accordance with Board guidelines.

SECTION 3. DEFINITIONS/GUIDELINES

Definitions: For the purposes of this policy, a "visitor" is defined as anyone entering school property who is not 1) an employee of the District or 2) a student enrolled at the school they are visiting.

"School property" is defined as a school building or grounds or a school facility or venue.

Scheduling of Visits: All persons wishing to visit a school should schedule the visit in advance with the main office in the building they wish to visit. Parents visiting the school main office or guidance office in order to speak directly to a principal or counselor are requested to make an appointment for the visit whenever possible. Parent/Teacher Association meetings, building or District programs, athletic events, or other activities to which parents/guardians are invited or requested to attend by the building administration are considered as scheduled visits and do not require advanced scheduling. Exceptions to the required advanced scheduling provision may be made in the case of emergencies or other circumstances.

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Parents/guardians must arrange a class visit at least three (3) school days in advance with the principal of the building in which the class is located and with the responsible case manager in addition to the principal in the case of a special education class.

Point of Entry: All visitors shall be required to enter a District building by the identified main entrance.

Appropriate dress: All visitors to any school building or facility should be dressed in a manner that is appropriate for a school environment.

Reporting to the Office: Unless otherwise instructed or directed, all visitors are to report directly to the main office to register prior to proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitor's badge and a pass indicating their destination. Staff members will be expected to require that a visitor is registered at the school office and received authorization to be present for the purpose of conducting school business.

Any person on school property who shall fail to register at the proper school office stating name, address, and purpose of visit on school property, or who has no legitimate purpose and violates or threatens to violate the rules relating to the maintenance of public order shall be directed to leave the premises. Should she/he fail or refuse to do so, local police or State Police shall be notified and requested to cause his/her ejection.

Interruptions and Disruptive Actions: Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional or supervisory duties unless an appointment has been made in advance or other advance notice has been given according to the guidelines of this policy.

The principal or his/her designee should be notified immediately of any visitor causing a disruption. Based upon the circumstances, the principal or his/her designee may refer a disruptive visitor to local police or State Police for appropriate action.

Parent-Teacher Conferences: Parent/teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or by the teacher and should be scheduled at a time convenient to all parties. Impromptu conferences are discouraged.

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Classroom Observations: Classroom observations of the teaching and learning activities by parents/guardians, community members, or interested educators have the potential to promote a better understanding of the curriculum and instruction. However, classroom observations also have the potential to disrupt and impede the overall educational process. Therefore, the principal must evaluate the potential disruption or impediment before giving permission.

Approval Process and Procedures: Observation may be approved by the building principal when the following have occurred:

1. A formal request to visit has been submitted to the principal three (3) school days prior to the desired visit.
2. The principal has consulted with the teacher and has decided that the visit will not be disruptive.

The principal will consider the following factors in deciding whether the visit will be disruptive:

1. The purpose of the observation as stated or presented by the person requesting the observation/visit.
2. The duration of the observation.
3. The classroom activities planned during the observation.
4. The number of previous observations of that particular class/section.
5. The needs of the children in that class/section.

The District reserves the right to limit visits due to the type and nature of the instructional activities; the susceptibility of individual students or the entire group of students to the number of adults the visit will place in the classroom at the same time; and/or confidentiality issues that may arise as the result of the visit.

Principals are encouraged to schedule parent/guardian classroom observations and visits during times that are mutually convenient to all parties.

The principal will notify the parent/guardian or surrogate parent by phone relative to the approval or denial of the request to observe/visit. The decision of the principal may be appealed to the Director of Elementary Education, the

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Director of Secondary Education or the Coordinator of Student Services as appropriate.

Exit Meeting: At the conclusion of the visit/observation, the visitor will meet with the building principal or designee as a follow-up to the visit/observation.

Speaking with Students: Only visitors who are the parent/guardian or surrogate parent of a student may engage in extended/formal discussion or discourse with a student in school and only with prior permission of the building principal. Visitors who choose to offer a greeting to students (a word or gesture of welcome, salutation, goodwill, or courtesy) will not be thought to be in violation of this provision. Exceptions to this provision will be granted in emergency situations and in the case of military recruiters, college recruiters, etc., where advance arrangements are made with the building principal. Visits or conferences with students during the school day result in the interruption of the overall educational process and are generally discouraged, except in emergency or unusual circumstances.

Discussion of Students: District personnel should not discuss individual students or the performance of those students with any nonschool persons without written permission of such parent/guardian or surrogate parent. Exceptions to this provision may apply in connection with cooperation with law enforcement officials.

Information gained by volunteers and/or visitors regarding individual students is to be maintained in strict confidentiality.

Recording of Events: No visitor shall be allowed to photograph, video record or audio record any person or any part of any building or any conversation of any kind without prior approval of the building principal and the Superintendent or his/her designee. An exception to this provision shall apply to public events and meetings. No written notes shall be taken by any visitor unless the visit/observation is part of an approved educational or professional development activity.

Emergency Situations: Should an emergency situation require that a student be called to the school office to meet a visitor, the principal or his/her designee shall be present during the meeting.

Loud, Abrasive and/or Profane Language or Behavior: It is the policy and practice of the District to prevent disruptions to District operations and the educational process. All persons, including but not limited to students, parents/

guardians, employees, visitors, and members of the general public are prohibited from the use of foul, profane, or abusive language, whether spoken or written, or for a tirade in any manner in a school building or on school grounds. This provision will be particularly enforced if language and/or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. Police may be notified and proper legal action taken.

All persons are therefore warned that violations of this policy or any of its provisions may result in the removal from District property by appropriate District authorities. Students and employees may be subject to disciplinary procedures in accordance with District procedures and practices and the laws of the Commonwealth of Pennsylvania. Members of the public, including visitors, may be subject to removal from District property and may be charged with trespassing for failure to promptly vacate the property upon proper notice. In all cases, violators may be subject to action under the appropriate laws of the Commonwealth of Pennsylvania.

Administrative Accompaniment: An administrator may accompany a parent or any other visitor during any visit or observation as the administrator deems appropriate or necessary.

Special Education: A parent or person designated as a guardian may visit a Special Education classroom only when:

1. The District has specifically recommended that class for their child.
2. The District has assigned the child to that class.
3. The child is currently placed in that class.

When the parent/guardian is involved in a special education hearing or other litigation with the District, teacher, or other staff at the time of a requested observation, an administrator will observe the class with the parent/guardian if permission to observe is granted.

School Board Member Visits to Schools: The Board of Education encourages its members to visit District schools and facilities. Such visits will be made in accordance with the following guidelines:

1. School visits will be scheduled with the building principal or department supervisor.

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2. The principal, supervisor, or other staff member will accompany the Board member on the visit if the Board member so desires.
3. Such visits are for the purpose of becoming familiar with school programs, personnel, operations, and facilities or to participate in meetings or activities.
4. School Board members may not give directions or make suggestions to personnel during the visit. Suggestions or observations shall be communicated through the Superintendent.

Board members may also have children in the schools and, therefore, have parental opportunities to converse with their child's/children's teachers, counselor or administrator. In those instances, the Board member should make it clear that he/she is visiting as a parent and not as a member of the Board.

Visits by School Personnel: School employees who are visiting a building for any reasons other than as part of their professional responsibilities, professional development or job requirements are subject to the provisions of this policy,

Visits by students not enrolled at Greensburg Salem or in the specific building to be visited: Visits to a school building by students not enrolled in that building are prohibited unless they are pre-approved by the building principal. Approval of visits that are not part of an organized program or that are not part of an enrollment or guidance activity will be limited to special circumstances.

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Board Policy 907 incorporates, thereby replaces all of old Board Policy 100.15.01 School Visitors

References:

School Code – 24 P.S. Section 510

State Board of Education Regulations – 22 PA Code Section 14.108

**Adopted: April 13, 2011
Renumbered: August 12, 2015**

GREENSBURG SALEM SCHOOL DISTRICT

COMMUNITY

900 PARENTAL INVOLVEMENT POLICY

CODE 918

The Greensburg Salem School District will operate all Title I programs, activities and procedures for the involvement of parents consistent with Section 1118 of *The Elementary and Secondary Education Act (ESEA)*.

Greensburg Salem School District will honor the following statutory definition of parental involvement:

Parental Involvement means the participation of parents in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

Greensburg Salem School District will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

Greensburg Salem School District will submit parent comments to the state Department of Education if the LEA plan for Title I is not satisfactory to any participating parents.

Each elementary school will develop and implement its own school-parent compact.

Greensburg Salem parents will be involved in decisions regarding the funds reserved for parental involvement.

918

Board Policy 918 incorporates, thereby replaces/eliminates old unnumbered Parental Involvement Policy adopted May 16, 2007 and old Board Policy 400.40 Parental Involvement Policy

References:

Pennsylvania School Code – Title 22, Section 403.1

Parental Involvement – 20 U.S.C. Section 6318

Policy Adopted: June 30, 1993

Revised: May 16, 2007

Renumbered: August 12, 2015

“Golden Lions -A Tradition of Success”

**AUGUST 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: July 30, 2015

PERSONNEL ITEMS:

- Request permission to approve Jessica Adams as Girls’ Soccer – Head Coach – High School.
- Request permission to approve Janelle McIntyre as Girls’ Soccer – Assistant Coach – High School.
- Request permission to approve Ray Reitz as Football – Assistant Coach – High School.
- Request permission to approve Tom Branagan and Barry Roddy as Volleyball Scorekeepers.
- Request permission for the approval of the following Volunteer Assistant Coaches:

Dan Nacey – Football Program

Jake Cole and Karen Lynch – Boys’ Varsity Soccer

Heidi Brown – Girls’ Middle School Soccer

Chris Dinkel, Taylor Roddy, Taylor Guido, Ashley DiRado – Girls’ Volleyball Program

Dave DeNezza, Craig Mankins, George Smith – Boys’ Golf

Curt Smith – Swimming Program

Dr. James Abraham – Girls’ Tennis



LION ROARS:

- Congratulations to the following members of the GS Softball Team for being named to the following teams:

Pittsburgh Post-Gazette All-Section Team:

Claire Oberdorf

Maggie Kallock

All-State Team:

First Team – Claire Oberdorf