



# AGENDA

## VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

Monday, April 10, 2023, Start Time 7:00 PM

Spring Grove Area Middle School, LGI Room #242, 244 Old Hanover Road, Spring Grove, PA

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6:00 PM - Executive Session for Negotiations

### VOTING MEETING

**I. Call To Order** RACHEL ROHRBAUGH

- A. Flag salute and moment of silence
- B. Roll call
- C. Documented or announced reasons for known absences
- D. Announcements regarding Executive Sessions held since last sunshine meeting: n/a

**II. Formal and Informal Requests to Address the Board**

**III. Possible Board and/or Administration Response to Public Comment**

**IV. Correspondence** RACHEL ROHRBAUGH

**V. Approval of Minutes:** (*Motion and second needed, voice vote*)

- A. February 27, 2023 – Regular Voting Meeting
- B. March 13, 2023 – Voting Meeting
- C. March 13, 2023 – Directors’ Study Forum
- D. March 27, 2023 – Regular Voting Meeting

**VI. Action Voting Items** (*Motion and second needed, roll call vote*)

- A. Budget and Finance DOUG WHITE
- B. Personnel KAREN BAUM
- C. Curriculum NICOLE WILSON

**VII. Adjournment of Action Voting Meeting** (*Motion and second needed, voice vote*)

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### DIRECTORS' STUDY FORUM MEETING

**I. Call To Order** RACHEL ROHRBAUGH

**II. Formal and Informal Requests to Address the Board**

**III. Possible Board and/or Administration Response to Public Comment**

**IV. Business and Finance Committee**

A. Budget and Finance DOUG WHITE

1) Proposed 2023-2024 Nutrition Services Budget – *M. Czapp, M. Freestone*

B. Buildings and Grounds DOUG WHITE

1) Update, College Avenue Property – *M. Czapp*

2) Update, Capital Projects – *B. Stiles*

**V. Program Committee**

A. Curriculum NICOLE WILSON

1) Proposed Curricula – *S. Guadagnino*

2) Proposed Facility Dog – *M. Ludwig*

3) Proposal for Unified Bocce Ball Program – *M. Ludwig*

4) Dual Enrollment Agreement with Commonwealth University – *S. Guadagnino*

5) Major Trip Request – *S. Guadagnino*

a. Odyssey of the Mind 2023 World Finals – May 24-28, 2023

B. Athletics and Music DAVID TRETTEL

1) Winter Sports Summary – *J. Laux*

**VI. Management Committee**

A. Policy KAREN BAUM

1) Proposed New Policy #719: Facility Dogs – *M. Ludwig*

2) Proposed New Policy #831.1: Electronic Data Storage – *C. Enck*

B. Personnel KAREN BAUM

1) Proposed Voting Action Items / April 24, 2023, Regular Voting Meeting

**VII. Planning** (*Items to be considered for future agendas*)

**VIII. Adjournment** (*Motion and second needed, voice vote*)

**IX. Executive Session for Personnel**

*This board meeting may be livestreamed. There is no expectation of privacy. (Board Policy No. 903)*



**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **PROPOSED 2023-2024 GENERAL FUND BUDGET** – Approval of the Proposed General Fund Budget for the 2023-2024 fiscal year, with total revenues of \$79,782,668, total expenditures of \$83,382,996, with the shortfall of \$3,600,328 to be funded from the General Fund Unreserved Fund Balance and setting the real estate tax millage rate at 25.4172 mills, an increase of 1.325 mills from the millage rate of 24.0922; in addition, earned income tax of ½% and real estate transfer tax of ½% under Act 511.
  
- B. **2023-2024 FINAL BUDGET NOTICE** – Approval of the attached Final Budget Notice, which gives notification to the public that the 2023-2024 Proposed Final Budget for the General Fund is available for public inspection and states intention to present for adoption as a Final Budget at the May 22, 2023, school board meeting, allowing for amendments before final adoption.
  
- C. **2023-2024 PROPOSED FINAL BUDGET RESOLUTION** – Approval of the attached Resolution Authorizing 2023-2024 Proposed Final Budget Display and Advertising, supporting the Final Budget Notice.

**SPRING GROVE AREA SCHOOL DISTRICT**

**Final Budget Notice**

**NOTICE** is given that the Proposed Final Budget for the General Fund of Spring Grove Area School District for the 2023-2024 fiscal year in its most recent form is available for public inspection at the school district offices, 100 East College Avenue, Spring Grove, Pennsylvania, and will be presented for adoption as a Final Budget at a school board meeting to be held in the Large Group Instruction Room (#242) of the Spring Grove Area Middle School, 244 Old Hanover Road, Spring Grove, Pennsylvania, at 7:00 p.m. on May 22, 2023. The budget may be amended before final adoption.

Mark A. Czapp, Secretary

**SPRING GROVE AREA SCHOOL DISTRICT**

**Resolution Authorizing Proposed Final Budget  
Display and Advertising**

**RESOLVED**, by the Board of School Directors of Spring Grove Area School District, as follows:

1. The proposed Final Budget of the School District for the 2023-2024 fiscal year on form PDE 2028 as presented to the School Board shall be considered the proposed Final Budget of the School District for the 2023-2024 fiscal year and shall be made available for public inspection after this date.
2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

**PERSONNEL BOARD ACTIONS REQUESTED:**

A. **RESIGNATIONS** – Approval of the following resignations:

- 1) **9<sup>th</sup> Grade Assistant Football Coach** – Jackson LeVault, effective March 22, 2023, for personal reasons.

B. **ATHLETICS** – Approval of the following coaches for the 2022-2023 Spring Season, with compensation determined by the Coaches’ Salary Matrix, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment because of a delayed, shortened, or canceled seasons due to COVID-19:

<b>Job Title</b>	<b>Coach Name</b>	<b>Stipend</b>
Track and Field - Junior High Assistant Coach	Dalton Rohrbaugh	\$2,493.00
Track and Field - Varsity Assistant Coach	Daniel Stoner	\$1,454.50

C. **AUDIO/VISUAL SUPPORT PERSONNEL** – Approval of the following individuals, pending receipt of updated clearances, for the 2022-2023 school year to work school events needing AV support / livestream support, at the established rate per event of either \$40, \$60, \$110, or \$150 depending on the event:

- 1) Justin Eaton
- 2) Zachary Ruth

D. **CLASSIFIED SUBSTITUTE** – Approval of the following classified substitute for the 2022-2023 school year at the hourly rates indicated on the Support Staff Compensation (Minimum Salary) Matrix, provisionally hired pending receipt of updated clearances, and completed Act 168 disclosure forms from previous employers:

- 1) Holly Tice



**PERSONNEL REPORT / FOR INFORMATION ONLY**

**FAMILY MEDICAL LEAVE ACT (FMLA) LEAVES GRANTED:**

<i>EMPLOYEE NAME</i>	<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>DATE LEAVE BEGINS (approximately)</i>	<i>DATE LEAVE ENDS (approximately)</i>
Nancy Neff	SGE	Special Education	03/28/2023	04/11/2023
Mary Kauffman	New Salem / Paradise	Elementary (Library)	08/18/2023	11/13/2023

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **MAJOR TRIP REQUEST** – Approval for Jason Baker, High School Social Studies Teacher, and Justice White, Paradise Elementary Learning Support Teacher, to accompany approximately twelve high school students to Princeton University, NJ, for the 2023 Moot Court Competition, April 28-29, 2023.
  
- B. **OVERNIGHT CONFERENCE REQUEST** – Approval for Melissa Freestone to attend the USDA Produce Safety University in Alexandria, VA, April 10-14, 2023, by invitation, with all major expenses associated with lodging, travel, and parking, covered by the program.





**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**MEMO TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Mr. Mark Czapp, Director of Business Operations  
Mrs. Melissa Freestone, Nutrition Services Manager

**DATE:** April 5, 2023

**SUBJECT:** USDA Produce Safety University Overnight Conference

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This overnight conference request will be presented for the Board's consideration of approval at the April 10<sup>th</sup> Directors' Study Forum meeting due to time constraints. Participation in this overnight conference is being requested by Mrs. Melissa Freestone, Nutrition Services Manager.

Conference Title: USDA Produce Safety University

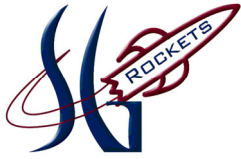
Conference Location: Food and Nutrition Service Building, Alexandria, VA

Conference Dates: Monday, April 10 – Friday, April 14, 2023

Melissa Freestone, District Nutrition Services Manager, was nominated by the Pennsylvania Department of Agriculture to attend and take part in the USDA Produce Safety University (PSU). PSU is a one-week training course designed to help school foodservice staff identify and manage food safety risks associated with fresh produce. PSU addresses produce purchased from traditional suppliers, direct from farmers, and through the DoD Fresh program. The course was developed by USDA's Food and Nutrition Service and Agricultural Marketing Services.

As the result of Mrs. Freestone's nomination, total costs associated with this opportunity, including hotel accommodations, mileage and tolls, parking, and meals, will be covered by the program.

If you have any questions, please contact Mr. Czapp or me in advance of the April 10<sup>th</sup> DSF meeting so that an appropriate response can be shared during the meeting. The Board will be asked to act on a recommendation for approval of the overnight conference at meeting, as seen with action items on the agenda.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Mr. Mark A. Czapp, Director of Business Operations  
Mrs. Melissa Freestone, Nutrition Services Manager

**DATE:** April 5, 2023

**SUBJECT:** Nutrition Services Update

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The Nutrition Services Department has continued to provide wholesome meals to our students. With the Governor's implementation of Universal Breakfast across the Commonwealth in October 2022, we have seen an increase in our Breakfast Program participation. Having *more* students fueled up before sitting down to begin their academic endeavors for the day is a huge accomplishment for the State of PA.

The following is provided as an overview of the Nutrition Services Budget proposed for the 2023-2024 school year, with a presentation and additional details tentative for inclusion on the May 8<sup>th</sup> Directors' Study Forum Agenda:

- Current Meal Prices
  - Breakfast - \$1.25/\$1.35
  - Lunch - \$2.30/\$2.55
- Current Free and Reduced Status (*40.5% districtwide, based upon current enrollment*)
  - Free - 1,471 students
  - Reduced - 94 students
- Current Balances of Students' Accounts
  - Negative - \$14,318.81
  - Positive - \$73,639.46

We are proposing a price increase of meals at a minimum of \$0.15. We will continue to monitor and adjust current/future HHFKA (Healthy Hunger Free Kids Act) changes as well as the required Meal Price Equity Tool and will include any such adjustments with the May presentation.

If you have any questions related to the Nutrition Services Budget preparation and/or process, free to contact Mr. Czapp or Mrs. Freestone.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Mr. Mark A. Czapp, Director of Business Operations

**DATE:** April 5, 2023

**SUBJECT:** Update / College Avenue Property

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In April 2021, the Board of School Directors approved a Purchase Agreement with the Spring Grove Borough to sell the vacant tract of land located at College Avenue, Spring Grove, through an agreement with the Borough for the purchase, contingent upon certain conditions. A copy of the final ratified agreement is attached.

In November 2022, the administration provided an update to the status of outlined conditions for the sale. The Board may recall that the Spring Grove Borough notified the District they were awarded the open space grant from DCNR. As of that memorandum, the next step was to complete the subdivision of the property, which has now been accomplished.

There is no action required by the Board as the District moves forward with plans for settlement of the property within sixty (60) days of the final approval by the Spring Grove Borough of the subdivision plan.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors' Curriculum Committee:  
Nicole Wilson (*Chair*), Karen Baum, Doug Stein, Dave Trettel

**CC:** Ben Ramsay, Mike Ritz, Rachel Rohrbaugh, Rodney Shearer, Doug White

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Dr. Steve Guadagnino, Assistant Superintendent

**DATE:** April 5, 2023

**SUBJECT:** 2023-2024 Proposed New/Revised Curricula

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In November 2022, the Board approved the following new courses for the 2023-2024 school year:

**Art**

- [Sculpture I](#) - new course (0.5 credit)

**Business**

- [Student Instructional Assistant Internship Program](#) - new course (0.5 credit)

**English Language Arts**

- [ELA - Kindergarten](#) – revised (curriculum cycle)
- [ELA - Grade 1](#) - revised (curriculum cycle)
- [ELA - Grade 2](#) - revised (curriculum cycle)
- [ELA - Grade 3](#) - revised (curriculum cycle)
- [ELA - Grade 4](#) - revised (curriculum cycle)
- [ELA - Grade 5](#) - revised (curriculum cycle)
- [ELA - Grade 6](#) - revised (curriculum cycle)
- [ELA - Grade 7](#) - revised (curriculum cycle)
- [ELA - Grade 8](#) - revised (curriculum cycle)
- [English 9](#) - revised (curriculum cycle)
- [College Prep English 9](#) - revised (curriculum cycle)
- [College Prep English 9 Honors](#) - revised (curriculum cycle)
- [English 10](#) - revised (curriculum cycle)
- [College Prep English 10](#) - revised (curriculum cycle)
- [College Prep English 10 Honors](#) - revised (curriculum cycle)
- [English 11](#) - revised (curriculum cycle)
- [College Prep English 11](#) - revised (curriculum cycle)
- [College Prep English 11 Honors](#) - revised (curriculum cycle)
- [AP English Literature and Composition](#) - revised (curriculum cycle)
- [English 12](#) - revised (curriculum cycle)
- [College Prep English 12](#) - revised (curriculum cycle)
- [English Composition I](#) - College in the High School - revised (curriculum cycle)

- [English Composition II](#) - College in the High School – revised (curriculum cycle)
- [Advanced Video Journalism I](#) - revised (curriculum cycle)
- [Advanced Video Journalism II](#) - revised (curriculum cycle)
- [Creative Writing I](#) - revised (curriculum cycle)
- [Creative Writing II](#) - revised (curriculum cycle)
- [Drama](#) - revised (curriculum cycle)
- [Journalism I](#) - revised (curriculum cycle)
- [Journalism II](#) - revised (curriculum cycle)
- [Journalism III](#) - revised (curriculum cycle)
- [SAT Preparation](#) - revised (curriculum cycle)

## **Math**

- [Mathematics and Sports](#) - new course (0.5 credit)

## **Science**

- [AP Physics C – Mechanics](#) - new course (1.5 credit)
- [Earth Science](#) - new course (1.0 credit)
- [Forensic Science](#) - new course (0.5 credit)
- [Introduction to Agriculture, Food, and Natural Resources](#) – new course (1.0 credit)
- [Science – Kindergarten](#) - revised (curriculum cycle)
- [Science – Grade 1](#) - revised (curriculum cycle)
- [Science – Grade 2](#) - revised (curriculum cycle)
- [Science – Grade 3](#) - revised (curriculum cycle)
- [Science – Grade 4](#) - revised (curriculum cycle)
- [Science – Grade 5](#) - revised (curriculum cycle)
- [Science – Grade 6](#) - revised (curriculum cycle)
- [Science – Grade 7](#) - revised (curriculum cycle)
- [Science – Grade 8](#) - revised (curriculum cycle)
- [Science 9](#) - revised & renamed (curriculum cycle)
- [Biology](#) - revised (curriculum cycle)
- [Biology Honors](#) - revised (curriculum cycle)
- [Physics](#) - revised & renamed (curriculum cycle)
- [Physics Honors](#) - revised (curriculum cycle)
- [Chemistry I](#) - revised (curriculum cycle)
- [Chemistry I Honors](#) - revised (curriculum cycle)
- [Environmental Science I](#) - revised & renamed (curriculum cycle)
- [Environmental Science II](#) - revised & renamed (curriculum cycle)
- [AP Biology](#) - revised (curriculum cycle)
- [AP Chemistry](#) - revised (curriculum cycle)
- [Human Anatomy and Physiology I](#) - revised (curriculum cycle)
- [Human Anatomy and Physiology II](#) - revised (curriculum cycle)
- [Organic Chemistry I](#) - revised (curriculum cycle)
- [Science Independent Study](#) - revised (curriculum cycle)
- [Science Lab Assistant](#) - revised (curriculum cycle)
- [Wildlife Studies](#) - revised (curriculum cycle)

## STEM

- [Aviation Capstone \(AOPA\)](#) - new course (0.5 credit)
- [Design and Fabrication I](#) - rewrite/rename
- [Design and Fabrication II](#) - rewrite/rename
- [Metal Fabrication I](#) - new course (0.5 credit)
- [Introduction to Small Engine Repair](#) - revised
- [Introduction to the Trades](#) - new course (0.5 credit)
- [Pre-flight Your Career \(AOPA\)](#) - new course (0.5 credit)
- [Electronics and Robotics I](#) - rewrite/rename
- [Electronics and Robotics II](#) - rewrite/rename
- [STEM Capstone](#) - new course (1.0 credit)
- [STEM Design and Fabrication](#) - new course (0.5 credit)
- [Woodworking I](#) - new course (0.5 credit)

During the adoption or revision of curricula in the district, each curriculum area has an assigned curriculum leader responsible to recruit writers and ultimately review each course's new or revised written curriculum before submitting to a building administrator for the next level of approval. After ensuring that the assigned curriculum is appropriate, the building administrator approves and forwards the curricula to the Assistant Superintendent for final review prior to presenting to the Board of School Directors for final review and recommendation of approval.

Board members have been given online access to review the above course curricula with April 10<sup>th</sup> Directors' Study Forum items. Supervising administrators are projected to be available at the scheduled May 8<sup>th</sup> discussion meeting to offer a BRIEF overview of the broad curricular area and/or specific course and to answer any questions. The Board will then be asked to consider approval of the proposed curriculum at the May 22<sup>nd</sup> voting meeting.

Thank you for your time and patience with this process. Feel free to contact Dr. Guadagnino or me with questions regarding this information.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors  
**FROM:** Dr. George W. Ioannidis, Superintendent  
**PREPARED BY:** Dr. Michelle Ludwig, Director of Pupil Services  
**DATE:** April 5, 2023  
**SUBJECT:** Proposed District Facility Dog

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**Background Information:**

A survey conducted in August 2021 by the American Psychological Association found that students reported being overwhelmed or depressed because of their high stress levels. Within the Spring Grove Area School District, many students struggle with mild to severe mental health concerns. While some students have been identified and are provided services within the school and community, many go unidentified or underserved. As a School District, we provide an environment that offers growth opportunities for the “whole child.” Creating a positive mental health environment where all students feel accepted, appreciated, acknowledged, and cared for in the school and in the community is among our top priorities and includes developing strategies to intervene and prevent occurrences related to traumatic events.

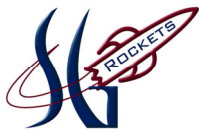
Studies have shown that animal-assisted interventions have improved mood, motivation, self-esteem, and physical and psychological wellbeing. The simple act of petting a dog can decrease levels of stress, help people feel less frightened and more secure, and divert attention away from anxieties. In 2021, and under the leadership of Karyn Brown, Director of Pupil Services, the District investigated the benefits of securing a District Facility Dog to provide another layer of positive mental health support to students (and staff).

District staff (Home and School Visitor, School Social Workers, High School Counselors) researched the steps necessary to acquire a full time Certified Facility Dog through United Disabilities Services Service Dogs (USD). This fully accredited member of Assistance Dogs International breeds dogs specifically for their optimal temperament to work with children in public settings and facilities where stress levels run high. Following a full review of USD’s program, Spring Grove Area School District applied to be placed on a waiting list to be contacted when a dog became available. The waiting list at that time was 18-20 months.

**Recommendation:**

A District Facility Dog would be utilized with staff and students to enhance mental wellness and provide support for those experiencing challenges such as anxiety, depression, and post-traumatic stress disorder (PTSD), to name a few. Exceptional children, such as those with a diagnosis of autism, emotional disturbances, and intellectual disabilities, will be aided through the interaction with the Facility Dog if/as they need. The goal is to lessen stress and anxiety during activities occurring during the school day. By decreasing anxiety, students can focus and engage in classes better, feel more comfortable to speak to counselors and teachers, and find comfort and connection within the school environment, resulting in a more positive school climate for all.

The proposal for a Facility Dog is included for discussion at the April 10<sup>th</sup> DSF, along with an initial draft of the policy to be associated with implementing the dog’s daily activities throughout the school year. Following review and discussion, the Board will be asked to consider approval of providing the services of a District Facility Dog within the Spring Grove Area School District, effective with the 2023-2024 school year. Should you have any questions related to this initiative, please contact Dr. Ludwig or me prior to the meeting so answers to your concerns can be shared out at the April 10<sup>th</sup> meeting. Thank you.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Dr. Michelle Ludwig, Director of Pupil Services  
Jeff Laux, Student Athletics Coordinator  
Ryan Lehman, Special Education Supervisor

**DATE:** April 5, 2023

**SUBJECT:** Proposal for Consideration of Unified Bocce Team

“Special Olympics is dedicated to promoting social inclusion through shared sports training and competition experiences. Unified Sports joins people with and without intellectual disabilities on the same team. It was inspired by a simple principle: *Training together and playing together is a quick path to friendship and understanding.*” ~ Special Olympics web-site:

<https://www.specialolympics.org/our-work/sports/unified-sports>

In 2019-20, with the support of the School Board, the district implemented a Unified Track Program at the high school. It was a successful season with more than 20 students participating. To continue to develop sports programs that are inclusive of all athletes, it is the administration’s recommendation to add a Unified Bocce Ball Program beginning with the 2023-2024 school year. The following information summarizes the responsibilities of Special Olympics and Spring Grove to collaborate in this proposed program:

**Special Olympics will provide:**

- \$1,000.00 per year to fund coach(es)
- Polos as the uniform
- Equipment – PVC pipe and connectors, bocce balls, cones, measuring equipment
- Coaches training

**SGASD will provide:**

- Transportation to away events
- Two officials for home events
- Personal Care Aides (PCA), as needed, and based upon a student athlete’s current Individualized Education Plan. (Pennsylvania Chapter 14 Special Education regulations require school districts to ensure that all students receive the same access to extracurricular activities.)
- \$1,800 to Special Olympics; fundraisers will be scheduled to cover this cost
- Field a minimum of 6-8 players per team; maximum of two teams, with a total of 12-16 students
- Host one home event out of the 3 competitions

The indoor bocce season runs concurrently with the PIAA winter season but includes a limited weekly practice schedule of 2x/week and a total of 3 regular season events. The 2023-2024 Unified Bocce Season has the following timeline:

- October 2023: Recruiting bocce team and beginning coaches training
- November 2023: Bocce practices begin, 2x week
- December – February 2024: Bocce practices continue/matches 2x week
- March 2024: Bocce State Championship

Following discussion at the Directors’ Study Forum on March 13, 2023, a request for the Board’s consideration to approve the program is tentative for inclusion with other action items at the March 27<sup>th</sup> Regular Voting Meeting. If you have any questions about this program, please contact me prior to the March 13<sup>th</sup> meeting so that your concerns may be addressed at the meeting.



Commonwealth University of Pennsylvania  
Memorandum of Understanding

**THIS AGREEMENT** is entered by and between Commonwealth University of Pennsylvania hereinafter referred to as “the University” and Spring Grove Area School District hereinafter referred to as “the District,” a public school district under the laws of the Commonwealth of Pennsylvania, “the Commonwealth.”

**WITNESSETH:**

**WHEREAS**, the University is a unit of higher learning of the State System of Higher Education of Pennsylvania; and

**WHEREAS**, the Legislature has determined by *Act 188 of 1982* that the primary mission of the State System of Higher Education of Pennsylvania is to provide high quality education at the lowest possible cost; and

**WHEREAS**, the mission of the State System of Higher Education is to provide undergraduate instruction, and opportunities for personal growth consistent with the legislated mission of the System; and

**WHEREAS**, certain students in the District may benefit from the opportunity to take classes offered by the University while enrolled in high school; and

**WHEREAS**, the University wishes to develop an Early College Program to recruit outstanding high school students to the University student body, and

**WHEREAS**, the District wishes to make certain undergraduate courses offered by the University available to the students of the District; and

**WHEREAS**, the District and the University desire to describe the features, purposes and mechanisms of the relationship by which the parties will establish a partnership in a collaborative arrangement; and

**WHEREAS**, this Agreement is intended to function as a collaborative agreement in accordance with said Board of Governors Policy 1999-02.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants contained herein, the parties hereto mutually agree and agree as follows:

**1. Term.** This Agreement shall be effective upon the review and approval of all the necessary party and Commonwealth officials and in effect as of the date of the last signature. The term of this agreement shall be for a total of three (3) years commencing upon the review and approval of all necessary party and Commonwealth officials. The agreement will be reviewed at the conclusion of each year, including the ability to suggest recommended changes that satisfy the interests of the District and the University. At the conclusion of the agreement's third year, the parties, at their mutual option, may extend this agreement for another subsequent period of time not to exceed five years.

**2. Academic Suitability.** The suitability of any course for the program will be determined by agreement between the District and the University on a course-by-course basis. The District will also determine, on a student-by-student basis, the suitability of a course for each of the District's students who wish to enroll in the course.

**3. Enrollment.** Students selected by the District for enrollment in an Early College Program course will be enrolled as non-degree students at the University. In order to aid the enrollment of the District's students, the District will provide, without cost to the University, the documentation necessary to the students' enrollment. This includes confirmation from the school counselor attesting to the academic preparedness of the student for college-level course(s). Each student will have to apply to the University for non-degree status.

**4. Semesters and Sessions.** Students selected by the District may enroll in online courses, hybrid or blended courses, and/or face-to-face courses under this agreement during both the academic year and the summer and winter sessions as non-degree University students. Enrollment is on a space-available basis.

**5. Regular Admission.** Early College students who are eligible for admission will be automatically reviewed and conditionally admitted to the University. Any other student from the District who wishes to become a fully matriculated undergraduate student upon graduation from high school must follow the normal application process. Students must meet admission criteria for Commonwealth University generally and for any admission criteria specific to the academic program the student is seeking to enroll in. Certain majors, including many in the health sciences, have additional admissions requirements. Tuition reductions described in paragraph 7 do not apply once a student enrolls in the University outside of this consortial arrangement.

**6. Transcription of Courses.** Courses offered under this agreement will be transcribed in the same manner as other courses offered by the University. Students may obtain official transcripts of their coursework from the Office of the Registrar.

**7. Fiscal Issues.** The University will offer courses to the District's students at a single, reduced rate for enrollment, inclusive of tuition and fees. Fees included in the rate exclude the usage of the Recreation Center and Student Health Centers on all campuses of Commonwealth University. The student will be responsible for the following fees:

- a) The reduced rate for the Early College / dual enrollment program will be \$115 per credit hour of instruction, which is limited to students of the District.
- b) University withdrawals will be handled under the University's refund policy.

**8. Class Size.** Certain minimum class size enrollment may restrict access to desired courses. The University reserves the right to set course enrollment size.

**9. Rights, Privileges, and Responsibilities.** Students registered as non-degree students at Commonwealth University under this agreement will have use of the library, and other academic resources. The Early College students will not have access to the Recreation Center or Student Health Center on any campus of Commonwealth University. All Commonwealth University policies and procedures, including, but not limited to, academic policies and student discipline policies shall apply.

**10. Family Educational Rights and Privacy Act.** All Parties shall agree to keep confidential all personally identifiable student information from educational records provided as set forth in the Family Educational Rights and Privacy Act and its implementing regulations, 34 CFR CH. 99 ("FERPA"). The following requirement shall apply:

- a) All data shared with the School District is considered confidential and cannot be disclosed or re-disclosed with any other third party, except as provided below:
  - i. The School District and University may exchange information on the student.
  - ii. Information on the student should only be shared within the School District entity by individuals who have a legitimate need to view the information to verify or audit the qualifications of the student to participate in this program at the University.
  - iii. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the University to the School District.
  - iv. The University may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
- b) For all other sharing purposes not described herein, the University will require students to sign a specific FERPA release.

**11. Nondiscrimination.** The University and District agree, in performing the obligations pursuant to this Agreement, to provide a safe academic and working environment free from discrimination and harassment. Discrimination, harassment and retaliation on the basis of protected status, including an individual's race, color, creed, ethnicity, ancestry, national origin, genetic information, sex, gender, sexual orientation, age, religion, marital status, veteran status, disability or physical ability, socioeconomic background, or other legally protected classification, are unlawful and strictly prohibited. The University and District acknowledge their respective obligations under Title IX of the Education Amendments of 1972 (hereinafter Title IX). The University and District warrant that they will comply with Title IX obligations concerning any participating high school student that files a complaint, or has a complaint filed against them, when said complaint falls within their respective education program or activity.

**11.12. Liability.** Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this agreement. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this agreement. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, the State System of Higher Education, or the University.

**12.13. Insurance.** As an agency of the Commonwealth, public university and state instrumentality, there is no statutory authority for the University to purchase insurance. Instead, the University participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services.

**13.14. Amendment.** This Agreement may be amended at any time upon the mutual written agreement of the parties hereto, with said amendments to be executed by the duly authorized representatives of the parties and with the same formality as this agreement.

**14.15. Termination.** This agreement may be terminated by either party upon 120 days

written notice. Said notice to the University shall be sent to the President. Said notice to the District shall be sent to the Superintendent of the District.

**15.16. Choice of Law.** This Agreement is executed pursuant to and shall be construed under the laws of the Commonwealth of Pennsylvania.

**16.17. Entire Agreement.** This is the entire Agreement between the parties hereto and supersedes all prior negotiations and oral understandings between the parties hereto.

**IN WITNESS WHEREOF**, the President of the University and the Superintendent of the District by their signatures do hereby put this agreement in force.

\_\_\_\_\_  
President, Commonwealth University of Pennsylvania

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost, Commonwealth University of Pennsylvania

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, School District

\_\_\_\_\_  
Date

**Approved as to Form and Legality:**

\_\_\_\_\_  
University Legal Counsel,  
Pennsylvania State System of Higher Education

\_\_\_\_\_  
Date



Spring Grove Area School District  
**Proposal for Major Trip**

AP #121  
Attachment

**TITLE of TRIP:** Odyssey of the Mind 2023 World Finals

**DESTINATION:** Michigan State University, Lansing MI (Staying on campus)

**PROPOSED TRIP DATES** (specify student instructional days missed):

Leaving on May 24<sup>th</sup>. The competition is May 24<sup>th</sup> - May 27<sup>th</sup>, 2023. We will return on May 28<sup>th</sup>, 2023.

**TRIP SUPERVISION:**

**Who will be in charge?** Sherry Stambaugh

**How many adults will be required to attend this trip to ensure safety and to act as chaperones?**

**District Staff:** 2 teachers: Sherry Stambaugh, Katherine Tackett; 1 school nurse to provide accommodations for a team member with medical requirements.

**Volunteers (district approved) Coaches:** Alissa Barshinger, Katie Richards, Nicole Marsh, Debbie Allison

**BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:**

Odyssey of the Mind is a STEAM based program, where teams create a solution to a complex problem that requires them to develop leadership skills, innovate, create, and explore science, history, and the arts. This program is truly the best example of Learning without Limits that I have found in my 25-year teaching career. Connecting with others and engaging in rigorous learning are an essential part of success in Odyssey of the Mind.

**Who will be eligible to attend this trip?** Two teams (13 students) qualified for the World Finals.

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

Students will leave SGAMS on Wednesday, May 24<sup>th</sup>, 2023, via chartered bus. We will eat lunch enroute to Michigan State University, Lansing, MI and arrive between 2-4pm. The students will compete in the Odyssey of the Mind World Final Competition between May 24<sup>th</sup> through May 27<sup>th</sup> in various events. Housing and meals will be included at on-campus dining halls and residence halls. After the competition and the awards ceremony, we will return to SGAMS, departing in the morning of May 28<sup>th</sup>, 2023.

Wednesday, May 24, 2023

6:00 AM - pick up team members at SGAMS

6:30 AM - depart from SGAMS, lunch enroute to Lansing, MI

4:30 PM - arrive at Michigan State University, Lansing MI

Wednesday May 24 - Saturday May 27, 2023

Students compete in various events, schedule to be determined

Sunday May 28<sup>th</sup>, 2023

8:00 AM Breakfast on campus

9:00 AM Depart from Michigan State University, Lansing MI, lunch enroute

6:00 PM Arrive SGAMS

**HEALTH / SAFETY:**

**What plan will be in place to address health and safety issues?** The school nurse will be sending a detailed list of any allergies or health concerns, as well as the school first aid kit. If a student becomes ill all necessary steps will be taken to address his/her needs.

**TRAVEL AGENCY CONTACT** *(if Agency is being used): n/a*

**COSTS:**

**Cost to Student:**

**\$0**

**Cost to finance trip / Methods to assist students:**

**\$11,200 Worlds fee/food/lodging while in Lansing**

**\$500 Food enroute for 13 students and 3 staff members**

**\$10,523 Transportation (Bailey Bus)**

**\$300 Required materials for opening ceremony at Worlds**

**\$22,523 Total**

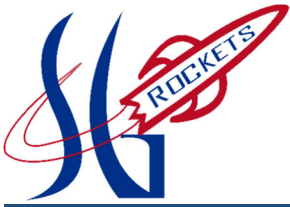
**\*\*Cost to District: Substitutes for Katherine Tackett and school nurse**

\*\*Mrs. Stambaugh applied for and was awarded the Ed Fund Grant for \$10,000 and has fundraised over \$7000 for Odyssey of the Mind; there are also funds budgeted for academic competitions at the Middle School.

**Chaperones:**

**\$0**

Negotiations for discounts on the Bailey Travel bus costs are ongoing. We hope this local business will see the value in collaborating with our team in this exciting adventure.



# SPRING GROVE AREA SCHOOL DISTRICT

Athletic Department  
1490 Roth's Church Road  
Spring Grove, PA 17362

www.sgasd.org  
(717) 225-4731 ext. 7501  
Fax: (717) 225-9328

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**TO:** Dr. George Ioannidis, Superintendent of Schools, and the Spring Grove Area Board of Directors  
**FROM:** Jeff J. Laux, CAA, Student Athletic Coordinator  
**RE:** 2022-2023 Winter Sports Summary  
**DATE:** April 5, 2022

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## **Girls' Basketball: Overall Varsity Record 6-16 (11 team members)**

Individual Honors:

Leah Kale – Division 1 Co-Player of the Year (YAIAA Division 1)  
Kacie Boyer – Honorable Mention (YAIAA Division 1)

Leah Kale scored her 1000<sup>th</sup> point and finished with 1086 points.

Video of 1000<sup>th</sup> point here: [https://twitter.com/SGASD\\_Athletics/status/1615870436021084160](https://twitter.com/SGASD_Athletics/status/1615870436021084160)

Leah Kale will also participate in the YAIAA Girls Basketball All-Star Game.

Team achievements:

The girls' basketball team went through a transition year with Coach Osborne coming back to her alma mater to take over the program. The girls worked hard and earned respect all year from their opponents. They kept a positive attitude throughout the year.

## **Boys' Basketball: Overall Varsity Record 7-15 (20 team members)**

Individual honors:

Ethan Glass – 2<sup>nd</sup> Team All-Star (YAIAA Division 1)  
Avin Myers – 2<sup>nd</sup> Team All-Star (YAIAA Division 1)

Ethan Glass was also invited to participate in the Central Penn All-Stars vs Penn All-Stars basketball game at Steel-High.

Team honors and achievements:

The boys also worked hard throughout a growth year. With only one senior on the team, a lot of younger players gained valuable experience this year. It will be exciting to watch this group continue to grow.

## **Wrestling: Overall Boys Varsity Record 14-5 (30 male members, 21 female members \*\*10 HS Female members\*\*)**

Individual honors:

13 wrestlers competed in the sectional tournament.

The following are wrestlers who qualified for the District 3 Wrestling Tournament and their place of finish in the Sectional Wrestling Tournament:

Tanner Grim – 3 <sup>rd</sup>	Jarod Baker – 4 <sup>th</sup>	Connor Grubb – 5 <sup>th</sup>	Michael Hershey – 1 <sup>st</sup>
Levi Snyder – 1 <sup>st</sup>	Chase Amspacher – 2 <sup>nd</sup>	Teague Conover – 1 <sup>st</sup>	

Teague Conover finished 4<sup>th</sup> and Michael Hershey finished 3<sup>rd</sup> in the District III Tournament and qualified for the PIAA State Tournament.

Michael Hershey brought home a State Medal to Spring Grove by finishing 7<sup>th</sup> in the PIAA State Tournament!!!

Team honors and achievements:

The team took home the YAIAA Division I Championship and finished 9<sup>th</sup> in the District III Power Rankings. They took on Elizabethtown in the opening round of Team Districts and won 52-16, but then fell to eventual District Champion Central Dauphin 52-15 in the quarterfinals. Then they took on Conestoga Valley in the first round of consolation bracket winning a thrilling match 34-32, but bowed out of the tournament with a 36-25 loss to Wilson in the next round.

### **Girls Wrestling:**

There were no "Dual Meets" for Girls wrestling this year as most of the matches consisted of HS and JH matches. The JH Girls took 3<sup>rd</sup> Place at the Ralph Hartlaub out of 18 teams and 3<sup>rd</sup> at the Lebanon tournament out of 27 teams.

We have one Girl Wrestler continuing in college after this year. Lexie Bastress will continue at York College.

Kaylee Moore – 3<sup>rd</sup> at Governor Mifflin Tournament & 2<sup>nd</sup> at Penn Manor Tournament

Mallory Stetter – 3<sup>rd</sup> at Governor Mifflin Tournament & 3<sup>rd</sup> at Lebanon Tournament

Skyler Sudik – 4<sup>th</sup> at Cumberland Valley Tournament & 2<sup>nd</sup> at Governor Mifflin Tournament

Felicity Davis -3<sup>rd</sup> at Governor Mifflin Tournament, 3<sup>rd</sup> at Lebanon Tournament, & 4<sup>th</sup> at Penn Manor Tournament

Chloe Noel – 3<sup>rd</sup> at Penn Manor Tournament

### **Swimming and Diving: Overall Varsity Record Boys' 1-7 & Girls' 3-5 (25 team members)**

Individual honors:

The following individuals qualified for the District III Swimming and Diving Championship:

Madison Bortner – 200 & 500 Freestyle

Sarah Czapp – 50 & 100 Freestyle

Girls 400 Freestyle Relay (Sarah Czapp, Alexia Calugar, Madison Bortner, Emma Sheridan)

Sean Henning, Brady Hoopes, & Cora Keener – Diving

Cora Keener finished 2<sup>nd</sup> in the PIAA District III Diving Championship and qualified for the PIAA State Diving Championship at Bucknell University!!!

Cora finished in 15<sup>th</sup> place with a score of 180.65 at the PIAA State Diving Championship.

### **Bowling: Overall Varsity Record Boys' 12-3 & Girls' 7-5 (36 team members)**

Individual honors:

- Blayze Denny was named to the All-Star team at the East Regional Tournament.
- Blayze Denny and Victoria Cooper both competed in the individual District III Bowling Championships
  - o Blayze Denny finished 5<sup>th</sup>
- Blayze Denny, Tori Cooper, Brayden Wagman, Jaxon Kohler, Myles Garland each competed in the Singles tournament at the PA Eastern Regional Tournament.
- Blayze Denny bowled a perfect 300 Game vs Central York on January 10<sup>th</sup>.
  - o Video: [https://twitter.com/SGASD\\_Athletics/status/1612933136047915012](https://twitter.com/SGASD_Athletics/status/1612933136047915012)

Team honors and achievements:

The team finished as Co-Champs with Central York for a second straight year in the YAIAA Bowling league. From there they went on to compete at the PA State East Regional Tournament finishing 21<sup>st</sup>





Book	Policy Manual
Section	700 Property
Title	Facility Dogs
Code	719 - PROPOSED NEW POLICY
Status	DRAFT - Under Construction
Last Reviewed	April 10, 2023

### **Purpose**

Facility dogs can provide support to students' wellbeing. The Board adopts this policy to help facilitate a positive, supportive school environment. For purposes of this policy, the District shall own the facility dog; the handler and/or co-handler shall assume ownership duties and responsibilities as outlined in the . [1]

### **Definitions**

**Facility dog:** A dog specially trained and directed by qualified staff within a designated facility which utilizes the dog's special skills and training to meet the needs of an organization. A facility dog has been certified by an accredited assistance dog organization and is not synonymous with a service animal, guide animal, or therapy animal. [1][2]

A facility dog is trained to model good behavior, tolerance, and acceptance around persons and, when introduced to a school environment, can perform functions that support and positively influence students.

**Handler:** The handler is a designated school employee or volunteer who has successfully completed training and certification through an accredited assistance dog organization and shall be fully responsible for the supervision, care, custody, and control of the facility dog at all times when the facility dog is on school grounds or a school activity of District. Feeding and care of the facility dog is the handler's sole responsibility.

The District assumes ownership of the facility dog. However, the District shall not be responsible to pay the handler for the time spent tending to the facility dog's needs for food, water, grooming, health care, and other daily needs. The District shall not be responsible to pay for the costs associated with feeding and veterinary care for the facility dog. [1]

**Co-handlers:** Co-handlers are secondary handlers who may be assigned care, oversight, and supervision of a facility dog, pursuant to an established training procedure.[1]

### **Authority**

The Board will permit a facility dog to be used in district buildings, on district property, and in vehicles that are owned, leased or controlled by the school district, upon request and approval of the Superintendent or their designee.

The School Nurse shall notify the handler of any student and staff health-related concerns. The facility dog will be restricted and/or removed from any location in which aversion or allergies are known/made known.

### **Training**

A facility dog shall maintain a high level of training in order to maintain its behavior and skills. Co-handlers shall undergo training, in some cases (depending on the agency from which the facility dog was obtained) pass an examination, and continue to work with the facility dog on its training, on an ongoing basis.

### **Supervision**

A facility dog shall be supervised by the handler or a co-handler when in the school building or outside of the school building at all times. The facility dog must remain with, be under the direct supervision and control of its handler or co-handler at all times. Transportation

Facility dogs are not allowed on school buses or any other District transportation without explicit approval of the Superintendent or designee.[4]

### Requirements

Prior to the introduction of any facility dog to a school community, notification shall be sent to all staff and families of students in each building where the facility dog may be requested to frequent. (5)

For each facility dog, and for each school year a facility dog is placed in a District school, the District shall ensure that the assigned handler or a co-handler has submitted the following to be retained on file in the Office of the Superintendent or his/her designee:

1. Proof of certification/necessary training, including a copy of the Public Access certificate of completion; and a copy of the annual facility dog Compliance Test.
2. Proof of insurance. The handler must maintain liability insurance for the facility dog and co- handlers.
3. A dog or similar license (as required by or available from the municipality). Proof of the necessary training for the handler.
4. Dates, method, and participants for sharing any guidelines and procedures with staff and students regarding the facility dog (minimum of once a year). The guidelines and procedures shall address responses and approaches to accommodating students and/or building staff with allergies and/or fears of dogs.
5. A "plan of the care" for the facility dog, in terms of when each co-handler will be responsible for the facility dog. The "plan of care," which must be approved by the building administration and the Superintendent, or designee, must include procedures for when a scheduled co-handler is not able to perform their co-handler responsibilities because of the needs of their role as an employee.
6. Any other documentation the Superintendent, or designee, deems appropriate.

The handler shall provide a record of vaccinations, signed by a veterinarian. These health records shall be kept on file at the District by the Superintendent or his/her Designee.

The health records shall minimally include the following, in addition to any treatments recommended by the facility dog's veterinarian:

1. Annual comprehensive wormer or fecal check for worms; examination for external parasite control; Bordatella vaccination; and
2. Rabies and five-way parvo/distemper (DHPP) every three years, except that a dog receiving rabies and parvo vaccination in the facility dog's first year shall receive a follow-up vaccine in the dog's second year, with vaccinations every three years thereafter.[6]

The handler shall give the facility dog preventative parasite (fleas and ticks) control and heart worm medication year-round.

To the extent not immune under applicable law, the District will assume liability for personal injury caused by, or related to the presence of the facility dog, while on District premises, provided all of the procedures in this policy were followed. The District shall ensure that the District's insurance covers:

1. Such liability for personal injury liability with an amount of coverage not less than One-Million Dollars (\$1,000,000)
2. Prior to approving a facility dog, the District shall ensure that the District's insurance will cover the facility dog's particular breed of dog.

### Delegation of Responsibility

The Superintendent, building administration, or designee retain sole discretion to approve the presence of any facility dog and to limit the number of facility dogs present at any time.

The Superintendent shall develop Administrative Regulations for the implementation of this policy to ensure the safety of the facility dog and all staff, students, district residents, visitors on premises.

The facility dog will be housed at a designated school building. Ultimate responsibility for meeting the facility dog's needs for safety, care, companionship, exercise, health, and training must reside with the handler (or co-handler). While joint *supervision* of the facility dog among qualified staff members is permissible, joint ownership is not. The District owns the facility dog; the handler assumes ownership duties. [1]

#### Exclusions

A facility dog may be excluded at the discretion of the Superintendent, building administration, or designee for any reason, including but not limited to the following:

1. The Superintendent, building administration, or designee believe, in their sole discretion, that the co-handler does not have control of the facility dog.
2. The presence of the facility dog significantly interferes with the education process. The facility dog is not housebroken or shows signs of illness.
3. The presence of the facility dog poses a direct threat to the health and safety of others.

#### Complaints or Concerns

Issues or concerns related to facility dogs should be taken seriously and dealt with promptly to maintain a safe environment for students, staff, and visitors.

Below are guidelines for addressing complaints or issues [7]:

All issues or concerns should be reported immediately. Students should report issues or concerns to a staff member.

Staff members should report issues or concerns, including those reported to them, to the building administration, or designee.

The building administration should be informed of all reported issues or concerns.

All issues or concerns must be reported to, and documented by, the Superintendent, or designee. It is the responsibility of the building administration to ensure appropriate actions are taken to address substantiated issues or concerns.

Decisions or actions by the building administration may be appealed to the Superintendent or designee.



Book	Policy Manual
Section	800 Operations
Title	Electronic Data Storage - PROPOSED NEW POLICY
Code	831.1
Status	DRAFT - Under Construction
Last Reviewed	April 10, 2023

### **Purpose**

The Board is committed to the secure management of the district's electronic data to ensure the confidentiality, integrity, and the availability of the data for all district users.

### **Authority**

#### Scope

The electronic data storage policy set forth herein applies to all employees of the school district and applies to all electronic records that are made or received in the transaction of the school district or in the operations of the school district.

#### Definitions

**Sensitive Electronic Data** – electronic data stored by the District that includes student records, employee records, financial records, and any other confidential or sensitive information.

**Transitory Electronic Data** – temporary electronic data not regularly stored by the District including, but not limited to, website cookie data, social media posts, live chat, deleted messages, and video surveillance that has not been purposefully saved.

**Personal Information** - An individual's first name or first initial and last name in combination with and linked to any one or more of the following data elements when the data elements are not encrypted or redacted:

- (i) Social Security number.
- (ii) Driver's license number or a State identification card number issued in lieu of a driver's license.
- (iii) 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.
- (iv) Medical information.
- (v) Health insurance information.
- (vi) A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.

#### Data Security Controls

The Superintendent, or their designee, shall utilize appropriate technical controls including firewalls, virus/malware detection, network access controls, user access controls, intrusion detection systems, encryption, and/or regular software updates to maintain the integrity and security of all of the District's electronic data.

#### Access Controls

Sensitive electronic data shall be accessible to individual users on a need-to-know basis only. The Superintendent, or their designee, shall ensure that technical controls are utilized to effectively restrict access to sensitive electronic data to individuals with a legitimate educational or operational purpose to access such data.

#### Backups

The Superintendent, or their designee, shall ensure that the District maintains regular and up-to-date backups of all sensitive electronic data, and that such back-ups are stored either offline or are sent to secure off-site storage.

#### Vendors

The District may engage vendors who will have access to sensitive electronic data. In such cases, the Superintendent, or their designees, shall ensure that the vendor is required to adhere to the same data security standards as outlined in this policy, and shall ensure the appropriate provisions in the vendor contract to ensure compliance.

#### Data Storage

Sensitive electronic data may only be stored in secure storage approved by the District. The Director of Technology shall maintain a list of approved storage options for sensitive electronic data and shall disseminate such list at least annually to all staff and administrators.

#### Retention

Sensitive electronic data shall be retained in accordance with the District's record retention policy and record retention schedule. Transitory electronic data shall only be maintained as delineated in the record retention schedule. [Policy 831]

#### Personal E-mail

Personal e-mail accounts (accounts not issued by the District) shall not be used to transmit the District's sensitive electronic data in any way (including e-mailing files to/from one's own District e-mail account).

#### Personal Electronic Devices

Employees should exercise caution, and utilize appropriate security measures such as password protection on their personal electronic device, to prevent any unauthorized access to sensitive electronic data. In no case shall employees store sensitive electronic data locally on the hard drive or internal memory of the employee's personal electronic device.

#### Data Breach

Any actual or suspected data breach (including unauthorized access to sensitive electronic data or exceeding one's authorization to electronic data) must be immediately reported to the Director of Technology.

Any data breach that results in unauthorized access to unredacted and unencrypted personal information shall be immediately reported to the Superintendent. The Superintendent, or their designee shall follow the notification procedures required by the Breach of Personal Information Notification Act.

#### Risk Assessments

The Director of Technology shall conduct regular vulnerability and risk assessments to monitor compliance with this policy.

#### Penalties for Violations

Violations of this policy, other Board policies, administrative regulations, and/or state or federal laws, including unauthorized access to sensitive electronic data, will result in discipline, up to and including dismissal. If appropriate, referrals will be made to law enforcement officials.

#### Development of Administrative Guidelines

The Superintendent or their designee may develop administrative guidelines to implement this policy and shall delegate to their designee(s) the right to enforce this policy. . The Superintendent shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the school district website, or other reasonable means.