

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Disbursements (Fund 10) – February 2024

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
<b>Check Disbursements</b>					
21ST CENTURY CYBER CHARTER SCHOOL	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$3,270.80
A.W. BEATTIE CAREER CENTER	1013900003912290	VOC ED-HS-TVPRD	564	TUITION-VOCATIONAL ED	\$137,965.92
ABC TRANSIT INC.	1032500002910552	ATH-DMS-B-XCNTRY	513	CONTRACTED TRANSPORTATION	\$348.60
ABC TRANSIT INC.	1032500002910575	ATH-DMS-WRESTLING	513	CONTRACTED TRANSPORTATION	\$639.00
ABC TRANSIT INC.	1032500002310551	ATH-GR7-B-BSKT	513	CONTRACTED TRANSPORTATION	\$606.00
ABC TRANSIT INC.	1032500002310564	ATH-GR7-G-BSKT	513	CONTRACTED TRANSPORTATION	\$639.00
ABC TRANSIT INC.	1032500002410551	ATH-GR8-B-BSKT	513	CONTRACTED TRANSPORTATION	\$606.00
ABC TRANSIT INC.	1032500002410564	ATH-GR8-G-BSKT	513	CONTRACTED TRANSPORTATION	\$639.00
ABC TRANSIT INC.	1032500003312551	ATH-GR9-B-BSKT	513	CONTRACTED TRANSPORTATION	\$586.84
ABC TRANSIT INC.	1032500003312560	ATH-GR9-BASE	513	CONTRACTED TRANSPORTATION	\$293.42
ABC TRANSIT INC.	1032500003912573	ATH-HS-GYMNSTCS	513	CONTRACTED TRANSPORTATION	\$534.00
ABC TRANSIT INC.	1032500003412551	ATH-JV-B-BSKT	513	CONTRACTED TRANSPORTATION	\$411.00
ABC TRANSIT INC.	1032500003412564	ATH-JV-G-BSKT	513	CONTRACTED TRANSPORTATION	\$504.00
ABC TRANSIT INC.	1032500003912551	ATH-VAR-B-BSKT	513	CONTRACTED TRANSPORTATION	\$411.00
ABC TRANSIT INC.	1032500003912576	ATH-VAR-B-INDTRK	513	CONTRACTED TRANSPORTATION	\$1,259.40
ABC TRANSIT INC.	1032500003912555	ATH-VAR-B-SWIM	513	CONTRACTED TRANSPORTATION	\$414.00
ABC TRANSIT INC.	1032500003912561	ATH-VAR-CHEER	513	CONTRACTED TRANSPORTATION	\$936.00
ABC TRANSIT INC.	1032500003912564	ATH-VAR-G-BSKT	513	CONTRACTED TRANSPORTATION	\$282.00
ABC TRANSIT INC.	1032500003912577	ATH-VAR-G-INDTRK	513	CONTRACTED TRANSPORTATION	\$1,259.40
ABC TRANSIT INC.	1032500003912568	ATH-VAR-G-SWIM	513	CONTRACTED TRANSPORTATION	\$414.00
ABC TRANSIT INC.	1032500003912578	ATH-VAR-G-WRESTLING	513	CONTRACTED TRANSPORTATION	\$372.00
ABC TRANSIT INC.	1032500003912575	ATH-VAR-WRESTLING	513	CONTRACTED TRANSPORTATION	\$1,385.20
ABC TRANSIT INC.	1021200003912000	GUIDANCE-HS	513	CONTRACTED TRANSPORTATION	\$222.00
ABC TRANSIT INC.	1012110003900310	LIFE SKIL-SEC-SPED	513	CONTRACTED TRANSPORTATION	\$288.75
ABC TRANSIT INC.	1011100002910000	REG ED-DMS	513	CONTRACTED TRANSPORTATION	\$942.00
ABC TRANSIT INC.	1011100001900000	REG ED-EL	513	CONTRACTED TRANSPORTATION	\$4,716.25
ABC TRANSIT INC.	1011100003912121	REG ED-HS-MUSIC	513	CONTRACTED TRANSPORTATION	\$930.00
ABC TRANSIT INC.	1011100001907000	REG ED-KR	513	CONTRACTED TRANSPORTATION	\$444.00
ABC TRANSIT INC.	1011100001904000	REG ED-OH	513	CONTRACTED TRANSPORTATION	\$246.00
ABC TRANSIT INC.	1032101583912310	STDT ACT-UNFDSPT-HS-SPED	513	CONTRACTED TRANSPORTATION	\$678.00
ABC TRANSIT INC.	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$315,901.38
ABC TRANSIT INC.	1027200003914000	STU TRANS-AW BEATTIE	513	CONTRACTED TRANSPORTATION	\$10,059.58
ABC TRANSIT INC.	1027200000000310	STU TRANS-SPED	513	CONTRACTED TRANSPORTATION	\$98,642.05
ABC TRANSIT INC.	1032100002910510	STUD ACT-DMS-ACTIV	513	CONTRACTED TRANSPORTATION	\$2,887.50
ABC TRANSIT INC.	1032100002910550	STUD ACT-DMS-ATHLE	513	CONTRACTED TRANSPORTATION	\$3,801.87
ABC TRANSIT INC.	1032100003912510	STUD ACT-HS-ACTIV	513	CONTRACTED TRANSPORTATION	\$3,685.00
ABC TRANSIT INC.	1032100003912550	STUD ACT-HS-ATHLE	513	CONTRACTED TRANSPORTATION	\$3,801.88
ABC TRANSIT INC.	1012908913912310	OTHR SPT-ACCS-HS-SPED	444	RENTAL OF VEHICLES	\$1,797.00
ACHIEVEMENT HOUSE CYBER CHARTER SCH	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.61
ACHIEVEMENT HOUSE CYBER CHARTER SCH	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$1,694.28
ADD-EDUCATION INC	1012410001900310	LRN SPT-EL-SPED	329	PROF EDUCATIONAL SERVICES	\$27,685.15
ADVANCED MACHINE & SYSTEM TECHNOLOG	1025110000000000	BUSINESS	432	REPAIR OF EQUIPMENT	\$588.15
AEC GROUP LLC.	1021240000000000	INFO SRV	766	CAP REPLACE TECH EQUIP	\$50,432.70
AEC GROUP LLC.	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$57,901.90
AGORA CYBER CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
AGORA CYBER CHARTER SCHOOL	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$3,388.56
	1000001501904000	REV-COLLG-OH	R6740	FEES COLLECT FROM STUD	\$16.00
ALAN CHEN	1022400000000000	COMP ASST	580	TRAVEL	\$129.59
ALBERT F. KAAN	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$2,769.60
ALLEGHENY INTERMEDIATE UNIT	1012900003912310	OTHR SPT-HS-SPED	322	AIU SERVICES	\$585.19
ALLEGHENY INTERMEDIATE UNIT	1011100003912153	REG ED-HS-ESL	322	AIU SERVICES	\$264.10
ALLEGHENY INTERMEDIATE UNIT	1022713901900000	STF DV CRT INST-PASMRT-EL	329	PROF EDUCATIONAL SERVICES	\$25,000.00
ALLEGHENY REFRIGERATION	1032500002910000	ATHLETIC-DMS	762	CAP REPLACE EQUIP	\$6,213.00
ALLEGIANCE STAFFING	1026200002910000	OPER MNT-DMS	329	PROF EDUCATIONAL SERVICES	\$1,461.60
ALLEGIANCE STAFFING	1026200003912000	OPER MNT-HS	329	PROF EDUCATIONAL SERVICES	\$872.90
AMCA SYSTEMS LLC	1025110000000000	BUSINESS	329	PROF EDUCATIONAL SERVICES	\$1,016.75
AMERICAN RED CROSS TRAINING SERVICE	1023800003912000	PRINC SRV-HS	810	DUES & FEES	\$280.00
AMERICAN TIME & SIGNAL COMPANY	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$612.61
ANDREW RICHARD BUCHERT	1000000140000000	REV-INDNA	R6111	CURRENT REAL ESTATE TAXES	\$672.61
ANDREW RICHARD BUCHERT	1051300000000000	PRIOR YR	880	REFUNDS PRIOR YRS RECPTS	\$662.67
ANDREWS AND PRICE	1023500000000000	LEGAL SRV	330	PROFESSIONAL SERVICES	\$1,221.00
ANDREWS AND PRICE	1023500000000310	LEGAL SRV-SPED	330	PROFESSIONAL SERVICES	\$378.00
APPLE INC.	1028180000000000	SYS TECH	766	CAP REPLACE TECH EQUIP	\$2,929.00
ASHLEY LYNN CONSTANTINE-HARRIS	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$24.69
AVANT ASSESSMENT	1011100001900162	REG ED-EL-SPAN IMM	610	GENERAL SUPPLIES	\$522.90

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
B & R POOLS	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$290.00
B & R POOLS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$145.00
BAKER SERVICES INC	1032500003912000	ATHLETIC-HS	432	REPAIR OF EQUIPMENT	\$674.90
BEAVER AREA SCHOOL DISTRICT	1032500003912555	ATH-VAR-B-SWIM	810	DUES & FEES	\$30.00
BEAVER AREA SCHOOL DISTRICT	1032500003912568	ATH-VAR-G-SWIM	810	DUES & FEES	\$30.00
BENJAMIN D. BLISS	1011100003912121	REG ED-HS-MUSIC	329	PROF EDUCATIONAL SERVICES	\$1,500.00
BERKS COUNTY INTERMEDIATE UNIT	1023300000000000	TAX SRV	658	TECH SUPPLIES	\$4,940.00
BLICK ART MATERIALS	1011100002910122	REG ED-DMS-ART	610	GENERAL SUPPLIES	\$1,440.64
BLICK ART MATERIALS	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$149.15
BOROUGH OF SHARPSBURG	1000000160000000	REV-SHARP	R6111	CURRENT REAL ESTATE TAXES	\$382.89
BOROUGH OF SHARPSBURG	1033000000000000	COMM SRV	390	OTHER PROF SERVICES	\$14,182.35
BROOKE HIGH SCHOOL ATHLETICS	1032500003912575	ATH-VAR-WRESTLING	810	DUES & FEES	\$275.00
BUTLER AREA SCHOOL DISTRICT	1032500003912558	ATH-VAR-B-TRCK	810	DUES & FEES	\$275.00
BUTLER AREA SCHOOL DISTRICT	1032500003912571	ATH-VAR-G-TRCK	810	DUES & FEES	\$275.00
CANON-MCMILLAN SCHOOL DISTRICT	1012900003900310	OTHR SPT-SEC-SPED	561	TUITION TO OTHER LEA IN P	\$2,947.40
CANZIAN/JOHNSTON & ASSOCIATES LLC	1046009902910000	CONSTRUC-ARP-DMS	330	PROFESSIONAL SERVICES	\$925.00
CCIU	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$175.00
CENTURY SPORTS	1032500003412563	ATH-JV-FBALL	752	CAP NEW EQUIP	\$2,702.24
CENTURY SPORTS	1032500003912563	ATH-VAR-FBALL	752	CAP NEW EQUIP	\$2,702.24
CENTURY SPORTS	1032500002310563	ATH-GR7-FBALL	610	GENERAL SUPPLIES	\$4,031.62
CENTURY SPORTS	1032500002410563	ATH-GR8-FBALL	610	GENERAL SUPPLIES	\$4,031.66
CENTURY SPORTS	1032500003412551	ATH-JV-B-BSKT	610	GENERAL SUPPLIES	\$351.72
CENTURY SPORTS	1032500003412563	ATH-JV-FBALL	610	GENERAL SUPPLIES	\$7,304.62
CENTURY SPORTS	1032500003412572	ATH-JV-G-VOLY	610	GENERAL SUPPLIES	\$17.15
CENTURY SPORTS	1032500003912551	ATH-VAR-B-BSKT	610	GENERAL SUPPLIES	\$351.73
CENTURY SPORTS	1032500003912563	ATH-VAR-FBALL	610	GENERAL SUPPLIES	\$7,304.63
CENTURY SPORTS	1032500003912562	ATH-VAR-FLD HCKY	610	GENERAL SUPPLIES	\$279.28
CENTURY SPORTS	1032500003912572	ATH-VAR-G-VOLY	610	GENERAL SUPPLIES	\$17.16
CHILDREN'S INSTITUTE	1012900002900310	OTHR SPT-MS-SPED	567	TUITION-APS	\$6,835.50
CITY CHARTER HIGH SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$5,184.93
COMDOC INC.	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$3,686.73
COMMONWEALTH CHARTER ACADEMY	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
COMMONWEALTH CHARTER ACADEMY	1012900002900310	OTHR SPT-MS-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
COMMONWEALTH CHARTER ACADEMY	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$1,694.28
CONVERGINT TECHNOLOGIES LLC	1026600000000000	SECURITY	756	CAP NEW TECH EQUIP	\$8,271.33
COUSIN'S CONCERT ATTIRE	1011100003912121	REG ED-HS-MUSIC	762	CAP REPLACE EQUIP	\$3,000.00
CTI WATER TREATMENT SOLUTIONS	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$150.00
CTI WATER TREATMENT SOLUTIONS	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$150.00
CTI WATER TREATMENT SOLUTIONS	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$150.00
CTI WATER TREATMENT SOLUTIONS	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$150.00
CTI WATER TREATMENT SOLUTIONS	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$150.00
CTI WATER TREATMENT SOLUTIONS	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$150.00
DAGOSTINO ELECTRONIC SERVICES, INC.	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$576.00
DANA LYNNE SIMILE	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$162.54
DEMCO INC.	1022500001908000	LIBR SRV-HW	610	GENERAL SUPPLIES	\$118.30
DENNIS MICHAEL ADAMS	1028180000000000	SYS TECH	432	REPAIR OF EQUIPMENT	\$948.00
DENNIS MICHAEL ADAMS	1028180000000000	SYS TECH	438	REPAIR OF TECH EQUIP	\$988.00
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210002910310	HEAR SPT-DMS-SPED	329	PROF EDUCATIONAL SERVICES	\$940.73
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210003912310	HEAR SPT-HS-SPED	329	PROF EDUCATIONAL SERVICES	\$191.35
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210001904310	HEAR SPT-OH-SPED	329	PROF EDUCATIONAL SERVICES	\$2,920.87
DESANTIS SOLUTIONS	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$285.73
DESANTIS SOLUTIONS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$589.91
DESANTIS SOLUTIONS	1026200001907000	OPER MNT-KR	610	GENERAL SUPPLIES	\$569.18
DOBIL LABORATORIES INC.	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$540.00
DQE COMMUNICATIONS	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,262.50
DUQUESNE LIGHT COMPANY	1026200002910000	OPER MNT-DMS	622	ELECTRICITY	\$9,401.66
DUQUESNE LIGHT COMPANY	1026200003912000	OPER MNT-HS	622	ELECTRICITY	\$29,152.39
DUQUESNE LIGHT COMPANY	1026200001908000	OPER MNT-HW	622	ELECTRICITY	\$12,818.31
DUQUESNE LIGHT COMPANY	1026200001907000	OPER MNT-KR	622	ELECTRICITY	\$6,063.18
DUQUESNE LIGHT COMPANY	1026200001904000	OPER MNT-OH	622	ELECTRICITY	\$9,400.22
EFCC ACQUISITION CORP.	1012110001900310	LIFE SKIL-EL-SPED	330	PROFESSIONAL SERVICES	\$7,108.75
EMILY RAE SUCHEVICH	1022710001904000	STF DV INST CRT-OH	240	TUITION REIMBURSEMENT	\$3,096.00
ENTEK SYSTEMS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$417.52
EQ SOUND	1022200003912000	AV SRV-HS	432	REPAIR OF EQUIPMENT	\$1,432.43
EQUIPARTS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$443.05
EQUIPARTS	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$177.09

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
EQUIPARTS	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$90.31
ERIK H THOMAS	1023900000000000	OTH ADMIN	299	ALL OTHER EMP BENEFITS	\$110.25
FCASD CAFETERIA FUND	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$158.60
FCASD CAFETERIA FUND	1023100000000000	BOARD SRV	635	MEALS/REFRESHMENTS	\$125.50
FCASD CAFETERIA FUND	1025110000000000	BUSINESS	635	MEALS/REFRESHMENTS	\$15.00
FCASD CAFETERIA FUND	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$427.25
FCASD CAFETERIA FUND	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$582.50
FCASD CAFETERIA FUND	1022711410000000	STF DV INST CRT-PTA	635	MEALS/REFRESHMENTS	\$1,021.05
FCASD CAFETERIA FUND	1023600000000000	SUPERINT	635	MEALS/REFRESHMENTS	\$444.00
FINITURA INC	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$2,755.60
FISHMAN FLOORING SOLUTIONS	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$63.52
FLINN SCIENTIFIC INC.	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$29.61
FOLLETT CONTENT SOLUTIONS, LLC	1022500001905000	LIBR SRV-FV	640	BOOKS	\$20.26
FOLLETT CONTENT SOLUTIONS, LLC	1022500001907000	LIBR SRV-KR	640	BOOKS	\$1,183.59
FOLLETT CONTENT SOLUTIONS, LLC	1022500001904000	LIBR SRV-OH	640	BOOKS	\$2,487.34
FOX CHAPEL AUTHORITY	1026200003912000	OPER MNT-HS	424	WATER	\$29,665.48
FOX CHAPEL AUTHORITY	1026200001904000	OPER MNT-OH	424	WATER	\$6,799.76
FRIDAY MARKETING GROUP	1023700000000000	COMM REL	610	GENERAL SUPPLIES	\$5,115.00
FRIDAY MARKETING GROUP	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$775.00
GLOBAL WORDSMITHS LLC	1011100003912153	REG ED-HS-ESL	322	AIU SERVICES	\$240.00
GRAINGER	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,265.48
GRAINGER	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$568.36
GRAINGER	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$403.93
GREATAMERICA FINANCIAL SERVICES	1025400000000000	PRINTING	448	LEASE OF TECH SERVICES	\$320.16
HAL LEONARD CORPORATION	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$30.00
HARMAR TIRE & SERVICE	1026500003912000	VEHIC MNT-HS	433	REPAIR OF VEHICLES	\$79.75
HEATHER E BONNAR	1022710001905000	STF DV INST CRT-FV	580	TRAVEL	\$9.72
HOME DEPOT CREDIT SERVICES	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$242.01
HOME DEPOT CREDIT SERVICES	1011100002910140	REG ED-DMS-PHYED	610	GENERAL SUPPLIES	\$802.99
HOME DEPOT CREDIT SERVICES	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$230.97
INSIGHT PA CYBER CHARTER SCHOOL	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$1,694.28
INSTITUTIONAL SPECIALTIES INC.	1032500003912000	ATHLETIC-HS	431	BUILDING MAINTENANCE	\$4,245.00
J. W. PEPPER & SON INC.	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$555.46
J. W. PEPPER & SON INC.	1011100001904121	REG ED-OH-MUSIC	610	GENERAL SUPPLIES	\$461.47
J.C. EHRLICH CO. INC.	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$87.48
J.C. EHRLICH CO. INC.	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$47.52
J.C. EHRLICH CO. INC.	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$71.28
JANITORS SUPPLY INC.	1026200003912000	OPER MNT-HS	610	GENERAL SUPPLIES	\$1,673.00
JENNEL LYNN WOLFE	1011100003912180	REG ED-HS-SCIEN	580	TRAVEL	\$38.86
JENNIFER DEPOLI ANTONIKAS	1011100003912241	REG ED-HS-CHDEV	610	GENERAL SUPPLIES	\$102.95
JERALD C WOZNIAK	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$5,802.50
JESSICA CATHRYN PAPCUNIK	1032101481908510	STDT ACT-JAM-HW-ACTIV	610	GENERAL SUPPLIES	\$78.88
JML LANDSCAPE LLC	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$2,060.83
JML LANDSCAPE LLC	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$1,055.42
JML LANDSCAPE LLC	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$4,311.67
JML LANDSCAPE LLC	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$1,828.33
JML LANDSCAPE LLC	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$1,526.50
JML LANDSCAPE LLC	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$2,822.92
JOHN A BARBOUR	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$1,121.00
JOHN FOWNES	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$1,154.00
JOHN JAMES MCGEE	1023800003912000	PRINC SRV-HS	580	TRAVEL	\$31.44
JOHN N PANOS	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$20.96
JOHNSTONBAUGH'S MUSIC CENTERS	1011100002910123	REG ED-DMS-BAND	432	REPAIR OF EQUIPMENT	\$719.92
JOHNSTONE SUPPLY	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$86.35
JORDAN TAX SERVICE ESCROW/REFUND AC	1000000130000000	REV-FOXCH	R6111	CURRENT REAL ESTATE TAXES	\$84,556.72
JORDAN TAX SERVICE ESCROW/REFUND AC	1000000150000000	REV-OHARA	R6111	CURRENT REAL ESTATE TAXES	\$258,178.32
JORDAN TAX SERVICE ESCROW/REFUND AC	1051300000000000	PRIOR YR	880	REFUNDS PRIOR YRS RECPTS	\$337,114.29
JORDAN TAX SERVICE INC.	1023300000000000	TAX SRV	310	ADMINISTRATIVE SERVICES	\$30.51
JOSTENS	1011100003912000	REG ED-HS	610	GENERAL SUPPLIES	\$36.05
JULIE KRISTINE LOCAITIS	1022710002910000	STF DV INST CRT-DMS	240	TUITION REIMBURSEMENT	\$1,785.00
KELLY SERVICES INC.	1023800000000000	PRINC SRV	329	PROF EDUCATIONAL SERVICES	\$35,510.49
KELLY SERVICES INC.	1011100002910110	REG ED-DMS-GENRL	329	PROF EDUCATIONAL SERVICES	\$16,210.19
KELLY SERVICES INC.	1011100001905110	REG ED-FV-GENRL	329	PROF EDUCATIONAL SERVICES	\$11,130.71

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
KELLY SERVICES INC.	1011100003912110	REG ED-HS-GENRL	329	PROF EDUCATIONAL SERVICES	\$13,149.03
KELLY SERVICES INC.	1011100001908110	REG ED-HW-GENRL	329	PROF EDUCATIONAL SERVICES	\$11,036.27
KELLY SERVICES INC.	1011100001907110	REG ED-KR-GENRL	329	PROF EDUCATIONAL SERVICES	\$11,775.41
KELLY SERVICES INC.	1011100001904110	REG ED-OH-GENRL	329	PROF EDUCATIONAL SERVICES	\$16,675.97
KELLY SERVICES INC.	1011103901908110	REG ED-PASMRT-HW-GNRL	329	PROF EDUCATIONAL SERVICES	\$351.00
KELLY SERVICES INC.	1011103901905110	REG ED-PASMRT-KR-GNRL	329	PROF EDUCATIONAL SERVICES	\$243.00
KELLY SERVICES INC.	1011103901907110	REG ED-PASMRT-KR-GNRL	329	PROF EDUCATIONAL SERVICES	\$344.25
KELLY SERVICES INC.	1011103901904110	REG ED-PASMRT-OH-GNRL	329	PROF EDUCATIONAL SERVICES	\$337.50
KEYSTONE TEES	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$608.50
KRISTINE OROSZ	1021400000000000	PSYCHOL	329	PROF EDUCATIONAL SERVICES	\$5,430.00
LAKESHORE LEARNING MATERIALS	1011100001907000	REG ED-KR	610	GENERAL SUPPLIES	\$194.27
LOWE'S BUSINESS ACCOUNT	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$35.63
LUKE THOMAS BARKLEY	1022400000000000	COMP ASST	580	TRAVEL	\$32.16
M-F ATHLETIC COMPANY INC.	1032500003912558	ATH-VAR-B-TRCK	610	GENERAL SUPPLIES	\$596.00
M-F ATHLETIC COMPANY INC.	1032500003912571	ATH-VAR-G-TRCK	610	GENERAL SUPPLIES	\$596.00
MACBRACEY CORPORATION	1046009902910000	CONSTRUC-ARP-DMS	450	CONSTRUCTION SERVICES	\$401,528.70
MARK ANTHONY PISANO	1026200000000000	OPER MNT	299	ALL OTHER EMP BENEFITS	\$110.25
MARY CATHERINE RELJAC	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$31.22
MARY CATHERINE RELJAC	1023600000000000	SUPERINT	580	TRAVEL	\$69.35
MATTHEW C. SCHAFFER M.D.	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$2,750.00
MATTHEW C. SCHAFFER M.D.	1024400000000000	HLTH SRV	330	PROFESSIONAL SERVICES	\$2,750.00
MATTHEW J HARRIS	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$25.81
MAXIM STAFFING SOLUTIONS	1024400000000000	HLTH SRV	329	PROF EDUCATIONAL SERVICES	\$4,884.00
MELISSA ELIZABETH WIEST	1022400000000000	COMP ASST	580	TRAVEL	\$16.08
MELISSA ELIZABETH WIEST	1028341201900000	STF DV-CERT NINST-DISCED	580	TRAVEL	\$303.13
MGT OF AMERICA CONSULTING LLC	1015004111900000	NPUBL-TITL1-EL	329	PROF EDUCATIONAL SERVICES	\$780.00
MICHAEL L O'BRIEN	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$592.18
MOUNIF RIFKAH	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$750.00
MOUNIF RIFKAH	1024400000000000	HLTH SRV	330	PROFESSIONAL SERVICES	\$750.00
MUNICIPAL AUTH. OF OAKMONT	1026200002910000	OPER MNT-DMS	424	WATER	\$733.52
MUNICIPAL AUTH. OF OAKMONT	1026200001908000	OPER MNT-HW	424	WATER	\$514.48
N. GLANTZ & SON LLC	1026600000000000	SECURITY	610	GENERAL SUPPLIES	\$36.12
NA WOMENS TENNIS BOOSTER ORG	1032500003412557	ATH-JV-B-TENN	810	DUES & FEES	\$120.00
NATALE SPORTING GOODS	1032500002910559	ATH-DMS-B-VOLY	610	GENERAL SUPPLIES	\$952.08
NATALE SPORTING GOODS	1032500002910560	ATH-DMS-BASE	610	GENERAL SUPPLIES	\$940.80
NATALE SPORTING GOODS	1032500002910574	ATH-DMS-SOFTBALL	610	GENERAL SUPPLIES	\$290.00
NATALE SPORTING GOODS	1032500003312560	ATH-GR9-BASE	610	GENERAL SUPPLIES	\$405.36
NATALE SPORTING GOODS	1032500003412560	ATH-JV-BASE	610	GENERAL SUPPLIES	\$405.36
NATALE SPORTING GOODS	1032500003912559	ATH-VAR-B-VOLY	610	GENERAL SUPPLIES	\$952.08
NATALE SPORTING GOODS	1032500003912560	ATH-VAR-BASE	610	GENERAL SUPPLIES	\$1,064.04
NATALE SPORTING GOODS	1032500003912574	ATH-VAR-SOFTBALL	610	GENERAL SUPPLIES	\$416.96
NATIONAL EDUCATION ASSOCIATION	1023800002910000	PRINC SRV-DMS	810	DUES & FEES	\$92.50
NORTON GUSKY	1032500003912000	ATHLETIC-HS	329	PROF EDUCATIONAL SERVICES	\$525.00
O.Z. ENTERPRISES, INC.	1046000003912000	CONSTRUC-HS	450	CONSTRUCTION SERVICES	\$60,010.00
OPTIMUM WATER SOLUTIONS, INC.	1032500003912000	ATHLETIC-HS	442	RENTALS	\$130.00
OPTIMUM WATER SOLUTIONS, INC.	1025110000000000	BUSINESS	442	RENTALS	\$130.00
OPTIMUM WATER SOLUTIONS, INC.	1023800002910000	PRINC SRV-DMS	442	RENTALS	\$130.00
OPTIMUM WATER SOLUTIONS, INC.	1023800003912000	PRINC SRV-HS	442	RENTALS	\$130.00
OPTIMUM WATER SOLUTIONS, INC.	1022710000000000	STF DV INST CRT	442	RENTALS	\$130.00
OVERHEAD DOOR CO OF PITTSBURGH	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$8,878.00
PA DEL TAX INC.	1023300000000000	TAX SRV	310	ADMINISTRATIVE SERVICES	\$7,314.45
PA DISTANCE LEARNING CHARTER SCHOOL	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.61
PA FBLA	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$210.00
PA FBLA	1032100003912510	STUD ACT-HS-ACTIV	580	TRAVEL	\$1,472.00
PA LEADERSHIP CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
PA LEADERSHIP CHARTER SCHOOL	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$1,694.28
PAMELA S BARENTINE	1011100003912160	REG ED-HS-FORGN	580	TRAVEL	\$70.62
PARTS TOWN, LLC	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,284.08
PASSPORT ACADEMY CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
PAUL D. NAIL	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$659.60
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	810	DUES & FEES	\$709.30
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	610	GENERAL SUPPLIES	\$26.95
PAUL J. GIUFFRE ESQ. LLC	1023300000000000	TAX SRV	610	GENERAL SUPPLIES	\$87.81
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	330	PROFESSIONAL SERVICES	\$20,128.50
PAUL J. GIUFFRE ESQ. LLC	1023300000000000	TAX SRV	330	PROFESSIONAL SERVICES	\$9,612.50
PENNSYLVANIA CYBER CHARTER SCHOOL	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
PENNSYLVANIA CYBER CHARTER SCHOOL	1012900002900310	OTHR SPT-MS-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
PENNSYLVANIA CYBER CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
PENNSYLVANIA CYBER CHARTER SCHOOL	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$5,082.84
PENNSYLVANIA CYBER CHARTER SCHOOL	1011100002900000	REG ED-MS	562	TUITION-PA CHARTER SCHLS	\$1,694.28
PENNSYLVANIA CYBER CHARTER SCHOOL	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$10,165.68
PEOPLES NATURAL GAS COMPANY	1026200002910000	OPER MNT-DMS	621	NATURAL GAS	\$5,817.75
PEOPLES NATURAL GAS COMPANY	1026200001905000	OPER MNT-FV	621	NATURAL GAS	\$2,114.84
PEOPLES NATURAL GAS COMPANY	1026200003912000	OPER MNT-HS	621	NATURAL GAS	\$12,171.86
PEOPLES NATURAL GAS COMPANY	1026200001908000	OPER MNT-HW	621	NATURAL GAS	\$1,228.05
PEOPLES NATURAL GAS COMPANY	1026200001907000	OPER MNT-KR	621	NATURAL GAS	\$1,966.32
PEOPLES NATURAL GAS COMPANY	1026200001904000	OPER MNT-OH	621	NATURAL GAS	\$5,423.57
PERMA-BOUND	1011100003912150	REG ED-HS-LANG	640	BOOKS	\$447.00
PETROLEUM TRADERS	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$62,011.86
PINE-RICHLAND TRACK BOOSTERS	1032500003912558	ATH-VAR-B-TRCK	810	DUES & FEES	\$150.00
PINE-RICHLAND TRACK BOOSTERS	1032500003912571	ATH-VAR-G-TRCK	810	DUES & FEES	\$150.00
PITTSBURGH BEHAVIORAL SERVICES	1012900001900310	OTHR SPT-EL-SPED	563	TUITION-NONPUBLIC SCHLS	\$5,950.00
PITTSBURGH MAILING	1023100000000000	BOARD SRV	530	COMMUNICATIONS	\$1,295.13
PMEA	1011100003912121	REG ED-HS-MUSIC	810	DUES & FEES	\$450.00
PMEA DISTRICT 5	1011100003912121	REG ED-HS-MUSIC	810	DUES & FEES	\$460.00
PRECISION HUMAN RESOURCE SOLUTIONS	1031000000000000	FOOD SERVICE	329	PROF EDUCATIONAL SERVICES	\$476.10
PRECISION HUMAN RESOURCE SOLUTIONS	1024400000000000	HLTH SRV	329	PROF EDUCATIONAL SERVICES	\$1,745.24
PRECISION HUMAN RESOURCE SOLUTIONS	1012410001900310	LRN SPT-EL-SPED	329	PROF EDUCATIONAL SERVICES	\$2,193.78
PRECISION HUMAN RESOURCE SOLUTIONS	1026200000000000	OPER MNT	329	PROF EDUCATIONAL SERVICES	\$4,055.00
PRECISION HUMAN RESOURCE SOLUTIONS	1023900003912000	OTH ADMIN-HS	329	PROF EDUCATIONAL SERVICES	\$1,193.40
PRESSLEY RIDGE	1012900003900310	OTHR SPT-SEC-SPED	563	TUITION-NONPUBLIC SCHLS	\$27,300.00
PROVIDENT CHARTER SCHOOL	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$10,318.81
PROVIDENT CHARTER SCHOOL	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$5,082.84
PYRAMID SCHOOL PRODUCTS INC.	1032500002910574	ATH-DMS-SOFTBALL	610	GENERAL SUPPLIES	\$318.00
PYRAMID SCHOOL PRODUCTS INC.	1032500003912560	ATH-VAR-BASE	610	GENERAL SUPPLIES	\$1,599.20
QUENCH USA, INC.	1023800002910000	PRINC SRV-DMS	442	RENTALS	\$195.00
QUENCH USA, INC.	1023800001904000	PRINC SRV-OH	442	RENTALS	\$195.00
QUENCH USA, INC.	1022710000000000	STF DV INST CRT	442	RENTALS	\$210.00
RENAISSANCE LEARNING INC.	1022600002910000	CURR DEV-DMS	640	BOOKS	\$5,000.00
RICHARD M NUGARA	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$1,978.80
RICHARD TILVES	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$2,769.60
RIVER SPEECH & ED. SERVICES, INC.	1012900002900310	OTHR SPT-MS-SPED	563	TUITION-NONPUBLIC SCHLS	\$7,175.00
ROBERT BOZZUTO JR	1032500003912000	ATHLETIC-HS	329	PROF EDUCATIONAL SERVICES	\$1,365.00
ROOTS GYMNASSTICS LLC	1032500003912000	ATHLETIC-HS	442	RENTALS	\$3,500.00
SAM'S CLUB	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$145.98
SAM'S CLUB	1032100003912510	STUD ACT-HS-ACTIV	635	MEALS/REFRESHMENTS	\$383.72
SCHAEDLER YESCO DISTRIBUTION INC.	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$201.95
SCHAEDLER YESCO DISTRIBUTION INC.	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$33.84
SIGN LANGUAGE INTERPRETING PROS LLC	1023800003912000	PRINC SRV-HS	329	PROF EDUCATIONAL SERVICES	\$124.00
SOUTHWOOD PSYCHIATRIC HOSPITAL LLC	1012900003900310	OTHR SPT-SEC-SPED	563	TUITION-NONPUBLIC SCHLS	\$1,225.86
STANDARD CLAY COMPANY	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$103.49
STANLEY S STRZEMPEK JR	1022713901900000	STF DV CRT INST-PASMRT-EL	580	TRAVEL	\$25.46
STAT STAFFING MEDICAL SERVICES INC.	1024400000000000	HLTH SRV	329	PROF EDUCATIONAL SERVICES	\$3,066.24
STAT STAFFING MEDICAL SERVICES INC.	1012110001900310	LIFE SKIL-EL-SPED	330	PROFESSIONAL SERVICES	\$15,951.02
STAT STAFFING MEDICAL SERVICES INC.	1012110003900310	LIFE SKIL-SEC-SPED	330	PROFESSIONAL SERVICES	\$34,561.33
T. F. CAMPBELL COMPANY INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$574.60
THE UPS STORE	1032500003912000	ATHLETIC-HS	611	MEDICAL SUPPLIES	\$15.74
THE WOODWIND & BRASSWIND	1011100003912121	REG ED-HS-MUSIC	610	GENERAL SUPPLIES	\$73.97
THOMAS D MOUL	1032500003912576	ATH-VAR-B-INDTRK	580	TRAVEL	\$90.45
THOMAS D MOUL	1032500003912577	ATH-VAR-G-INDTRK	580	TRAVEL	\$90.45
TIMOTHY LANG	1011100003912000	REG ED-HS	281	OPEB HEALTH	\$1,978.80
TOUCHMATH ACQUISITION, LLC	1012900001904310	OTHR SPT-OH-SPED	658	TECH SUPPLIES	\$247.50
TREASURER ALLEGHENY CTY	1023300000000000	TAX SRV	610	GENERAL SUPPLIES	\$734.70
TUMMI GROUP LLC	1000000140000000	REV-INDNA	R6111	CURRENT REAL ESTATE TAXES	\$21,497.05
TUMMI GROUP LLC	1051300000000000	PRIOR YR	880	REFUNDS PRIOR YRS RECPTS	\$21,179.39
U.S. BANK EQUIPMENT FINANCE	1051400000000000	LEASES	913	PRINCIPAL - LEASES	\$53,595.90
U.S. POSTAL SERVICE	1023700000000000	COMM REL	530	COMMUNICATIONS	\$2,000.00
UGI ENERGY SERVICES LLC	1026200002910000	OPER MNT-DMS	621	NATURAL GAS	\$4,086.69
UGI ENERGY SERVICES LLC	1026200001905000	OPER MNT-FV	621	NATURAL GAS	\$1,759.66
UGI ENERGY SERVICES LLC	1026200003912000	OPER MNT-HS	621	NATURAL GAS	\$9,107.29
UGI ENERGY SERVICES LLC	1026200001908000	OPER MNT-HW	621	NATURAL GAS	\$983.47
UGI ENERGY SERVICES LLC	1026200001907000	OPER MNT-KR	621	NATURAL GAS	\$1,820.72

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
UGI ENERGY SERVICES LLC	1026200001904000	OPER MNT-OH	621	NATURAL GAS	\$4,247.28
UNIFIRST CORPORATION	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$153.48
UNIFIRST CORPORATION	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$136.64
UNIFIRST CORPORATION	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$453.78
UNIFIRST CORPORATION	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$160.74
UNIFIRST CORPORATION	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$102.54
UNIFIRST CORPORATION	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$112.88
UNIFIRST CORPORATION	1026200003912000	OPER MNT-HS	415	LAUNDRY SERVICES	\$18.96
UNUM LIFE INSURANCE CO. OF AMERICA	10	GENERAL FUND	0462.018	LTD INSURANCE-ER	\$1,386.18
UPMC (WPIC)	1012900003900310	OTHR SPT-SEC-SPED	563	TUITION-NONPUBLIC SCHLS	\$450.00
UPMC COMMUNITY MEDICINE/RENAISSANCE	1028310000000000	STAFF SERVICES	329	PROF EDUCATIONAL SERVICES	\$2,246.16
UPMC-ST. MARGARET	10129000000000310	OTHR SPT-SPED	610	GENERAL SUPPLIES	\$20.00
URBAN PATHWAYS 6-12 CHARTER SCHOOL	1011100002900000	REG ED-MS	562	TUITION-PA CHARTER SCHLS	\$1,694.28
URBAN PATHWAYS K5 CHARTER SCHOOLS	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$3,439.60
URBAN PATHWAYS K5 CHARTER SCHOOLS	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$3,388.56
US GAMES	1011100001908140	REG ED-HW-PHYED	610	GENERAL SUPPLIES	\$4.21
V & V APPLIANCE PARTS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$46.95
VERIZON	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$429.80
VERIZON BUSINESS SERVICES	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,146.03
VERIZON WIRELESS	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,092.50
VOLKWEIN BROS.	1011100003912121	REG ED-HS-MUSIC	610	GENERAL SUPPLIES	\$4,406.05
WENDY L DONALDSON	1022713901900000	STF DV CRT INST-PASMRT-EL	580	TRAVEL	\$20.10
WEST MUSIC COMPANY	1011100001904121	REG ED-OH-MUSIC	610	GENERAL SUPPLIES	\$360.00
WEST PENN LACO INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$635.00
WEST PENN LACO INC.	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$59.04
WESTMORELAND COUNTY BLIND ASSOCIATI	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$34.00
WESTMORELAND COUNTY BLIND ASSOCIATI	10129000000000310	OTHR SPT-SPED	610	GENERAL SUPPLIES	\$34.00
WILSON LANGUAGE TRAINING CORP	1011100001900110	REG ED-EL-GNRL	640	BOOKS	\$61.00
WILSON LANGUAGE TRAINING CORP	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$540.00
WORKSPACE SOLUTIONS, INC.	1026200003912000	OPER MNT-HS	762	CAP REPLACE EQUIP	\$2,747.68
YMCA OF GREATER PITTSBURGH	1012900003912310	OTHR SPT-HS-SPED	329	PROF EDUCATIONAL SERVICES	\$93,048.09
<b>Total Check Disbursements</b>					<b>\$2,922,376.41</b>

**Wire Transfer/ACH**

ACE HARDWARE	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$91.97
ACSHIC	10	GENERAL FUND	0462.007	DENTAL INS PAYABLE	43323.41
ACSHIC	10	GENERAL FUND	0462.014	HEALTH INSURANCE	940895.28
ACSHIC	10	GENERAL FUND	0462.032	VISION INS PAYABLE	6932.62
ALADDINS EATERY	1024400000000000	HLTH SRV	635	MEALS/REFRESHMENTS	\$89.24
ALDI	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$178.46
AMAZON	1021240000000000	INFO SRV	610	GENERAL SUPPLIES	\$37.99
AMAZON	1023800001907000	PRINC SRV-KR	610	GENERAL SUPPLIES	\$243.40
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$37.23
AMAZON	1021203601908000	GUIDANCE-SFTY HLTH-HW	610	GENERAL SUPPLIES	\$646.63
AMAZON	1023600000000103	SUPERINT-ASUPT	610	GENERAL SUPPLIES	\$25.99
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,809.29
AMAZON	1023700000000000	COMM REL	610	GENERAL SUPPLIES	\$20.64
AMAZON	1021203602910000	GUIDANCE-SFTY HLTH-DMS	610	GENERAL SUPPLIES	\$574.75
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$1,465.44
AMAZON	1012410002910310	LRN SPT-DMS-SPED	610	GENERAL SUPPLIES	\$134.66
AMAZON	1011100002910122	REG ED-DMS-ART	610	GENERAL SUPPLIES	\$725.09
AMAZON	1011100002910260	REG ED-DMS-COMPU	610	GENERAL SUPPLIES	\$5,499.99
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$316.96
AMAZON	1026600001904000	SECURITY-OH	610	GENERAL SUPPLIES	\$58.68
AMAZON	1026600001905000	SECURITY-FV	610	GENERAL SUPPLIES	\$260.10
AMAZON	1026600001907000	SECURITY-KR	610	GENERAL SUPPLIES	\$780.30
AMAZON	1026600001908000	SECURITY-HW	610	GENERAL SUPPLIES	\$135.52
AMAZON	1026600003912000	SECURITY-HS	610	GENERAL SUPPLIES	(\$70.49)
AMAZON	1058000000000000	SUSPENSE ACCOUNTS	610	GENERAL SUPPLIES	(\$699.00)
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$55.80
AMAZON	1011100002910160	REG ED-DMS-FORGN	610	GENERAL SUPPLIES	\$147.75
AMAZON	1011100001905000	REG ED-FV	610	GENERAL SUPPLIES	\$13.99
AMAZON	1011100001905000	REG ED-FV	640	BOOKS	\$26.98
AMAZON	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$51.75
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$22.98
AMAZON	1021203601904000	GUIDANCE-SAFE SCHLS-OH	610	GENERAL SUPPLIES	\$1,472.61

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
AMAZON	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$32.99
AMAZON	1032101481908510	STDT ACT-JAM-HW-ACTIV	610	GENERAL SUPPLIES	\$128.84
AMAZON	1012330001900310	AUTS SPT-EL-SPED	610	GENERAL SUPPLIES	\$82.46
AMAZON	1012110002910310	LIFE SKIL-DMS-SPED	610	GENERAL SUPPLIES	\$35.24
AMAZON	1012410002910310	LRN SPT-DMS-SPED	610	GENERAL SUPPLIES	\$37.98
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$156.49
AMAZON	1026600000000000	SECURITY	610	GENERAL SUPPLIES	\$25.14
AMAZON	1026600003912000	SECURITY-HS	610	GENERAL SUPPLIES	\$58.68
AMAZON	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$119.94
AMAZON	1024400000000000	HLTH SRV	610	GENERAL SUPPLIES	\$451.77
AMAZON	1023600000000000	SUPERINT	610	GENERAL SUPPLIES	\$15.04
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$46.88
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$35.59
AMAZON	1012330001900310	AUTS SPT-EL-SPED	610	GENERAL SUPPLIES	\$144.91
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$27.98
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$344.16
AMAZON	1011100002910170	REG ED-DMS-MATH	610	GENERAL SUPPLIES	\$29.99
AMAZON	1011101191908110	REG ED-STEAM CURR-HW	610	GENERAL SUPPLIES	\$312.08
AMAZON	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$8.48
AMAZON	1058000000000000	SUSPENSE ACCOUNTS	610	GENERAL SUPPLIES	\$699.00
AMAZON	1033004111907000	COMM SRV-TITL1-KR	610	GENERAL SUPPLIES	\$113.94
AMAZON	1011100001804000	REG ED-KG-OH	610	GENERAL SUPPLIES	\$339.11
AMAZON	1023800003912000	PRINC SRV-HS	610	GENERAL SUPPLIES	\$99.98
AMAZON	1011101191904110	REG ED-STEAM CURR-OH	610	GENERAL SUPPLIES	\$156.00
AMAZON	1011101191907110	REG ED-STEAM CURR-KR	610	GENERAL SUPPLIES	\$8.49
AMAZON	1011103601900000	REG ED-HLTH SFTY-ELEM	610	GENERAL SUPPLIES	\$2,229.75
AMAZON	1011103901900180	REG ED-PASMRT-EL-SCIENCE	610	GENERAL SUPPLIES	\$167.30
AMAZON	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$707.63
AMAZON	1021400000000000	PSYCHOL	610	GENERAL SUPPLIES	\$23.90
AMAZON	1032500003912000	ATHLETIC-HS	610	GENERAL SUPPLIES	\$102.20
AMAZON	1032500003912580	ATH-HS-STGTH&COND	610	GENERAL SUPPLIES	\$370.00
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$63.00
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$1,575.88
AMAZON	1011100002910190	REG ED-DMS-SOCST	610	GENERAL SUPPLIES	\$59.73
AMAZON	1021203603912000	GUIDANCE-SFTY HLTH-HS	610	GENERAL SUPPLIES	\$249.73
AMAZON	1021240000000000	INFO SRV	610	GENERAL SUPPLIES	\$385.80
AMAZON	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$308.98
AMAZON	1022400000000000	COMP ASST	658	TECH SUPPLIES	\$688.25
AMAZON	1011101073912270	REG ED-GNRL-HS-TECH ED	658	TECH SUPPLIES	\$494.98
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$118.83
AMAZON	1021203601907000	GUIDANCE-SFTY HLTH-KR	610	GENERAL SUPPLIES	\$3,721.87
AMAZON	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$46.30
AMAZON	1011100001907000	REG ED-KR	610	GENERAL SUPPLIES	\$25.99
AMAZON	1021203601905000	GUIDANCE-SFTY HLTH-FV	610	GENERAL SUPPLIES	\$165.78
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$207.16
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$211.59
AMAZON	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$198.90
AMAZON	1011100001905000	REG ED-FV	610	GENERAL SUPPLIES	\$39.72
AMAZON	1023600000000103	SUPERINT-ASUPT	610	GENERAL SUPPLIES	\$17.95
AMAZON	1021203603912000	GUIDANCE-SFTY HLTH-HS	610	GENERAL SUPPLIES	\$207.44
AMAZON	1011101073912270	REG ED-GNRL-HS-TECH ED	610	GENERAL SUPPLIES	\$747.24
AMAZON	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$63.98
AMAZON	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$39.90
AMAZON	1026200003912000	OPER MNT-HS	610	GENERAL SUPPLIES	\$76.16
AMAZON	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$35.18
AMAZON	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$16.49
AMAZON	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$119.97
AMERICAN AIRLINES	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$258.19
AMERICAN AIRLINES	1028340002910000	STF DV-N.INST CRT-DMS	580	TRAVEL	\$516.38
APPLE	1021249900000000	INFO/DATA-ESSER III	658	TECH SUPPLIES	\$849.00
APPLE STORE	1023800002910000	PRINC SRV-DMS	610	GENERAL SUPPLIES	\$249.00
ASCD	1023800002910000	PRINC SRV-DMS	810	DUES & FEES	\$59.00
ASSOC OF MIDDLE LEVEL	1022710002910000	STF DV INST CRT-DMS	360	EMPLOYEE TRAINING SERVICE	\$3,197.98
ASSOC OF MIDDLE LEVEL	1028340002910000	STF DV-N.INST CRT-DMS	360	EMPLOYEE TRAINING SERVICE	\$798.00
B&Z DELI	1023800001905000	PRINC SRV-FV	635	MEALS/REFRESHMENTS	\$31.79
BEST BUY	1011101472910000	REG ED-LIGHT-DMS	610	GENERAL SUPPLIES	\$499.00



**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
BEST LOCKERS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$50.00
BJS WHOLESALE	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$136.74
BLIND PIG SALOON	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$35.30
BRODER BROS CO	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,241.54
BUFFALO BILLS	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$33.96
BURGER KING	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$45.81
BUTLER GAS	1032500003912000	ATHLETIC-HS	611	MEDICAL SUPPLIES	\$50.78
CALIENTE PIZZA	1032500003912000	ATHLETIC-HS	810	DUES & FEES	\$50.18
CALIF LEAGUE OF SCHLS	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	(\$399.00)
CHURN	1033004111907000	COMM SRV-TITL1-KR	635	MEALS/REFRESHMENTS	\$29.41
COSTCO	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$75.26
DMARCLY	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$69.00
DNS MADE EASY	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$675.00
DOLLAR TREE	1023800001907000	PRINC SRV-KR	610	GENERAL SUPPLIES	\$37.10
DOLLAR TREE	1011100001900000	REG ED-EL	610	GENERAL SUPPLIES	\$95.00
DUNKIN DONUTS	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$69.50
EMS UPDATE	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$100.00
EXPERTPAY	10	GENERAL FUND	0462.005	COURT-ORDER DEDUCTS-EE	7017.49
EZ CATER ZOUP	1012900000000310	OTHR SPT-SPED	635	MEALS/REFRESHMENTS	\$255.70
FESTIVALS OF MUSIC	1011100002910121	REG ED-DMS-MUSIC	810	DUES & FEES	\$950.00
FNB MERCHANT SERVICE	1032500003912000	ATHLETIC-HS	810	DUES & FEES	69.75
GIANT EAGLE	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$600.00
GIANT EAGLE	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$436.09
GIANT EAGLE	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$18.15
GIANT EAGLE	1029100000000000	OTHER SUPPORT SERVICES	610	GENERAL SUPPLIES	\$500.00
GIANT EAGLE	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$124.76
GODADDY	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$859.98
GUTTMAN FINANCIAL	1026500003912000	VEHIC MNT-HS	626	GASOLINE	1518.11
GUTTMAN FINANCIAL	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	69.95
HABITS OF MIND	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$29.99
HEGGERTY	1022711410000000	STF DV INST CRT-PTA	640	BOOKS	\$355.76
HOME DEPOT	1032500003912555	ATH-VAR-B-SWIM	610	GENERAL SUPPLIES	\$14.45
HOME DEPOT	1032500003912568	ATH-VAR-G-SWIM	610	GENERAL SUPPLIES	\$14.45
IGNITION DRAWING	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$32.00
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.011	FEDERAL INCOME TAX (FIT)-	423715.92
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.012	FICA PAYABLE-ER	493632.32
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.019	MEDICARE PAYABLE-ER	115445.96
INTUIT QUICKBOOKS	1025110000000000	BUSINESS	658	TECH SUPPLIES	\$64.20
INTUIT QUICKBOOKS	1032100002910510	STUD ACT-DMS-ACTIV	658	TECH SUPPLIES	\$32.10
INTUIT QUICKBOOKS	1032100003912510	STUD ACT-HS-ACTIV	658	TECH SUPPLIES	\$32.10
IRON GIRAFFE CHALLENGE	1000001501904000	REV-COLLC-OH	R6920	DONATIONS	\$710.00
ITALIAN VILLAGE PIZZA	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$234.00
JW PEPPER	1011100003912121	REG ED-HS-MUSIC	610	GENERAL SUPPLIES	\$629.06
KEYBOARDTEK	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$510.00
LANCASTER LEBANON IU	1028340000000000	STF DV-N.INST CRT	360	EMPLOYEE TRAINING SERVICE	\$175.00
LEMEUX GROUP	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$344.00
LENZER TOURS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,826.00
LENZER TOURS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,585.00
LENZER TOURS	1032100003912510	STUD ACT-HS-ACTIV	513	CONTRACTED TRANSPORTATION	\$665.00
LOWES	1032501523912550	ATH-ATHACT-HS-ATHLE	610	GENERAL SUPPLIES	\$133.75
LOWES	1011101502910000	REG ED-COLLC-DMS	610	GENERAL SUPPLIES	\$477.15
MCMASTER	1032100003912510	STUD ACT-HS-ACTIV	610	GENERAL SUPPLIES	\$445.86
MICHAELS	1032500003912560	ATH-VAR-BASE	610	GENERAL SUPPLIES	\$26.99
MICHAELS	1032501523912550	ATH-ATHACT-HS-ATHLE	610	GENERAL SUPPLIES	\$26.99
MILESPLIT	1032500003912576	ATH-VAR-B-INDTRK	810	DUES & FEES	\$480.25
MILESPLIT	1032500003912577	ATH-VAR-G-INDTRK	810	DUES & FEES	\$480.25
NASSP	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,896.00
NEEDEN	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,190.34
NET PAYROLL	10	GENERAL FUND	0462.021	NET SALARIES-EE	2546037.39
NORTH DISTRICT CREDIT UNION	10	GENERAL FUND	0462.006	CREDIT UNION-EE	72071.59
NUSO	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,893.64
OAKLAND ADMISSION	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	(\$360.00)
OAKMONT BAKERY	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$148.00
OAKMONT BAKERY	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	(\$51.00)
OAKMONT BAKERY	1033004111907000	COMM SRV-TITL1-KR	635	MEALS/REFRESHMENTS	\$32.00
OFFICE DEPOT	1058000000000000	SUSPENSE ACCOUNTS	610	GENERAL SUPPLIES	\$1,715.33

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
OMNI FINANCIAL	10	GENERAL FUND	0462.028	403B - TRADITIONAL	\$96,398.80
OMNI FINANCIAL	10	GENERAL FUND	0462.048	403B ROTH	8065
OMNI FINANCIAL	10	GENERAL FUND	0462.010	EMPLYER TAX SHELTT ANN PAY	5390.9
OTC BRANDS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$463.02
PA ASCD	1023600000000000	SUPERINT	810	DUES & FEES	\$99.00
PA DEPT OF REVENUE	10	GENERAL FUND	0462.027	STATE INCOME TAX-EE	122222.01
PA PRINCIPALS ASSOC	1028340001908000	STF DV-N.INST CRT-HW	360	EMPLOYEE TRAINING SERVICE	\$50.00
PADDOCK POOL EQUIP	1032500003912000	ATHLETIC-HS	432	REPAIR OF EQUIPMENT	\$214.00
PAFFC	1028340000000000	STF DV-N.INST CRT	360	EMPLOYEE TRAINING SERVICE	\$489.06
PANERA	1023100000000000	BOARD SRV	635	MEALS/REFRESHMENTS	\$225.32
PANERA	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$142.01
PASBO	1025110000000000	BUSINESS	810	DUES & FEES	(\$45.00)
PASBO	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$125.00
PENSRA	1023700000000000	COMM REL	810	DUES & FEES	\$20.00
PENSRA	1023700000000000	COMM REL	810	DUES & FEES	\$230.00
PGH PARKING AUTHORITY	1023600000000000	SUPERINT	580	TRAVEL	\$4.50
PIT PARKING	1032501523912550	ATH-ATHACT-HS-ATHLE	580	TRAVEL	\$48.00
PITNEY BOWES	1023900000000000	OTH ADMIN	530	COMMUNICATIONS	4400
PITNEY BOWES	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$349.99
PORT AUTHORITY	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$195.00
PWNED	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$1,150.00
PWNED INTL FEE	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$23.00
QBS LLC	1022710001907310	STF DV INST CRT-KR-SPED	360	EMPLOYEE TRAINING SERVICE	\$700.00
QBS LLC	1028340000000000	STF DV-N.INST CRT	360	EMPLOYEE TRAINING SERVICE	\$1,400.00
QPRESS	1011100003912121	REG ED-HS-MUSIC	610	GENERAL SUPPLIES	\$59.00
QPRESS INTL FEE	1011100003912121	REG ED-HS-MUSIC	610	GENERAL SUPPLIES	\$1.18
RAPTO	1026600003912000	SECURITY-HS	610	GENERAL SUPPLIES	\$320.00
ROBOSOURCE	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$106.53
S&S ACTIVEWEAR	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$423.44
SEIU	10	GENERAL FUND	0462.009	DUES (PSEA/SEIU/ESPA)-EE	2715
SEVEN SPRINGS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$507.53
SHEETZ	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$83.13
SHERATON DOLPHIN	1032501523912550	ATH-ATHACT-HS-ATHLE	580	TRAVEL	\$584.19
SHIRTSPACE.COM	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$467.48
SOUTHWEST	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$1,874.85
SOUTHWEST	1028340002910000	STF DV-N.INST CRT-DMS	580	TRAVEL	\$1,249.90
SP DEBBIE LYNN INC	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$105.47
SPOTIFY	1032500003912000	ATHLETIC-HS	658	TECH SUPPLIES	\$16.04
STAPLES	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$59.97
STICKERMULE.COM	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$151.58
TARGET	1011103901900180	REG ED-PASMRT-EL-SCIENCE	610	GENERAL SUPPLIES	\$100.68
TARGET	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$36.46
TARGET	1011100001900000	REG ED-EL	610	GENERAL SUPPLIES	\$91.81
TARGET	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$90.45
TARGET	1011101191904110	REG ED-STEAM CURR-OH	610	GENERAL SUPPLIES	\$19.77
TARGET	1014901201900000	OTHR PRG-DISCOVER ED-EL	610	GENERAL SUPPLIES	\$179.12
TCHRS PAY TCHRS	1011100001900110	REG ED-EL-GNRL	658	TECH SUPPLIES	\$3.35
THE LOT AT EDWATER	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$20.62
TIMS	1028310000000000	STAFF SERVICES	810	DUES & FEES	\$120.00
TRACTOR SUPPLY	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$75.96
TRANSFINDER	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$922.04
UBER	1032501523912550	ATH-ATHACT-HS-ATHLE	580	TRAVEL	\$95.87
UPPER CRUST	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$82.52
VOYA FINANCIAL	10	GENERAL FUND	0462.050	DEPCARE/FSA AM FID	21043.57
VOYA FINANCIAL	10	GENERAL FUND	0462.051	VOL BEN - PRETAX AM FID	8964.09
VOYA FINANCIAL	10	GENERAL FUND	0462.052	VOL BEN - POSTTAX AM FID	21527.66
VOYA FINANCIAL	10	GENERAL FUND	0462.053	VOL BEN - POSTTAX TEX LF	2869.84
VOYA FINANCIAL	10	GENERAL FUND	0462.042	VOYA RETIRE - EE	10749.21
VOYA FINANCIAL	10	GENERAL FUND	0462.041	VOYA RETIRE - ER	8333.32
WALMART	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$82.11
WALMART	1022713901900000	STF DV CRT INST-PASMRT-EL	635	MEALS/REFRESHMENTS	\$36.18
WALMART	1011100002910122	REG ED-DMS-ART	610	GENERAL SUPPLIES	\$210.05
WALMART	1011100003912240	REG ED-HS-FAMLY	610	GENERAL SUPPLIES	\$447.71
WALMART	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$90.52
WALMART	1023800002910000	PRINC SRV-DMS	610	GENERAL SUPPLIES	\$15.49
WALMART	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$65.90

**Fund 10 Disbursements for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
WALMART	1011100001904000	REG ED-OH	635	MEALS/REFRESHMENTS	\$329.50
WALMART	1023801221907000	PRINC SRV-FCHLP-KR	610	GENERAL SUPPLIES	\$47.88
WEBSTAIRANT	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$599.44
WELMART BP	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$29.17
WILCOM AMERICA	1011100003912270	REG ED-HS-TECHED	658	TECH SUPPLIES	\$1,500.00
WORDWALL	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$308.00
WORDWALL INTL FEE	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$6.16
XFINITY	1028180000000000	SYS TECH	329	PROF EDUCATIONAL SERVICES	\$10.49
ZOOM	1023700000000000	COMM REL	658	TECH SUPPLIES	\$247.97
<b>Total ACH/Wire Transfers</b>					<b>\$5,040,708.30</b>

**Total Disbursements 2/2024 \$7,963,084.71**

COVID-19 Mitigation Grant Summary- Disbursements			
Budget Unit Title Includes	Funding Source	Applicable Stimulus/Grant	Total
*ESSER III / ARP*	990 ESSER III/ARP		\$ 523,925.71
<b>February, 2024 Disbursement Report Subtotal</b>			<b>\$ 523,925.71</b>

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Disbursements (Fund 31) – February 2024

**Check Disbursements - Fund 31 for the period of 2/1/2024-2/29/2024**

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
H. F. LENZ CO.	3146000001908000	CP-CONSTRUC-EL-HW	330	PROFESSIONAL SERVICES	\$14,060.68
<b>Total Check Disbursements</b>					<b>\$14,060.68</b>

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Finance Report – January 2024

**Fund 10 Financial Report for the Month of:  
January, 2024**

<b>FISCAL YEAR 2023-2024</b>					
<b>REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>Budget Change</b>	<b>CURRENT MONTH RECEIPTS*</b>	<b>FISCAL YEAR TO DATE**</b>
Balance Sheet Receipts				\$ 9,104.76	
1000 - Instruction				\$ 21,439.84	
2000 - Support Services				\$ 178.91	
3000 - Non-Instructional				\$ -	
4000 - Facilities				\$ -	
5000 - Other Financing Uses				\$ -	
Total Expenditure Contras				\$ 21,618.75	
6000-Local Revenue -	\$ 88,897,430	\$ 89,006,988	\$ 109,557.70	\$ 2,031,047.54	\$ 80,802,313.12
7000-State Revenue -	\$ 22,903,894	\$ 23,146,897	\$ 243,002.68	\$ 403,692.14	\$ 9,479,964.34
8000-Federal Revenue -	\$ 1,305,876	\$ 2,331,421	\$ 1,025,544.63	\$ 100,903.65	\$ 1,368,734.61
9000-Other Financing Sources -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 65,484.20
Unassigned FB/Reserve	\$ 1,500,000	\$ 1,402,666	-\$ 97,334.15		
<b>TOTAL REVENUES/RECEIPTS</b>	<b>\$ 114,667,200</b>	<b>\$ 115,947,971</b>	<b>\$ 1,280,771</b>	<b>\$ 2,566,366.84</b>	<b>\$ 91,716,496.27</b>
				\$ -	
<b>EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>Budget Change</b>	<b>CURRENT MONTH DISBURSEMENTS*</b>	<b>FISCAL YEAR TO DATE**</b>
Balance Sheet Accounts -				\$ 5,869,476.48	
1000-Instruction -	\$ 69,076,580	\$ 69,454,857	\$ 378,276.82	\$ 560,048.92	\$ 63,461,881.07
2000-Support Services -	\$ 33,256,913	\$ 33,870,545	\$ 613,632.43	\$ 752,751.25	\$ 27,097,322.50
3000-NonInstructional Services -	\$ 3,178,849	\$ 3,223,387	\$ 44,538.44	\$ 85,737.69	\$ 2,702,232.03
4000-Facilities (Buildings/Sites) -	\$ 501,934	\$ 1,051,934	\$ 550,000.00	\$ 1,130.00	\$ 176,501.86
5000-Other Financing Uses -	\$ 7,858,943	\$ 8,008,943	\$ 150,000.00	\$ 1,542,206.05	\$ 8,220,690.99
6000-Local Revenue -				\$ 69,114.95	
7000-State Revenue -				\$ -	
8000-Federal Revenue -				\$ -	
9000-Other Financing Sources -				\$ -	
Budgetary Reserve	\$ 1,500,000	\$ 1,402,666	-\$ 97,334.15	\$ -	
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 115,373,219</b>	<b>\$ 117,012,333</b>	<b>\$ 1,639,114</b>	<b>\$ 8,880,465.34</b>	<b>\$ 101,658,628.45</b>
Net Change	-\$ 706,019	-\$ 1,064,362	-\$ 358,343	\$ -	as of 2.20.24
<b>NET INCREASE (DECREASE) TO G/L CASH (Cash Accounts)</b>				<b>-\$ 6,314,098.50</b>	

\*Current Month Receipts & Disbursements reflect actual money taken in or paid out during the month. They may not necessarily be attributed to the current fiscal year.

\*\* Fiscal Year to Date totals reflect actual allocations for current Fiscal Year, including all adjusting entries. Expenditures include encumbrances.

Fund 10 Bank Reconciliation for the Month of:		INVESTMENT ACCOUNTS													
		January, 2024	ADJUSTMENTS	FNB - GENERAL	FNB - TAX	FNB - ATHLETIC	PSDLAF MAX	FNB - MM	PSDLAF - INVESTMENTS	PLGIT	INVEST	WESBANCO			
<b>STARTING BANK BALANCE:</b>		<b>TOTAL G/L Cash Acct</b>													
Starting Cash Balance	\$15,280,488.52		\$1,800,000.00	\$251,359.47	\$33,793.33	\$13,195,335.72	\$20,686,845.18	\$29,231,132.84	\$1,375,906.70	\$478,203.45	\$2,222,737.99				
Sweep Balance	\$2,114,941.79		\$2,114,941.79												
<b>Total Starting Cash Balance</b>	<b>\$17,395,430.31</b>		<b>\$3,914,941.79</b>	<b>\$251,359.47</b>	<b>\$33,793.33</b>	<b>\$13,195,335.72</b>	<b>\$20,686,845.18</b>	<b>\$29,231,132.84</b>	<b>\$1,375,906.70</b>	<b>\$478,203.45</b>	<b>\$2,222,737.99</b>				
Outstanding Checks	\$443,273.75		\$443,273.75			\$0.00									
Outstanding Payroll			\$9,905.76												
Bank Statement Adjustment (+ / -)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00									
<b>TOTAL</b>	<b>\$16,952,156.56</b>		<b>\$3,471,668.04</b>	<b>\$251,359.47</b>	<b>\$33,793.33</b>	<b>\$13,195,335.72</b>	<b>\$20,686,845.18</b>	<b>\$29,231,132.84</b>	<b>\$1,375,906.70</b>	<b>\$478,203.45</b>	<b>\$2,222,737.99</b>				
<b>STARTING BALANCE SHEET:</b>															
Starting B/S Balance	\$16,952,156.56		\$3,471,668.04	\$251,359.47	\$33,793.33	\$13,195,335.72	\$20,686,845.18	\$29,231,132.84	\$1,375,906.70	\$478,203.45	\$2,222,737.99				
Prior Balance Sheet Adj*	\$0.00														
<b>TOTAL ADJUSTED STARTING BALANCE</b>	<b>\$16,952,156.56</b>		<b>\$3,471,668.04</b>	<b>\$251,359.47</b>	<b>\$33,793.33</b>	<b>\$13,195,335.72</b>	<b>\$20,686,845.18</b>	<b>\$29,231,132.84</b>	<b>\$1,375,906.70</b>	<b>\$478,203.45</b>	<b>\$2,222,737.99</b>				
<b>(BANK)DEPOSITS/ADDITIONS</b>															
Investment /Redemption	\$0.00					\$0.00	\$0.00	\$6,100,000.00	\$0.00	\$0.00	\$0.00				
Fund 10 Bank Transfers	\$8,101,208.29		\$8,000,000.00	\$0.00	\$0.00	\$101,208.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Intrafund Transfers	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Deposits	\$2,341,096.61	\$0.00	\$206,633.88	\$1,629,396.19	\$470.75	\$504,595.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Interest/Dividends	\$225,270.23	\$0.00	\$5,705.85	\$999.48	\$36.24	\$37,563.71	\$80,366.80	\$83,143.84	\$6,014.63	\$2,170.56	\$9,269.12				
<b>TOTAL ADDITIONS</b>	<b>\$10,667,575.13</b>	<b>\$0.00</b>	<b>\$8,212,339.73</b>	<b>\$1,630,395.6</b>	<b>\$506.99</b>	<b>\$643,367.79</b>	<b>\$80,366.80</b>	<b>\$6,183,143.84</b>	<b>\$6,014.63</b>	<b>\$2,170.56</b>	<b>\$9,269.12</b>				
<b>(G/L)CURRENT REVENUES/RECEIPTS:</b>															
Investment /Redemption						\$0.00	\$0.00	\$6,100,000.00	\$0.00	\$0.00	\$0.00				
Fund 10 Bank Transfers	\$8,000,000.00		\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Intrafund Transfers	\$101,208.29		\$0.00	\$0.00	\$0.00	\$101,208.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Balance Sheet Receipts	\$9,104.76		\$9,104.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1000 - Instruction	\$21,439.84		\$21,439.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
2000 - Support Services	\$178.91		\$178.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
3000 - Non-Instructional	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
4000 - Facilities	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
5000 - Other Financing Uses	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Total Expenditure Contras	\$21,618.75		\$21,618.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
6000-Local Revenue -	\$2,031,047.54	\$0.00	\$181,616.22	\$1,630,395.67	\$506.99	\$37,563.71	\$80,366.80	\$83,143.84	\$6,014.63	\$2,170.56	\$9,269.12				
7000-State Revenue -	\$403,692.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$403,692.14	\$0.00	\$0.00	\$0.00				
8000-Federal Revenue -	\$100,903.65		\$0.00	\$0.00	\$0.00	\$100,903.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
9000-Other Financing Sources -	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>TOTAL REVENUES/RECEIPTS</b>	<b>\$10,566,366.84</b>	<b>\$0.00</b>	<b>\$8,212,339.73</b>	<b>\$1,630,395.6</b>	<b>\$506.99</b>	<b>\$643,367.79</b>	<b>\$80,366.80</b>	<b>\$6,183,143.84</b>	<b>\$6,014.63</b>	<b>\$2,170.56</b>	<b>\$9,269.12</b>				
<b>TOTAL REVENUES FOR DISBURSEMENT</b>	<b>\$2,566,366.84</b>	<b>\$0.00</b>	<b>\$212,339.73</b>	<b>\$1,630,395.6</b>	<b>\$506.99</b>	<b>\$542,159.50</b>	<b>\$80,366.80</b>	<b>\$83,143.84</b>	<b>\$6,014.63</b>	<b>\$2,170.56</b>	<b>\$9,269.12</b>				
Difference	\$0.00		\$0.00	\$0.00	\$0.00	\$-0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>DEDUCTIONS:</b>															
A/P Checks Written	\$1,667,673.72		\$1,667,673.72												
A/P Checks Voided	\$5,654.51		\$5,654.51												
<b>TOTAL A/P CHECKS</b>	<b>\$1,662,019.21</b>		<b>\$1,662,019.21</b>												
Wire Transfers	\$4,324,206.03		\$3,317,827.38	\$0.00	\$10,000.00	\$996,378.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Payroll Wire Transfers	\$335,474.73		\$335,474.73												
Net Salaries	\$2,558,656.68		\$2,558,656.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Returned Item	\$15.00		\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Bank Fees	\$93.69	\$0.00	\$0.00	\$0.00	\$93.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>TOTAL A/P FOR DISBURSEMENT</b>	<b>\$8,880,465.34</b>	<b>\$0.00</b>	<b>\$7,873,993.00</b>	<b>\$0.00</b>	<b>\$10,093.69</b>	<b>\$996,378.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
Journal Entry Reclass	\$0.00		\$0.00												
Investment Purchase	\$6,100,000.00					\$6,100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Direct Deposit ACH	\$2,542,287.13		\$2,542,287.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Fund 10 Bank Transfers	\$8,000,740.00		\$740.00	\$1,500,000.00	\$0.00	\$0.00	\$6,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00				
Intrafund Transfers	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>Total Deductions for Ledger</b>	<b>\$25,188,017.74</b>	<b>\$0.00</b>	<b>\$7,858,363.45</b>	<b>\$1,500,000.0</b>	<b>\$10,093.69</b>	<b>\$7,096,378.65</b>	<b>\$6,500,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>CURRENT DISBURSEMENTS:</b>															
Balance Sheet Accounts -	\$5,869,476.48	\$0.00	\$4,873,097.83	\$0.00	\$0.00	\$996,378.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
1000-Instruction -	\$560,048.92	\$0.00	\$560,048.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
2000-Support Services -	\$752,751.25	\$0.00	\$752,751.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
3000-NonInstructional Services -	\$85,737.69	\$0.00	\$75,644.00	\$0.00	\$10,093.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
4000-Facilities (Buildings/Sites) -	\$1,130.00	\$0.00	\$1,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
5000-Other Financing Uses -	\$1,542,206.05	\$0.00	\$1,542,206.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
6000-Local Revenue -	\$69,114.95	\$0.00	\$69,114.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
7000-State Revenue -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
8000-Federal Revenue -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
9000-Other Financing Sources -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>TOTAL DISBURSEMENTS</b>	<b>\$8,880,465.34</b>	<b>\$0.00</b>	<b>\$7,873,993.00</b>	<b>\$0.00</b>	<b>\$10,093.69</b>	<b>\$996,378.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>ADJUSTMENTS</b>															
Prior Month Voids	\$1,611.16		\$1,611.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Bank Adjustments	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Returned Items	\$15.00		\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>CLEARED CHECKS</b>															
Payroll Checks	\$18,372.92		\$18,372.92												
Sungard System	\$1,507,964.65		\$1,507,964.65			\$0.00									
<b>TOTAL CLEARED CHECKS</b>	<b>\$1,526,337.57</b>	<b>\$0.00</b>	<b>\$1,526,337.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
Payroll Vendor Sweep	\$335,474.73		\$335,474.73												
Direct Deposit ACH	\$2,542,287.13		\$2,542,287.13												
Wire Transfers	\$3,318,567.38	\$1,500,000.00	\$1,500,000.00	\$10,093.69	\$7,096,378.65	\$6,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
<b>TOTAL CLEARED TRANSACTIONS</b>	<b>\$1,863,438.46</b>	<b>\$0.00</b>	<b>\$7,724,292.97</b>	<b>\$1,500,000.0</b>	<b>\$10,093.69</b>	<b>\$7,096,378.65</b>	<b>\$6,500,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>				
<b>GENERAL LEDGER BALANCE (Cash Acct)</b>															
Starting Balance	\$10,957,169.19		\$3,808,882.56	\$381,755.14	\$24,206.63	\$6,742,324.86	\$14,267,211.98	\$35,414,276.68	\$1,381,921.33	\$480,374.01	\$2,232,007.11				
Outstanding Payroll Checks	\$7,902.39		\$7,902.39												



## Revenues 1/1/2024-1/31/2024

Budget Unit	Account Code	Account Title	Transaction Amount
<b>Balance Sheet Accounts</b>			
10	0462.007	DENTAL INS PAYABLE	\$91.89
10	0462.032	VISION INS PAYABLE	\$19.02
10	0155.000	OTH RECOVER DISBURSE	\$185.00
10	0155.000	OTH RECOVER DISBURSE	\$370.00
10	0155.000	OTH RECOVER DISBURSE	\$185.00
10	0155.000	OTH RECOVER DISBURSE	\$342.34
10	0155.000	OTH RECOVER DISBURSE	\$118.65
10	0155.000	OTH RECOVER DISBURSE	\$74.56
10	0155.000	OTH RECOVER DISBURSE	\$56.48
10	0155.000	OTH RECOVER DISBURSE	\$5,710.67
10	0155.000	OTH RECOVER DISBURSE	\$988.00
10	0155.000	OTH RECOVER DISBURSE	\$619.00
10	0155.000	OTH RECOVER DISBURSE	\$40.98
10	0155.000	OTH RECOVER DISBURSE	\$22.98
10	0155.000	OTH RECOVER DISBURSE	\$280.19
<b>Subtotal</b>			<b>\$9,104.76</b>
<b>Current Real Estate Taxes</b>			
1000000110000000	R6111	CURRENT REAL ESTATE TAXES	\$84,880.02
1000000110000000	R6111	CURRENT REAL ESTATE TAXES	\$120,531.26
1000000120000000	R6111	CURRENT REAL ESTATE TAXES	\$84,677.82
1000000130000000	R6111	CURRENT REAL ESTATE TAXES	\$111,169.74
1000000150000000	R6111	CURRENT REAL ESTATE TAXES	\$83,789.06
1000000160000000	R6111	CURRENT REAL ESTATE TAXES	\$65,377.77
1000000120000000	R6111	CURRENT REAL ESTATE TAXES	\$12,008.68
1000000140000000	R6111	CURRENT REAL ESTATE TAXES	\$223,184.75
<b>Subtotal</b>			<b>\$785,619.10</b>
<b>Act 511 Taxes</b>			
1000000000000000	R6143	LOCAL SERVICES TAX (LST)	\$1,747.97
1000000150000000	R6143	LOCAL SERVICES TAX (LST)	\$2,260.36
1000000000000000	R6151	EARNED INCOME TAX (EIT)	\$764,856.91
1000000000000000	R6153	REAL ESTATE TRANSFER TAX	\$99,911.76
<b>Subtotal</b>			<b>\$868,777.00</b>
<b>Delinquent Taxes</b>			
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$49,038.83

### Revenues 1/1/2024-1/31/2024

Budget Unit	Account Code	Account Title	Transaction Amount
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$25,869.85
<b>Subtotal</b>			<b>\$74,908.68</b>
<b>Other Local Revenues</b>			
1000000000000000	R6510	EARNINGS ON INVESTMENTS	\$225,270.23
1000000000000000	R6510	EARNINGS ON INVESTMENTS	\$3.17
1000000000000000	R6710	ADMISSIONS	\$8.50
1000000000000000	R6710	ADMISSIONS	\$214.50
1000000000000000	R6710	ADMISSIONS	\$34.75
1000000000000000	R6710	ADMISSIONS	\$13.00
1000000000000000	R6710	ADMISSIONS	\$5,223.00
1000000000000000	R6710	ADMISSIONS	\$4,380.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$18.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$10.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$10.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$20.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$20.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$900.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$1,050.00
1000001033912000	R6740	FEEES COLLECT FROM STUD	\$1,900.00
1000000000000000	R6740	FEEES COLLECT FROM STUD	\$6,950.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$294.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$20.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$294.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$30.00
10000000000000260	R6740	FEEES COLLECT FROM STUD	\$75.00
1000000003912550	R6910	RENTAL INCOME	\$100.00
1000001523912550	R6910	RENTAL INCOME	\$100.00
1000000003912550	R6910	RENTAL INCOME	\$4,166.66
1000001523912550	R6910	RENTAL INCOME	\$4,166.67
1000001501904000	R6920	DONATIONS	\$710.00

## Revenues 1/1/2024-1/31/2024

Budget Unit	Account Code	Account Title	Transaction Amount
1000000000000000	R6920	DONATIONS	\$600.00
1000001410000000	R6962	SRVCS PROV TO PA LEAS	\$1,200.00
1000000000000000	R6991	REFUND OF PRIOR YR EXP	\$24,223.99
1000000000000000	R6999	MISC REVENUE	\$50.00
1000000000000000	R6999	MISC REVENUE	\$6,554.09
<b>Subtotal</b>			<b>\$288,759.56</b>
<b>Special Education Subsidy</b>			
1000000000000000	R7271	SPECIAL EDUCATION SUBSIDY	\$385,835.00
<b>Subtotal</b>			<b>\$385,835.00</b>
<b>Other State Revenues</b>			
1000003900000000	R7506	PASART GRANT	\$17,857.14
<b>Subtotal</b>			<b>\$17,857.14</b>
<b>Federal Revenues</b>			
1000004110000000	R8514	TITLE I FUNDING	\$35,394.07
1000004210000000	R8515	TITLE II FUNDING	\$6,306.27
1000004310000000	R8517	TITLE IV FUNDING	\$2,237.33
1000009900000000	R8744	ESSER III ARP FUNDS	\$56,965.98
<b>Subtotal</b>			<b>\$100,903.65</b>
<b>Other Revenues</b>			
1000001990000000	R9400	SALE OF FIXED ASSET	\$12,983.20
<b>Subtotal</b>			<b>\$12,983.20</b>
<b>Instructional Expenditures</b>			
1011100003912000	281	OPEB HEALTH	\$316.20
1011100003912000	281	OPEB HEALTH	\$427.21
1011100003912000	281	OPEB HEALTH	\$245.54
1011100003912000	281	OPEB HEALTH	\$1,255.02
1011100003912000	281	OPEB HEALTH	\$2,564.61
1011100003912000	281	OPEB HEALTH	\$765.25
1011100003912000	281	OPEB HEALTH	\$519.41
1011100003912000	281	OPEB HEALTH	\$2,137.50
1011100003912000	281	OPEB HEALTH	\$13,209.10
<b>Subtotal</b>			<b>\$21,439.84</b>
<b>Support Service Expenditures</b>			
1023800001908000	635	MEALS/REFRESHMENTS	\$16.99
1025110000000000	810	DUES & FEES	\$115.92

### Revenues 1/1/2024-1/31/2024

Budget Unit	Account Code	Account Title	Transaction Amount
1028340001907000	580	TRAVEL	\$46.00
<b>Subtotal</b>			<b>\$178.91</b>
<b>Total Revenues 1.2024</b>			<b>\$2,566,366.84</b>

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Budget Transfers

**Budget Transfers for Approval 3/11/2024**

Budget Code to Transfer FROM		Budget Code to Transfer TO		Budget Transfer Reason	Transfer Amount
<b>Internal Transfers (transfers within same function and sub-object)</b>					
1022500001904000 640	LIBRARY-OH (Books)	1022500001904000 610	LIBRARY-OH (General Supplies)	To cover added costs for Literacy Night	\$99.88
1011100001904153 640	REG ED-OH-ESL (Books)	1011100001904153 610	REG ED-OH-ESL (General Supplies)	To cover added costs for additional supplies	\$1,200.00
1012410003912310 658	LRN SPT-HS-SPED (Tech Supplies)	1012410001900310 640	LRN SPT-ELEM-SPED (Books)	Reallocate to proper account	\$2,000.00
<b>External Transfers (transfers between functions and/or objects)</b>					
1011100001907000 752	REG ED-KR (Capital New Equipment)	1023800001907000 610	PRINC SERV-KR (General Supplies)	To cover added costs for additional supplies	\$1,450.00
1023700000000000 610	COMM RELATIONS (General Supplies)	1023700000000000 530	COMM RELATIONS (Communications)	To cover added costs for postage	\$2,000.00
1011100001907110 752	REG ED-KR (Capital New Equipment)	1023800001907000 610	PRINC SERV-KR (General Supplies)	To cover added costs for additional supplies	\$2,000.00
1011100001907110 752	REG ED-KR (Capital New Equipment)	1011100001907000 432	REG ED-KR (Repairs)	To cover added costs of repairs	\$180.00
1011100001907110 752	REG ED-KR (Capital New Equipment)	1011100001907123 432	REG ED-KR-BAND (Repairs)	To cover added costs of repairs	\$100.00
1011100001907110 752	REG ED-KR (Capital New Equipment)	1011100001907123 610	REG ED-KR-BAND (General Supplies)	To cover added costs for additional supplies	\$100.00
1032100001907510 442	STDT ACT-KR-ACTIV (Repairs)	1032100001907510 610	STDT ACT-KR-ACTIV (General Supplies)	To cover increased cost in PBIS supplies	\$1,000.00
1059000000000000 840	BUDGETARY RESERVE	1051300000000000 880	REFUNDS OF PRIOR YEAR	To cover increased costs in prior year real estate refunds	\$450,000.00
					\$460,129.88

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Real Estate Tax Collector – Borough of Sharpsburg



# Jordan Tax Service, Inc.

102 Rahway Road • McMurray, PA 15317-3349

(412) 835-5243 • Fax (412) 835-5244

(724) 731-2300 • Fax (724) 731-2398

www.jordantax.com

Tax & Record  
Services

Municipal

Business

Individual

March 8, 2024

Fox Chapel Area School District  
Kimberly Pawlishak, Business Manager  
611 Field Club Road  
Pittsburgh, PA 15238-2406

RE: 2024-2025 School Real Estate Tax Collection  
(Borough of Sharpsburg Area)

Dear Ms. Pawlishak:

In response to a request your request, below is our proposal for the preparation of the tax bills and collection of the 2024 and 2025 School real estate taxes;

Jordan Tax Service, Inc. will compute and mail the 2024 and 2025 real estate tax statements for each taxable assessment certified by Allegheny County. We will also send appropriate follow-up notices throughout the current year, as well as any interim real estate tax billing (if applicable) and process all payments. Minimal office space is to be provided in the Municipal Building for tax collection during the peak period.

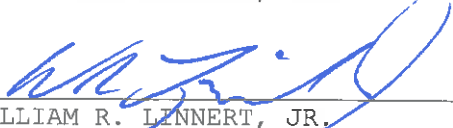
Our fee for this **FULL** service will be \$3.65 per tax bill for the years 2024 and 2025.

This charge includes the forms, both mailing and return envelopes and postage.

We appreciate your interest in our billing services and look forward to serving you in capacity as Tax Collector for the Fox Chapel Area School District (Borough of Sharpsburg Area).

Very truly yours,

JORDAN TAX SERVICE, INC.

  
WILLIAM R. LINNERT, JR.  
PRESIDENT

WRLjr/sjl



Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Updated Health and Safety Plan

# ARP ESSER Health and Safety Plan

## Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of masks;
- b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);
- c. Handwashing and respiratory etiquette;
- d. Cleaning and maintaining healthy facilities, including improving ventilation;
- e. Contact tracing in combination with isolation and quarantine, in collaboration with State and local health departments;
- f. Diagnostic and screening testing;
- g. Efforts to provide COVID-19 vaccinations to school communities;
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.\* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

\* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

## Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

## Health and Safety Plan Summary: Fox Chapel Area School District

Initial Effective Date: August 10, 2021

Date of Last Review: ~~March 2023~~ **March 2024**

Date of Last Revision: ~~September 11, 2023~~ **March 11, 2024**

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

**The Fox Chapel Area School District will offer full-time, in-person learning for all students in pre-K to grade 12. In addition, online learning options will be available to those K-12 families that wish to keep their child at home. COVID-19 prevention and mitigation strategies will be informed by Centers for Disease Control and Prevention (CDC), state, and local health guidance to promote the health and safety of all students, staff, and the greater community. The Fox Chapel Area School District safely opened for in-person instruction prior to the availability of vaccines and successfully maintained in-person instruction with minimal disruption throughout the 2020-2021 school year. The district also maintained in-person instruction throughout the 2021-2022 school year.**

**The district will maintain a pandemic coordinator to oversee and respond to needs associated with COVID-19, including active cases, quarantine, mitigation supplies, communication, and all other required or recommended aspects of pandemic oversight. The pandemic coordinator will be in regular communication with school nurses and administrators to respond to COVID-19 cases and will also consult with the Allegheny County Health Department for guidance.**

**Screening of students prior to arrival to school will be conducted by parents/guardians, and students exhibiting COVID-19 symptoms should not be sent to school. Students who arrive at school with symptoms or develop them during the school day will be immediately isolated from their peers and sent home.**

Visitors will adhere to all mitigation procedures. Alternative options (such as online opportunities) for required meetings with visitors will be available when possible.

The district's Health and Safety Plan will be reviewed periodically with building administration and staff, and undergo periodic review with the School Board per the requirements of the American Rescue Plan grant, or sooner, if needed.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

The Fox Chapel Area School District was able to maintain a continuity of services, including academic, social-emotional, and other needs, including food distribution, after the March 2020 closure and throughout the 2020-2021 school year, with little disruption. The district also maintained a continuity of services throughout the 2021-2022 school year. The district will continue to provide both in-person and an online learning model for all students K-12 with appropriate supports in place.

The district purchased and allocated technology resources to all students that will be used in both learning models (in person and online) but will allow flexibility in the event of school closures or other disruptions that affect in-person instruction.

The district will ensure continuity of education and provide educational resources for students when they must quarantine.

Students may transition to different learning models at the end of a 9-week marking period. Students may only transition to different learning models at other times based on outstanding individual circumstances such as medical purposes prescribed by a physician or other health care provider.

The district has a comprehensive system of supports to address social-emotional, mental health, and other non-academic needs of students and staff. The district employs or contracts with:

- 11 school counselors
- 3 social services liaisons
- 2 school psychologists
- 2 behavior specialists
- K-12 school-based mental health providers in each building
- K-12 crisis management teams within each building
- Transition coordinator
- Family Behavioral Resources

**In addition, teachers and other staff members monitor students and refer them to Student Assistance Programs (SAP) and other resource programs to help identify needs and to develop plans to promote their social-emotional and academic health.**

**Staff members have access to employee assistance programs and other mental health resources provided by the school district and through local health care providers covered by the consortium health insurance plan.**

**Food distribution will continue to be provided to all students in school buildings and, in the case of a school closure or unusual circumstance, may be provided through grab-and-go pick up.**

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

<b>ARP ESSER Requirement Strategies, Policies, and Procedures</b>	
a. Universal and correct wearing of <u>masks</u> ;	<p>When the CDC's COVID-19 Community Level is Low or Medium, masks are optional for all students and staff inside buildings and on district transportation.</p> <p>High-quality, well-fitted masks are recommended indoors and on district transportation if the COVID-19 Community Level is in the High range.</p> <p>Modifications to this strategy may occur at any time based upon active cases within a building or districtwide, transmission within a building, or after consultation with the Allegheny County Health Department or other health officials.</p>

b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);

Student seating will be arranged to allow for social distancing when necessary.

Cafeterias will be utilized for food service and consumption. Additional spaces may be used. Students will be encouraged to wash their hands before and after lunch periods.



c. Handwashing and respiratory etiquette;

Hand washing/sanitizing will be encouraged frequently including upon entry to the building, before and after meals or snacks, after using the bathroom, and after transitions from one building space to another. Signage will be used to reinforce hand washing/sanitizing.

Instruction will be provided to students on handwashing, respiratory hygiene, and cough etiquette on a regular basis.

Students will be permitted to carry and use individual water bottles. Cups to fill water and/or bottled water will be available for students in buildings where bottle filling stations are not available.

d. Cleaning and maintaining healthy facilities, including improving ventilation;

All school district buildings will be frequently cleaned and disinfected to mitigate the spread of contagions on surfaces or in the air. The district will clean and disinfect surfaces and objects within the school and on school buses. Spaces include classroom and common areas, offices, restrooms, door handles, and on district transportation.

HVAC systems will run at increased capacity, **when needed**, to circulate new outside air into the buildings.

Disinfecting wipes and/or supplies will be made available for staff use in each classroom.

Professional development for appropriate staff members will occur to ensure that mitigation efforts such as cleaning, sanitizing, disinfecting, and ventilating are done correctly and frequent monitoring for adherence to district procedures will be implemented.

<p>E. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p>	<p>The district will follow recommendations in response to positive COVID-19 cases based on CDC and other applicable guidance. The district will consult with the Allegheny County Health Department regarding positive cases as necessary or required.</p> <p>Each building will have a designated isolation space separate but near the nurse's office for students to await pickup by a parent/guardian when exhibiting symptoms of COVID-19.</p>
<p>f. Diagnostic and screening testing;</p>	<p>The district will provide voluntary COVID-19 testing (with parent/guardian permission) based upon availability and guidance from the Pennsylvania Department of Health. The district will encourage students and staff to self-screen for symptoms and to stay home when they are sick. The district will communicate testing opportunities to the community when requested.</p> <p><del>School health personnel will maintain a list of available testing and vaccination sites to share with families.</del></p>

<p>g. Efforts to provide vaccinations to school communities;</p>	<p><del>The district will continue to partner with local resource providers to communicate vaccination opportunities, including, but not limited to, vaccination clinics held in district buildings, clinics held at other local agencies, and clinics held in the greater Pittsburgh area.</del></p> <p><del>Continued communication of these resources will be sent to the community as they become available and if age restrictions change, allowing additional students to be vaccinated.</del></p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>All students within the Fox Chapel Area School District will be monitored by building-level teams for academic, behavioral, and social or emotional progress. The pupil services team will then identify and allocate support based on the individual student need. The pupil services department will provide psycho-educational assessment, school counseling, health/wellness checks, student assistance, school-based mental health or teletherapy, and/or social work services to students within the Fox Chapel Area School District.</p> <p>All school personnel, including contracted related service providers, will follow the district's Health and Safety Plan and ensure implementation of special education services identified within each student's Individualized Education Plan (IEP). If the district is required to transition to hybrid or fully remote learning, case managers will schedule a parent/teacher conference to discuss the contents of the IEP and make any agreed revisions to support students in alternative learning environments. When working with students through alternative delivery models, the district will work with families to provide the greatest educational opportunity given the circumstances, while also ensuring a Free Appropriate Public Education (FAPE). To this end, the district will:</p>

- Ensure students are able to access appropriate resources given their needs
- Provide equal access to learning and required materials
- Provide the services and supports in the IEP to the greatest extent possible
- Communicate with guardians throughout the processes
- Provide related services to the greatest extent possible
- Provide paraprofessional support as outlined through the IEP
- Provide assistive technology to meet the needs of individuals across learning environments

The district school counseling department ensures student support through Section 504 of the Rehabilitation Act of 1973 across all instructional models. If the district transitions to hybrid or fully remote learning, the school counseling department will reach out to families to address individual student needs based on the changes to the instructional delivery.

Gifted programming provides enrichment and a broad spectrum of educational opportunities while encouraging individual learners to develop personal responsibility, task commitment, self-discipline, independent learning skills, respectful conduct, and social-emotional balance. Online and in-person enrichment and advancement opportunities are made available to students through the Quest program during all instructional models and will be adapted to meet the instructional choice of families.

i. Coordination with state and local

The district will coordinate with state and/or local health officials as needed. District administrators and other personnel will meet and hold discussions with state and local health officials, when necessary, to receive updates and recommendations to implement in the school district.

In addition to guidance, the district will rely on real-time recommendations and guidance from the Allegheny County Health Department on a case-by-case basis to determine the need for quarantines, isolations, or temporary school closures or restrictions due to cases of COVID-19.

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for the Fox Chapel Area School District reviewed and approved the Health and Safety Plan on **August 9, 2021; January 10, 2022; March 14, 2022; June 13, 2022; September 12, 2022; May 8th 2023 (reviewed in March 2023); and September 11, 2023; and March 11, 2024**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: ~~September 11, 2023~~ **March 11, 2024**

By:

(Signature\* of Board President): \_\_\_\_\_

Marybeth Dadd - Fox Chapel Area School District School Board President

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

K-12 Guidance Plan



**FOX CHAPEL AREA SD**

K-12 Guidance Plan | 2024 - 2027

## GUIDANCE PLAN PROFILE

### PROFILE

**LEA Name**  
Fox Chapel Area SD

**AUN**  
103023912

**Address 1**  
611 Field Club Rd

**Address 2**

**City**  
Pittsburgh

**State**  
PA

**Zip Code**  
15238

### LEAD COUNSELOR

**Lead Counselor Name**  
Tara DeComo

**Lead Counselor Phone Number**  
412-967-2430

**Extension**  
2440

**Lead Counselor Email**

tara\_decomo@fcasd.edu



**CHIEF SCHOOL ADMINISTRATOR**

**Chief School Administrator Name**

Dr Mary Catherine Reljac

**Chief School Administrator Phone Number**

(412)967-2414

**Extension**

**Chief School Administrator Email**

marycatherine\_reljac@fcasd.edu

## GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

### GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

**1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).**

The mission of the Fox Chapel Area School District school counseling program is to guide students to choose responsible behaviors, to lead satisfying lives, and to become contributing members of society. The program provides equal and developmentally appropriate opportunities for all students to enhance their academic, career, and personal/social development. The certified counselors conduct activities, which support the mission of the school district, and advocate for every student's success. The program is strengthened by the partnership, communication, and support of all stakeholders.

**2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?**

Yes

**If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).**

The A.W. Beattie Career Center is the Career and Technical Education Center for the Fox Chapel Area School District. A.W. Beattie Career Center is an extension of Fox Chapel Area High School. The A.W. Beattie Career Center offers students an opportunity to prepare for their chosen career field through advanced career and college preparation during their high school years.

### **339.31 BOARD-APPROVED GUIDANCE PLAN**

#### **339.31 BOARD-APPROVED GUIDANCE PLAN**

**3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?**

Yes

**Enter date when last approved by Board/JOC.**

2024-03-11

## **339.32(1) CAREER AND TECHNICAL CURRICULA**

### **339.32(1) CAREER AND TECHNICAL CURRICULA**

**4. Does your school provide career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?**

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

**5. Does your school maintain a monthly calendar or monthly listing of K-12 career guidance services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.**

Yes

**Upload Monthly Guidance Services Calendar/List (12 pages maximum)**  
Q4\_5\_339.32(1).pdf



## **K-12 Monthly Guidance Services Calendar**

### Elementary K-5 Monthly Calendar

July	JANUARY
Academic: Review CogAT/PSSA scores New Student Registration	Academic: PSSA Preparations Preschool Story Time
Career:	Career:
Personal/Social School Tours	Personal/Social: Second Step Lessons Skill Building Groups/Social Thinking (Tier 2)
AUGUST	FEBRUARY
Academic: New Student Registration 504 Evaluations/Renewals	Academic: PreSchool Story Time Kindergarten Registration PSSA Preparations Intro to School Counseling for Incoming Parents
Career:	Career:
Personal/Social: New Family Orientation Kindergarten Transition New Student Support Intro to School Counseling	Personal/Social: Skill Building Groups/Social Thinking (Tier 2)
SEPTEMBER	MARCH
Academic:	Academic: PreSchool Story Time PSSA Preparations
Career:	Career: Second Step Lessons (Gr 4)
Personal/Social: Kindergarten Transition Lunch Bunch-New Students Second Step Lessons	Personal/Social: Skill Building Groups/Social Thinking (Tier 2)
OCTOBER	APRIL
Academic: CogAT Testing (4) 5 <sup>th</sup> Grade Camp Allegheny Support	Academic: PSSA Testing (Administration and Preparation) Pre School Story Time



	CogAT Preparations (1)
Career: Second Step Lessons (Gr 4 & 5)	Career: Career Portfolio Collection (Gr 3-5)
Personal/Social: Second Step Lessons Skill Building Groups/Social Thinking (Tier 2) FFC distribution of Halloween Gift Cards	Personal/Social: Skill Building Groups/Social Thinking (Tier 2)
<b>NOVEMBER</b>	<b>MAY</b>
Academic: Parent Teacher Conferences	Academic: PreSchool Story Time CogATs (Grade1) PSSA Preparations Transition Planning to DMS Early Admission to KDG Screening
Career: Second Step Lessons (Gr 3)	Career: Career Portfolio Collection (Gr 3-5)
Personal/Social: Second Step Lessons Skill Building Groups/Social Thinking (Tier 2) FFC distribution of Thanksgiving Gift Cards	Personal/Social: Skill Building Groups/Social Thinking (Tier 2)
<b>DECEMBER</b>	<b>JUNE</b>
Academic:	Academic: Transition Planning to DMS
Career:	Career:
Personal/Social: Second Step Lessons Skill Building Groups/Social Thinking (Tier 2) FFC distribution of Angel Tree	Personal/Social: 5 <sup>th</sup> Grade Graduation

Elementary Year Long/On-going:

<b>Counselor Related</b>	<b>Non Counselor Related</b>
Individual Counseling	Maintain Student Records
Classroom Lessons (Second Step: SEL Curriculum)	504 Service Agreement Monitoring
Olweus Bully Prevention Class Meetings (OH)	Attendance Monitoring and SAIP
Collaboration/Consultation with Faculty and Administration	Coordinating Homebound Instruction
Child Study/RTII Meetings	TO Duty/Discipline
Guidance/Administration meetings	Bus Duty/Morning Duty
504 Meetings	New Student Registration
504 plans: Writing Evaluation Reports	Master Schedule
IEP Meetings	New Family Tours
Behavior Plans/FBA support	
PBIS (OH & KR)	
Student/Parent School Counseling Newsletters	
Data Review and Collections	
Student Observations	
Community Outreach	
Home Visits	
Incident Investigation	
Liaison with Outside Agencies	
Parent/Teacher Meetings	
Grade Level Meetings	
Maintain School Counseling Website	
Crisis Response	
Professional Development	
Release of Record Requests	

Individual Student Observations	
Fox Families Care Liaison (counselor handles all communication to families and arranges distribution of materials for each service)	
Backpacks for Hunger	

Key:  
 Guidance Curriculum  
 Prevention, Intervention and Response Services  
 Individual Student Planning  
 System Support

**Middle School Counseling (6-8) Program Calendar**

<b>January</b>	<b>February</b>
<p><i>Academic:</i> High School Transition Lesson, End of term grade reviews D/F list student meetings</p>	<p><i>Academic:</i> High School Transition Lessons, Assembly</p>
<p><i>Career: Naviance</i></p>	<p><i>Career: Naviance</i></p>
<p><i>Personal/Social:</i> Second Step (Unit 2: Recognizing Bullying and Harassment, and Unit 3: Thoughts, Decisions, and Emotions)</p> <ul style="list-style-type: none"> <li>● Grade 6 - Raising Awareness about Bullying, What Emotions Tell You, Emotions and your Brain.</li> <li>● Grade 7 - Preventing Harassment, Emotions Matter, Feel, Think, Do</li> <li>● Grade 8 - Stand Up for Change!, Understanding Stress and Anxiety, Where does Stress come from</li> </ul> <p>Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings</p>	<p><i>Personal/Social:</i> Second Step (Unit 3: Thoughts, Decisions, and Emotions)</p> <ul style="list-style-type: none"> <li>● Grade 6 - How Emotions Affect Your Decisions, Managing Your Emotions, and What Works Best for You?</li> <li>● Grade 7 - Unhelpful Thoughts, Reframe the situation, and Practicing Positive Self-Talk</li> <li>● Grade 8 - Can Stress Help You Grow?, Strategies for Managing Stress, and Changing Strategies and Getting Help</li> </ul> <p>Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings</p>
<p><b>March</b></p>	<p><b>April</b></p>
<p><i>Academic:</i> High School Transition (8th grade course selection scheduling)</p>	<p><i>Academic:</i> End of Term Grade Review Scheduling D/F list student meetings</p>
<p><i>Career: Naviance</i></p>	<p><i>Career: Naviance</i></p>
<p><i>Personal/Social:</i> Second Step (Unit 3: Thoughts, Decisions and Emotions, and Unit 4: Resolving Social Conflicts)</p> <ul style="list-style-type: none"> <li>● Grade 6 - Raising Awareness About Managing Emotions, You're Changing, and Why Conflicts Escalate.</li> <li>● Grade 7 - Making Better Decisions, What Makes a Conflict Escalate, and Keeping Your Cool in a Conflict</li> <li>● Grade 8 - My Stress Management Plan, My Values, and Values and Relationships</li> </ul>	<p><i>Personal/Social:</i> Second Step (Unit 4: Resolving Social Conflicts)</p> <ul style="list-style-type: none"> <li>● Grade 6 - Considering Multiple Perspectives, and Respectful Communication</li> <li>● Grade 7 - Conflicts and Perspectives, and Resolving Conflict Part 1</li> <li>● Grade 8 - Recognizing Others' Perspectives, and Finding the Best Solution</li> </ul>

Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings	Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings
<b>May</b>	<b>June</b>
<i>Academic:</i> Move Up Day Scheduling	<i>Academic:</i> End of year grade reviews Scheduling D/F list student meetings
<i>Career: Career Fair</i>	<i>Career: Naviance</i>
<i>Personal/Social:</i> Second Step (Unit 4: Resolving Social Conflict) <ul style="list-style-type: none"> <li>● Grade 6 - Resolving Conflicts, Making Amends, Conflict Solvers</li> <li>● Grade 7 - Resolving Conflict Part 2, Taking Responsibility for your Actions, and Tips for Resolving Conflicts</li> <li>● Grade 8 - Making Things Right, Unhealthy Relationships, and Guide to Healthy Relationships</li> </ul> Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings	<i>Personal/Social:</i> Second Step Unit 4: Resolving Social Conflict) <ul style="list-style-type: none"> <li>● Grade 8 - High School Challenges</li> </ul> Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings
<b>July</b>	<b>August</b>
<i>Academic:</i> Scheduling	<i>Academic:</i> Open Tour Day Scheduling  Second Step (Unit 1: Mindsets and Goals) <ul style="list-style-type: none"> <li>● Grade 6 - Starting Middle School</li> <li>● Grade 7 - Helping New Students</li> <li>● Grade 8 - Welcome!</li> </ul>
<i>Career:</i>	<i>Career:</i>
<i>Personal/Social:</i>	<i>Personal/Social:</i> Middle School Transition (6th Grade) Counselor Orientation (6th Grade) New Student Meetings and groups

<b><i>September</i></b>	<b><i>October</i></b>
<p><i>Academic:</i> Second Step (Unit 1: Mindsets and Goals)</p> <ul style="list-style-type: none"> <li>● Grade 6 - How to Grow your Brain, Trying New Strategies, Making Goals Specific</li> <li>● Grade 7 - Creating New Pathways in your Brain, Learning from Mistakes and Failure, Identifying Roadblocks</li> <li>● Grade 8 - Who am I? My Identity, My Interests and Strengths, and Harnessing My Strengths</li> </ul>	<p><i>Academic:</i> Second Step (Unit 1: Mindsets and Goals) Grade 6 - Breaking Down your Goals, Monitoring your Progress, Bringing it All Together Grade 7 - Overcoming Roadblocks 1, Overcoming Roadblocks 2, and Advice on Roadblocks Grade 8 - Pursuing My Interests, My Future Self, and My Path Forward</p> <p>All - Students D/F warning, student meetings</p>
<p><i>Career: Naviance</i></p>	<p><i>Career: Naviance</i></p>
<p><i>Personal/Social:</i> Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings</p>	<p><i>Personal/Social:</i> Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings</p>
<b><i>November</i></b>	<b><i>December</i></b>
<p><i>Academic:</i> End of Term Grade Review Parent-Teacher Conferences</p>	<p><i>Academic:</i></p>
<p><i>Career:</i> All Grades - Career Lesson - Set a Grade Level Goal in Naviance</p>	<p><i>Career:</i> Beattie Road Show (8th grade only)</p>
<p><i>Personal/Social:</i> Second Step (Unit 2: Recognizing Bullying and Harassment)</p> <ul style="list-style-type: none"> <li>● Grade 6 - Common Types of Bullying, and Recognizing Bullying</li> <li>● Grade 7 - What is Harassment, and What is Sexual Harassment</li> <li>● Grade 8 - Understanding Bullying, Social Factors that Contribute to Bullying</li> </ul> <p>Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings Attend team meetings</p>	<p><i>Personal/Social:</i> Second Step (Unit 2: Recognizing Bullying and Harassment)</p> <ul style="list-style-type: none"> <li>● Grade 6 - Responding to Online Bullying, How to be an Upstander, and Standing up and Staying Safe</li> <li>● Grade 7 - The Effects of Sexual Harassment, Gender Based Harassment, and Our rights and Responsibilities</li> <li>● Grade 8 - Environmental Factors that Contribute to Bullying, Speak Up and Start a Movement, and Be Inclusive and Ask for a Change</li> </ul> <p>Lunch Groups Individual Counseling Attend SAP meetings Attend childfind meetings</p>

	Attend team meetings
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***Fox Chapel Area High School (9-12) Monthly Calendar***

<b><i>January</i></b>	<b><i>February</i></b>
<i>Academic:</i> Individual Junior Meetings for Post-Secondary Planning, D & F List student meetings, Finalize first semester grades	<i>Academic:</i> Transition meetings for families in grades 9-11 at Open House, D & F list student meetings, Individual Junior Meetings for Post-Secondary Planning
<i>Career:</i> AW Beattie Career and Technical Center Tour, QRT Career Speaker	<i>Career:</i> Grade 10 Career Exploration Unit, Career Speakers, Pittsburgh National College Fair
<i>Personal/Social:</i> Individual Counseling, attend SST meetings	<i>Personal/Social:</i> Individual counseling, SST meetings
<b><i>March</i></b>	<b><i>April</i></b>
<i>Academic:</i> D & F list student meetings, Grades 9-11 course selection individual meetings	<i>Academic:</i> D & F list student meetings
<i>Career:</i> QRT Career Speaker	<i>Career:</i> QRT Career Speaker, ASVAB Testing, Career Opportunities Fair
<i>Personal/Social:</i> Individual Counseling, attend SST meetings	<i>Personal/Social:</i> Individual Counseling, Attend SST meetings
<b><i>May</i></b>	<b><i>June</i></b>
<i>Academic:</i> AP Exam coordination, Transition meetings at DMS, Present Scholarships at Senior Awards Night	<i>Academic:</i> Summer school referrals, finalize student schedules
<i>Career:</i> Senior Survey, Check student's career readiness indicators and make sure they are on track	<i>Career:</i> Final transcripts sent to colleges/trade schools
<i>Personal/Social:</i> Individual counseling, Move Up Day	<i>Personal/Social:</i> Individual Counseling
<b><i>July</i></b>	<b><i>August</i></b>
<i>Academic:</i> Class Placement, new student orientation	<i>Academic:</i> Class Placement, new student orientation
<i>Career:</i> Freshman summer orientation	<i>Career:</i> College representative visits
<i>Personal/Social:</i> Individual counseling	<i>Personal/Social:</i> 9th grade orientation, upperclassmen new student orientation, individual counseling
<b><i>September</i></b>	<b><i>October</i></b>
<i>Academic:</i> D & F student meetings	<i>Academic:</i> Grades 9, 10 and 11 take the PSAT,



	SAT offered to seniors, D & F Student meetings
<i>Career:</i> QRT Career Speakers, College re visits, Grade 12 Post-Secondary Planning Unit, FAFSA evening information night at Open House	<i>Career:</i> College rep visits, North Pittsburgh College Fair at La Roche College, ASVAB testing, QRT Career Speakers
<i>Personal/Social:</i> Individual student meeting, attend SST meetings	<i>Personal/Social:</i> Individual Counseling, attend SST meetings
<b><i>November</i></b>	<b><i>December</i></b>
<i>Academic:</i> Report card students meetings	<i>Academic:</i> AW Beattie Career Center Presentations, D & F List student Meeting
<i>Career:</i> QRT Career Speakers, Grade 9 Career Cluster and 4-year planning unit	<i>Career:</i> QRT Career Speakers, Individual Junior Meetings for Post-Secondary Planning
<i>Personal/Social:</i> Individual Counseling, attend SST meetings	<i>Personal/Social:</i> Individual Counseling, attend SST meetings

## **339.32(2) EDUCATIONAL CAREER PLAN**

### **339.32(2) EDUCATIONAL CAREER PLAN**

**6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?**

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

### **339.32(3) OCCUPATIONAL INFORMATION**

#### **339.32(3) OCCUPATIONAL INFORMATION**

**7. Does your school maintain a listing of diverse external resources, organized by the Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?**

Yes

**Upload List of Career Resources (13 pages maximum)**

Q7\_339.32(3).pdf



**FCASD SCHOOL COUNSELING  
DEPARTMENT COLLEGE & CAREER  
RESOURCES**

<https://fcahs.fcasd.edu/student-support/school-counseling/career-resources>

## **Career Clusters & Pathways**

The National Career Clusters Framework is comprised of 16 Career Clusters and related Career Pathways to help students explore different career options and better prepare for college and career.

### **1. Agriculture, Food & Natural Resources**

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

- Food Products and Processing Systems
- Plant Systems o Animal Systems
- Power, Structural & Technical Systems
- Natural Resources Systems
- Environmental Service Systems
- Agribusiness Systems

### **2. Architecture & Construction**

Careers in designing, planning, managing, building and maintaining the built environment.

- Design/Pre-Construction
- Construction
- Maintenance/Operations

### **3. Arts, A/V Technology & Communications**

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

- Audio and Video Technology and Film
- Printing Technology
- Visual Arts
- Performing Arts
- Journalism and Broadcasting
- Telecommunications

### **4. Business Management & Administration**

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

- General Management
- Business Information Management
- Human Resources Management
- Operations Management
- Administrative Support

### **5. Education & Training**

Planning, managing and providing education and training services, and related learning support services.

- Administration and Administrative Support
- Professional Support Services
- Teaching/Training

## **6. Finance**

Planning, services for financial and investment planning, banking, insurance, and business financial management.

- Securities & Investments
- Business Finance
- Accounting
- Insurance
- Banking Services

## **7. Government & Public Administration**

Planning and performing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation
- Public Management and Administration

## **8. Health Science**

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

- Therapeutic Services
- Diagnostic Services
- Health Informatics
- Support Services
- Biotechnology Research and Development

## **9. Hospitality & Tourism**

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

- Restaurants and Food/Beverage Services
- Lodging
- Travel & Tourism
- Recreation, Amusements & Attractions

## **10. Human Services**

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

- Early Childhood Development & Services
- Counseling & Mental Health Services
- Family & Community Services
- Personal Care Services
- Consumer Services

### **11. Information Technology**

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.

- Network Systems
- Information Support and Services
- Web and Digital Communications
- Programming and Software Development

### **12. Law, Public Safety, Corrections & Security**

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

- Correction Services
- Emergency and Fire Management Services
- Security & Protective Services
- Law Enforcement Services
- Legal Services

### **13. Manufacturing**

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

- Production
- Manufacturing Production Process Development
- Maintenance, Installation & Repair
- Quality Assurance
- Logistics & Inventory Control
- Health, Safety and Environmental Assurance

### **14. Marketing**

Planning, managing, and performing marketing activities to reach organizational objectives.

- Marketing Management
- Professional Sales
- Merchandising
- Marketing Communications
- Marketing Research

### **15. Science, Technology, Engineering & Mathematics**

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

- Engineering and Technology
- Science and Math

### **16. Transportation, Distribution & Logistics**

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation

infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

- Transportation Operations
- Logistics Planning and Management Services
- Warehousing and Distribution Center Operations
- Facility and Mobile Equipment Maintenance
- Transportation Systems/Infrastructure
- Planning, Management and Regulation
- Health, Safety and Environmental Management
- Sales and Service

*(Adapted from National Association of State Directors of Career Technical Education, 2012. )*



## **Resources**

### **Career Preparation & College Majors**

**Naviance** – <https://student.naviance.com/foxchapelashs> - Comprehensive college & career readiness platform – “Login with Clever” on bottom of Naviance Login Page

<https://bigfuture.collegeboard.org> - Career & College exploration

<http://www.mysmartborrowing.org/#intro> -See how choices related to career, college and level of borrowing can impact overall debt

<http://www.educationplanner.org> -College & career planning website, college search and more

<http://www.bls.gov/ooh> - Occupational Outlook Handbook

<https://www.aiu3.net/CareerConnections> - Career Connections is a career exploration program available in Allegheny County in various careers including, communications, general studies, performing arts, science & technology, & visual arts

<http://www.careertech.org/career-clusters/> -Has academic high school course plans & occupations related to each career cluster

<http://www.myplan.com/majors/what-to-do-with-a-major.php> -Info. sheets that help you connect majors with careers

<http://www.onetonline.org/> -Tool for career exploration & job analysis

[www.collegemajors101.com](http://www.collegemajors101.com) -Information on college majors

### **College**

<https://nces.ed.gov/collegenavigator/> -US Dept. of Ed. Website w/ college search engine

[www.collegebasics.com](http://www.collegebasics.com) -College info. from former school counselors

[www.fairtest.org](http://www.fairtest.org) -Test-optional colleges/universities

<http://www.cappex.com/> -College search, including “What are My Admission Chances?”, calculator & scholarship search

[www.commonapp.org](http://www.commonapp.org) - Provides a common, standardized first-year application form for use at any member institution – has over 700 member colleges/universities

<http://www.coalitionforcollegeaccess.org> - Provides a common, standardized first-year application form for use at member institutions – over 100 colleges and universities are members

### **Admissions Testing**

[www.collegeboard.org](http://www.collegeboard.org) -PSAT, SAT & AP testing information & college search engine

[www.act.org](http://www.act.org) -ACT testing information

### **Virtual campus tours**

[www.campustours.com](http://www.campustours.com)

[www.ecampustours.com](http://www.ecampustours.com)

### **Two Year Colleges & Technical Schools**

<https://www.usnews.com/education/community-colleges> -2 yr. colleges

<https://www.visitpittsburgh.com/relocation/education/technical-vocational/> -Technical & Vocational Schools in Pittsburgh

### **Nursing School**

[www.nursingschool411.com](http://www.nursingschool411.com)

### **College Essay Writing**

<https://www.princetonreview.com/college-advice/college-essay>

<http://www.collegeboard.com/student/apply/essay-skills/9406.html> -College Board's tips

<https://www.collegeessayguy.com/the-free-guide> - The Essay Workshop in a Box

### **Financial Aid**

<https://fsaid.ed.gov> -Site to create an FSA ID. An FSA ID is a username and password that gives you access to Federal Student Aid's online systems and can serve as your legal signature.

[www.studentaid.ed.gov](http://www.studentaid.ed.gov) -Information about student aid

[www.finaid.org](http://www.finaid.org)

[www.pheaa.org](http://www.pheaa.org)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

<http://www.higheradmission.com/> - Colleges that offer automatic discounts based on certain criteria

[Student Loan Guide](#) – Compare reviews for student loans

### **Scholarships**

*Visit the School Counseling Office, Naviance, & Schoology for local scholarship information.*

<http://www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml> -Scholarship Scams

<http://www.goarmy.com/rotc/scholarships.html> -ROTC Scholarship Programs

<https://bigfuture.collegeboard.org/pay-for-college/grants-scholarships>

[www.guaranteed-scholarships.com](http://www.guaranteed-scholarships.com) - Unlimited in # and require no essay, interview, portfolio, audition, competition or other high school requirement. Just meet the criteria listed, meet the deadlines, gain admission, enroll, and receive your scholarship!

[www.fastweb.com](http://www.fastweb.com)

[www.scholarships.com](http://www.scholarships.com)

[www.collegescholarships.com](http://www.collegescholarships.com)

<http://www.free-4u.com/>

<http://www.gmsp.org/> - The goal of the GMS program is to promote academic excellence and to provide an opportunity for outstanding minority students with significant financial need to reach their highest potential

### **Athletics**

[www.ncaa.org](http://www.ncaa.org) -NCAA guide for student athlete- Juniors file forms at end of the year unless they are participating in early recruitment

[www.naia.org](http://www.naia.org) -National Association of Intercollegiate Athletes

[www.nsr-inc.com](http://www.nsr-inc.com) -National Scouting Report

[www.ivyleaguesports.com](http://www.ivyleaguesports.com)

### **Military**

[www.careersinthemilitary.com](http://www.careersinthemilitary.com)

US Army- [www.goarmy.com/](http://www.goarmy.com/)

US Marine Corps- [www.usmc.mil/](http://www.usmc.mil/)

US Air Force- [www.airforce.com/](http://www.airforce.com/)

US Naval Academy- [www.nadn.navy.mil/](http://www.nadn.navy.mil/)

US Air Force Academy- [www.usafa.af.mil/](http://www.usafa.af.mil/)

US Coast Guard- [www.uscg.mil/](http://www.uscg.mil/)

ASVAB sample questions- [http://official-asvab.com/samples\\_app.htm](http://official-asvab.com/samples_app.htm)

### **Study Abroad**

<https://www.afsusa.org/study-abroad/>

<http://www.internationalscholarships.com> Information on financial aid for students wishing to study abroad.

### **Additional Resources:**

Intermediary Organizations	AW Beattie Career and Technical Center
Community State Organizations	Pennsylvania Department of Education (PDE) - Academic Standards for Career Education and Work  PHEAA
Individual Contacts	College representatives, Parents, Employers, District Members
Community/Business	School Counseling Advisory Meetings
Community Events	NACAC National College Fair - Pittsburgh North Pittsburgh College Fair Opportunities Fair
Internet Based Links	<a href="https://www.pacareerzone.org/O*NET%20OnLine">https://www.pacareerzone.org/O*NET OnLine</a> <a href="https://www.pheaa.org/">https://www.pheaa.org/</a> <a href="https://bigfuture.collegeboard.org/">https://bigfuture.collegeboard.org/</a>
Media/Advertising	<a href="https://fcahs.fcasd.edu/student-support/school-counseling">https://fcahs.fcasd.edu/student-support/school-counseling</a>
Publication/Documents	Quarterly Newsletter Schoology Posts Naviance Digital Lists

\*An updated list is available to students through Naviance as well as posted on Schoology for students and parents to access. **Schoology Access Code: RQ2TV-R5ZDH**

## **339.32(4) CUMULATIVE RECORDS**

### **339.32(4) CUMULATIVE RECORDS**

**8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?**

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

**Upload career guidance service goals and objectives document (3 pages maximum).**  
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# **Annual Program Goals & Objectives**

**K-12 Guidance Department**

Smart Format	Academic	Career	Personal/Social
<p><b><u>SPECIFIC:</u></b> What is the specific issue based on your schools' data?</p>	<p>The school counselors will educate at-risk / struggling students and families on the Fox Chapel Area School District MTSS Model and resources / interventions available in each school.</p>	<p>The school counselors will continue to develop student career portfolios to demonstrate engagement in instruction and activities within the Career Education and Work (CEW) standards.</p>	<p>The school counselors will revise and update social and emotional learning curriculum to meet standards linked to the CASEL framework.</p>
<p><b><u>MEASURABLE:</u></b> How will we measure the effectiveness of our interventions?</p>	<p>District Child Find and MTSS meetings will provide referral data while district benchmarks will demonstrate academic improvement.</p>	<p>The district collects artifact information and cumulative data is reported by the Future Ready PA Index.</p>	<p>The school counselors will review pre/post data for lessons to review student learning and revise as needed.</p>
<p><b><u>ATTAINABLE:</u></b> What outcome would stretch us but is still attainable</p>	<p>Academic growth score above the standard (70).</p>	<p>Career Standards Benchmark of 100%.</p>	<p>Greater than 80% correct responses within curriculum assessments.</p>
<p><b><u>RESULTS:</u></b> Is the goal reported in results- oriented data (process, perception, outcome)</p>	<p>Data will be reviewed through quarterly benchmarks and reported in the annual Future Ready PA Index.</p>	<p>Collection of artifacts will be reviewed during the year and student completion of activities will be monitored through Career Naviance.</p>	<p>Results will be reviewed following post-lesson evaluation and revisions will take place as needed.</p>
<p><b><u>TIMELINE:</u></b> When will the goal be accomplished?</p>	<p>The goal will be reviewed annually and revised based on current standards.</p>	<p>The goal will be reviewed annually and revised based on current standards.</p>	<p>The goal will be reviewed annually and revised based on current standards.</p>

## **339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS**

### **339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS**

**9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?**

Yes

**Upload CTE career guidance services activities and opportunities documents (5 pages maximum).**

Q9\_339.32(5).pdf



**CTE Career Guidance Services Activities and  
Opportunities**



<b>Grade</b>	<b>Career School Counseling Service Activity</b>
K-2	Social Studies Curriculum & Activities/ Second Step Curriculum Lesson Activities
3	Paws in Jobland Program through XAP
4	JA BizTown Curriculum & Visit
5	PA Career Zone/Second Step Curriculum Lesson Activities

<b>Grade</b>	<b>Career School Counseling Service Activity</b>
6	Reality Check
7	Career Fair (60 options, Students select 3 of interest)
8	A.W. Beattie Road Show

<b>Grade</b>	<b>Career School Counseling Service Activity</b>
9-12	Opportunities Fair *See List of vendors below
10	A.W. Beattie Tour
10-12	Two College Fairs
9-12	Career Speaker Series monthly *List of Career Speakers Below

Opportunities Fair List 2023-2024

21st Century Sound
321Blink
5 Guys Burgers and Fries
A.W. Beattie Career Center
Abbey Road Programs
Aerotech
AFS USA
Alfred University
All Star Code
Allegheny County Parks Department
Allegheny Steel Distributors, Inc
Amber Woods
American Pool Management, Pittsburgh
American Supply Association
Anderson Landscape Design and Anderson Maintenance and Construction
Animal Friends
Armstrong
Aspinwall Volunteer Fire Department
Banfield Pet Hospital
Bayer Healthcare
Bed Bath and Beyond
Bella Capelli Academy a Paul Mitchell Partner School
Bender Consulting Services, Inc.
Biblical Life Institute
Bidwell Training Center
Binghamton University
Borough of Sharpsburg
Boy Scouts of America
Brayman Construction
Bricklayers and Allied Craftworkers Local 9 PA - BAC Local 9 PA
Builders Guild of Western PA, Inc.
Burger King
Butler County Community College
Camp Guyasuta - Boy Scouts of America
Carlow University
Carnegie Mellon University
Carnegie Mellon University - Pre-College Summer Program
Carnegie Museum of Art and Natural History
CCAC
CCAC-Disability Services-Boyce Campus
Center for Emergency Medicine
Chatham University
Cheyney University of Pennsylvania
Chick-fil-A
Christ the King Youth Ministry
Citizens Bank
Citizens School of Nursing
Clark Precision Machined Components, LLC

CMU Leonard Gelfand Center for Service Learning and Outreach
Colorado Mesa University
Community College of Beaver County
Conroy Foods, Inc. Beano's Deli Condiments & Isaly's
Cooper-Siegel Library
<a href="#">Council on International Educational Exchange</a>
Davis and Elkins College
Douglas Education Center
Duquesne Light Company
Duquesne University
Eat n Park
Edinboro University of Pennsylvania
Elliott Acres Therapeutic Riding Center, a certified therapeutic riding center for those with physical, intellectual, and emotional disabilities serving western Pennsylvania
Empire Beauty School
Everyone Loves Fun, ELF Entertainment, Inc.
Fairmont State University
FIDM/Fashion Institute of Design and Merchandising
First Commonwealth Bank
Forms+Surfaces
Fox Chapel Golf Club
Fox Chapel Parks Commission
Fox Chapel Racquet Club
Fox Chapel Volunteer Fire Department
Full Sail University
FX Makeup Academy
Gannon University
Gateway Clipper Fleet
Geneva College
Giant Eagle
Global Works
Greater Johnstown Career and Technology Center - Monroeville School of Nursing
Green Oaks Country Club
Groove U
Grove City College
HarmarVillage Care Center
Harrisburg University
HBCU - Western PA Council of HBCU Alumni
Heartland Restaurant Group
High Flight Academy
Hobart and William Smith Colleges
Home City Ice
Indiana Township
Indiana University of Pennsylvania
Institute of Medical and Business Careers
International Studies Abroad
Invite All Fire Dept. and EMS for volunteers

Iron Workers Apprenticeship
Ithaca College
IUP Academy of Culinary Arts
IUP at Northpointe
JML Landscape Management
Job Corps, Inc.
John Carroll
Johnny Sheerer Landscaping
Johnson and Wales University
Juniata College
Junior Achievement of Western Pennsylvania
Keller Williams Realty
Kent State University
Kmart
KML Carpenters Apprenticeship
Kumon Math & Reading Center of Fox Chapel
La Roche College
Laborers Training Center of Western PA
LaCappella
Lauri Ann West Community Center
Lincoln Technical Institute
Loafers Bread Co.
Lock Haven University
Lourdes University
Lycoming College
Master Builders Association of Western Pa
McDonalds - M and J Management
Meinert Brothers, Inc.
Messiah College
Miami University
Michigan State University
Modcloth.com
Moravian College
Mount Aloysius College
National Aviary
New Century Careers
Niagara University
Nidec Vamco
North Hills Community Outreach
O'Hara Township
Oakmont Country Club
Oberg Industries
Ohio Dominican
Ohio Technical College
Ohio University
Old Navy
Operative Plasterers' and Cement Masons' International Association (OPCMIA)
PA Air National Guard
Panera Bread
Parkview VFD/EMS
Penn State University

Pennsylvania Army National Guard
Pennsylvania CareerLink
Pennsylvania College of Art & Design
Pennsylvania Free Enterprise Week
Pennsylvania Higher Education Assistance Agency
Pennsylvania Office of Vocational Rehabilitation
PennWest California
Pennwest California, Clarion and Edinboro
Pittsburgh Cares
Pittsburgh Center for the Arts
Pittsburgh Field Club
Pittsburgh Filmmakers' School of Film, Photography & Digital Media
Pittsburgh Institute of Aeronautics
Pittsburgh Job Corp
Pittsburgh School of Massage Therapy
Pittsburgh Technical College
Pittsburgh Zoo Kidscience and Zoo U.
Plasterers and Cement masons'
Point Park College
Praxis, Inc.
Presbyterian SeniorCare Network
Primanti Brothers
Public Allies Pittsburgh
Qdoba
Queens University of Charlotte
Revolution Physical Therapy
Robert Morris University
Roofers Apprenticeship & Training Program
Rosedale Technical College
Rue 21
Rustic Pathways
Saint Francis University
Saint Vincent College
Savannah College of Art and Design
Scholastica Field Studies
Seton Hill University
Sharpsburg Family Worship Center
Sheet Metal Workers Local Union #12
Shenandoah University
Shippensburg University
SimCoach Games
Slippery Rock University of Pennsylvania
Smithsonian Student Adventures - Walking Tree
Sonic Drive-in
South College
Southern Illinois University
Steamfitters Local 449
Stover & Company
Taco Bell

Target
Team Friends
Temple University
Thaddeus Stevens College of Technology
The Children's Institute
The Modern College of Design
The Princeton Review
The SSA Group @ Pittsburgh Zoo and Aquarium
Thiel College
Tickets for Kids Charities
Tiffin University
Triangle Tech
U.P.M.C. Mercy Department of Volunteer Services
U.S. Air Force
U.S. Air Force ROTC
U.S. Army
U.S. Marine Corps
U.S. Navy
University at Buffalo
University of South Florida
University of Akron
University of Alabama
University of Connecticut
University of Delaware
University of New Haven
University of Pittsburgh
University of Pittsburgh at Bradford
University of Pittsburgh at Johnstown
University of Pittsburgh at Greensburg
University of Vermont
UPMC - Medical Assistants
UPMC Center for Engagement and Inclusion Initiative, Community Engagement and K - 12 Programming
UPMC Children's Hospital

UPMC Community Partners
UPMC School of Nursing
UPMC Senior Communities
UPMC St. Margaret Volunteer and Guest Services
UPMC Women in Information Technology
Vector Marketing
Verto Education
Vet Tech Institute
Volunteers of America PA
Wal-mart Store #3838 Tarentum
Washington and Jefferson College
Waterworks Luxury Cinemas
Waynesburg University
Wendy's
West Liberty University
West Penn School of Nursing
West Virginia University
Western PA Laborers JATC
Western PA Learning Academy/QUEST
Western PA Operating Engineers JATP
Westminster College
Wildlife Leadership Academy (Pennsylvania Institute for Conservation Education)
Wildwood Golf Club
WyoTech
Young Judaea
Young Life Fox Chapel
Youngstown State University
Youth Empowerment Project of Sharpsburg
Zone 28
Zoup!

### Career Speakers 2023-2024

<b>Career</b>	<b>Guest Speaker</b>
Financial Advisor	Rob Wilson
Organ/Tissue Transplants CORE	Susan Stuart
Waterways Conservation Officer Fish Commision	Brian Guenin
Speech Pathology and Audiology	Nancy Carlino
Journalism/Writing	Tom Benic
Duquesne Mental Health Careers	Marisa Shiner and Payton Roberts
IT Security at UPMC	Greg Kassimer
Linguistics and Language Translator	Courtney Casella
Data and Actuarial Sciences	Sara Durzo
Advanced Practice Providers - PA, Nurse Practitioner, Nurse Anesthetist	Damarias Mohr
Lawyer	Rich wolf
Beechwood Ex. Director	Jim Bonner
Small Business Franchising	Wally Jenkins
Commercial Real Estate Attorney	Lydall Huggler
Banking Business	Joanne Kelly
Engineering/Computer/Theater	Bill Boag
Research and Development	Bob Trimble
Ballroom Dance Franchise	Bonnie Cardinalli

## **339.32(6) CAREER PLACEMENT SERVICES**

### **339.32(6) CAREER PLACEMENT SERVICES**

**10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?**

Yes

**Upload career placement services document (3 pages maximum).**  
Q10\_339.32(6).pdf



## **Career Placement Services**

Beginning in 9th grade, counselors utilize the *Fox Chapel Area High School 4-Year Planning Worksheet* to aid in the development of the student's individual academic and career plan.

To assist with the planning process, in the fall of 9th grade, students determine career clusters of interest based on an assessment administered through the district's career software, Naviance. This data is not only stored in the student's electronic portfolio through Naviance, but is also utilized when students schedule courses.

The Fox Chapel Area High School's Course Description Guide utilizes symbols of the sixteen national career clusters to guide students when selecting courses of study. It is the School Counseling Department's goal for students to select courses that match their interests and skills according to the career clusters.

The 4 Year Planning Worksheet is a visual way for students to see what courses are required to meet school and state graduation requirements, a way to track standardized test scores, and keep track of postsecondary plans. The 4-year planning worksheet is a living document that often changes just as a student's interests do as he/she explores careers, experiences the school's robust curriculum, takes part in clubs and competitions, and engages in shadowing and volunteer opportunities. The 4-year planning worksheet allows for dialogue and communication between students, parents, and the school counselor as students prepare for their postsecondary plans.



NAME \_\_\_\_\_

Class of \_\_\_\_\_

**FOX CHAPEL AREA HIGH SCHOOL 4 YEAR PLANNING WORKSHEET**

FRESHMAN YEAR			SOPHOMORE YEAR			JUNIOR YEAR			SENIOR YEAR		
GR	CR		GR	CR		GR	CR		GR	CR	
		English 9			English 10			English 11			English 12
		Mathematics			Mathematics			Mathematics			Social Studies
		Science			Science			Science			*PE 11 OR PE 12
		U.S. History II			World Civilization			US History III			
		PE 9			PE 10			College & Career Essentials			
		Health 9			Health 10			*PE 11 OR PE 12			
								State Proficiency Testing			
								Service Learning			Graduation Project
		<b>CREDITS</b>			<b>CREDITS</b>			<b>CREDITS</b>			<b>CREDITS</b>
		<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>			<b>TOTAL CREDITS</b>

GPA \_\_\_\_\_

GPA \_\_\_\_\_

GPA \_\_\_\_\_

GPA \_\_\_\_\_

**TEST SCORES:**

PSAT 10 \_\_\_\_\_  
 PSAT 11 \_\_\_\_\_  
 Keystone 11 Eng \_\_\_\_\_ M \_\_\_\_\_ Bio \_\_\_\_\_  
 SAT I CR \_\_\_\_\_ M \_\_\_\_\_ W \_\_\_\_\_  
 SAT I CR \_\_\_\_\_ M \_\_\_\_\_ W \_\_\_\_\_  
 SAT II \_\_\_\_\_  
 SAT II \_\_\_\_\_  
 ACT E \_\_\_\_\_ M \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ C \_\_\_\_\_  
 ACT E \_\_\_\_\_ M \_\_\_\_\_ R \_\_\_\_\_ S \_\_\_\_\_ C \_\_\_\_\_

**FCAHS GRADUATION REQUIREMENTS:**

- 27 Credits which include:**  
 4 credits of English  
 4 credits of Social Studies  
 3 credits of Mathematics  
 3 credits of Science  
 2.5 credits in Health, Safety, & Physical Education  
 9 credits in additional electives (2 credits in Arts & Humanities)  
 0.5 credit Career & College Essentials  
 1 credit for passing State Proficiency Testing

**POSTSECONDARY PLANS:**

4 yr. college / 2 yr. college / Armed Service / Employment

Career Clusters of Interest: \_\_\_\_\_

H: Counselors/worksheet

## **339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS**

### **339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS**

**11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?**

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

**Upload delivery system document (13 pages maximum).**

Q11\_339.32(7).pdf



## **K-12 Delivery System**

**FCASD ELEMENTARY SCHOOL COUNSELING  
PROGRAM DELIVERY SYSTEM**

<p align="center"><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p align="center"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p align="center"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center"><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p align="center"><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p align="center"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Second Step Lessons (K-5): Social &amp; Emotional Learning Curriculum (skills for learning, empathy, emotion management, problem solving)</li> </ul>	<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Any immediate academic concerns (student support, intervention teams, 504 plans)</li> </ul>	<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Data collection (RTII/ 504)</li> <li>● Administering PSSA makeup testing</li> <li>● Individual Student Observations</li> <li>● Individual counseling (study skills, school anxiety, organization skills, time on task, behavior, etc)</li> </ul>	<p align="center"><b>Counselor Related</b></p> <ul style="list-style-type: none"> <li>● Preschool Storytime</li> <li>● New Family Orientation</li> <li>● 504 teacher updates</li> <li>● ELL teacher updates</li> <li>● Parent/teacher conferences</li> <li>● Consultation/collaboration with faculty &amp; administration</li> <li>● KDG Transition planning</li> <li>● DMS Transition planning</li> <li>● Intro to School Counseling for parents</li> </ul>

			<ul style="list-style-type: none"><li>● 5<sup>th</sup> grade Graduation</li><li>● IEP meetings</li><li>● 504 meetings</li><li>● Child Study meetings</li><li>● Safety Care – crisis response</li><li>● Liaison with Outside Agency</li><li>● Community outreach</li><li>● Elem Counselor PD/ District Community Meetings</li><li>● Attend Grade level meetings</li><li>● Review of Standardized Testing Data (Cogats – grade 1 &amp; 4)</li><li>● Early Admission to KDG Screening</li><li>● Individual Student Observations (504/ IEP/ Behavior)</li><li>● Incident Investigation</li><li>● 5<sup>th</sup> Grade Camp Allegheny</li><li>● Maintain School Counseling Website</li><li>● School Counseling Newsletters</li><li>● PBIS (OH &amp; KR)</li><li>● Olweus (OH)</li></ul>
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<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Career Awareness Guidance Lessons (K-5)</li> <li>• JABiz Town (4th - Science curriculum that teachers deliver)</li> <li>• FCASD Social Studies Curriculum (classroom teachers deliver career standards)</li> </ul>	<p><b>Career</b></p>	<p><b>Career</b></p>	<p><b>Non-Counselor Related</b></p> <ul style="list-style-type: none"> <li>• Coordinate and oversee standardized testing (PSSA/Cogat)</li> <li>• New Student Registration/Tours</li> <li>• KDG Registration</li> <li>• Attendance monitoring</li> <li>• Time Out Duty/Discipline</li> <li>• Bus/Morning Duty</li> </ul>
<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Second Step (K-5: skills for learning, empathy, emotion management, problem solving)</li> <li>• Olweus Bullying Prevention Program (OH)</li> <li>• School Building Monthly Character Themes (FV)</li> <li>• FCASD Social Studies Curriculum (classroom teachers deliver career standards)</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Counseling Skill Building Groups (K-5): friendships, social skills, conflict resolution, impulse counseling, changing families, anger management, etc</li> <li>• Specialized Classroom lessons (K-5)</li> <li>• Crisis Counseling</li> <li>• Social Thinking Groups</li> <li>• Release of Records Request</li> <li>• Behavior Plans</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Home visits</li> <li>• Home-school communication</li> <li>• Data collections (FBA/behavior)</li> <li>• New Student support</li> <li>• Individual Counseling: friendship, bullying, conflict resolution, social skills, anger management, impulse control, grief, anxiety, etc)</li> <li>• Behavior referrals/FBAs</li> </ul>	

<ul style="list-style-type: none"> <li>DARE (5th Gr. - taught by School Police Officers)</li> </ul>	<ul style="list-style-type: none"> <li>New Student support</li> <li>Backpack for Hunger</li> <li>Fox Families Care Liaison (distribution of items/materials to ind families)</li> </ul>	<ul style="list-style-type: none"> <li>Individual Student Observations</li> </ul>	
<b>Recommended Time</b> 35%-45%	<b>Recommended Time</b> 30-40%	<b>Recommended Time</b> 5%-10%	<b>Recommended Time</b> 10%-15%
<b>Percentage of Time</b>  30%	<b>Percentage of Time</b>  20%	<b>Percentage of Time</b>  10%	<b>Percentage of Time</b>  40%

**Dorseyville Middle School  
Program Delivery System**

<p style="text-align: center;"><b>School Counseling Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p style="text-align: center;"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p style="text-align: center;"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p style="text-align: center;"><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p style="text-align: center;"><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and/or college ready by graduation.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● New student orientation</li> <li>● Open Tour Day</li> <li>● Curriculum Night</li> <li>● Class Placement</li> <li>● Classroom Lessons</li> <li>● Naviance</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Meetings with students in danger of failing each nine week grading period</li> <li>● Review remediation options; including grade recovery program</li> <li>● Transition meetings</li> <li>● Parent Conferences</li> <li>● Summer Learning Academy Registrations</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Interpret test scores and data</li> <li>● Individual Student meetings regarding scheduling</li> <li>● 504 plan review</li> <li>● New students registration and transition</li> <li>● IEP meetings</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● 504 Plan Meetings</li> <li>● IEP meetings</li> <li>● Algebra Keystone testing</li> <li>● PSSA testing</li> <li>● New student registrations</li> <li>● New Students orientation</li> <li>● Child study meetings</li> <li>● Liaison between parent and teacher</li> <li>● SAP meetings</li> <li>● Monthly counselor meetings</li> <li>● Budget Development</li> </ul>



<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Career exploration lessons</li> <li>• Post-secondary planning lessons</li> <li>• Career Fair</li> <li>• AW Beattie Roadshow</li> <li>• Interest Inventory</li> </ul>	<p><b>Career</b></p>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Career exploration</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• 504 meetings</li> <li>• IEP meetings</li> </ul>
<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Second Step</li> <li>• Special Lessons (DEI, Quote, etc.)</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Parent communication</li> <li>• Crisis Counseling</li> <li>• MAPS counselor</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Individual Counseling</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• SAP meetings</li> <li>• Child Find Meetings</li> </ul>
<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Implement School Counseling Curriculum</li> <li>• Group Activities</li> <li>• Parent and student workshop and instruction</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Individual and small group counseling</li> <li>• Referrals</li> <li>• Peer mediation</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Assist students individually and in small groups</li> <li>• Consultation</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Collaboration</li> <li>• Teaming</li> <li>• Program management</li> <li>• Develop partnerships and foster relationships</li> </ul>
<p><b>ASCA Recommended Percentage of Time</b></p>	<p><b>ASCA Recommended Percentage of Time</b></p>	<p><b>ASCA Recommended Percentage of Time</b></p>	<p><b>ASCA Recommended Percentage of Time</b></p>
<p>15-25%</p>	<p>25-35%</p>	<p>25-35%</p>	<p>15-20%</p>
<p><b>Percentage of Time</b></p>	<p><b>Percentage of Time</b></p>	<p><b>Percentage of Time</b></p>	<p><b>Percentage of Time</b></p>
<p>25%</p>	<p>30%</p>	<p>25%</p>	<p>20%</p>

**FCASD High School Program Delivery System**

<p align="center"><b>School Counseling Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p align="center"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p align="center"><b>Individual Student Planning</b></p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center"><b>System Support</b></p> <p>Includes program, staff and school support activities and services.</p>
<p align="center"><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and/or college ready by graduation.</p>	<p align="center"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center"><b>Purpose</b></p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● New student orientation</li> <li>● Open House</li> <li>● Class Placement</li> <li>● Classroom Presentations</li> <li>● Naviance</li> <li>● College Search</li> <li>● Transcript Review</li> <li>● Graduation Requirements review</li> </ul>	<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Meetings with students earning D's &amp; F's every 3 weeks</li> <li>● Review remediation options; including summer school</li> <li>● Transition meetings</li> <li>● Parent Conferences</li> <li>● Retention letters</li> <li>● Summer School Registrations</li> </ul>	<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● Interpret test scores and data</li> <li>● Individual Student meetings regarding scheduling</li> <li>● 504 plan review</li> <li>● New students registration and transition</li> <li>● IEP meetings</li> <li>● PSAT, SAT, AP test administration</li> </ul>	<p align="center"><b>Academic</b></p> <ul style="list-style-type: none"> <li>● 504 Plan Meetings</li> <li>● IEP meetings</li> <li>● Keystone testing</li> <li>● New student registrations</li> <li>● New Students orientation</li> <li>● Child study meetings</li> <li>● Liaison between parent and teacher</li> <li>● SST meetings</li> <li>● Monthly counselor meetings</li> <li>● AP test administration</li> <li>● Scholarship Coordination</li> <li>● Budget</li> </ul>

			<b>Development</b>
<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• Career Speaker presentations</li> <li>• College rep visits at high school</li> <li>• Career exploration lessons</li> <li>• Post-secondary planning lessons</li> <li>• College Fairs</li> <li>• ASVAB</li> <li>• Career Opportunities Fair</li> <li>• AW Beattie Visit</li> <li>• Interest Inventory</li> </ul>	<p><b>Career</b></p>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• FAFSA evening seminar</li> <li>• PSAT</li> <li>• Career exploration</li> </ul>	<p><b>Career</b></p> <ul style="list-style-type: none"> <li>• 504 meetings</li> <li>• IEP meetings</li> </ul>
<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Stand Together</li> </ul>	<p><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Parent communication</li> <li>• Crisis Counseling</li> <li>• MAPPS counselor</li> </ul>	<p><b>Personal/Social</b></p> <p>Individual Counseling</p>	<p><b>Personal/Social</b></p> <p>SST meetings Child Find Meetings</p>
<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Implement School Counseling Curriculum</li> <li>• Group Activities</li> <li>• Parent and student workshop and instruction</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Individual and small group counseling</li> <li>• Referrals</li> <li>• Peer facilitation</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Assist students individually and in small groups</li> <li>• Meet with parents to discuss 4-year plan and post-secondary planning</li> <li>• Consultation</li> </ul>	<p><b>Counselor Role</b></p> <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Collaboration</li> <li>• Teaming</li> <li>• Program management</li> <li>• Develop partnerships and foster relationships</li> </ul>

<b>ASCA Recommended Percentage of Time</b>	<b>ASCA Recommended Percentage of Time</b>	<b>ASCA Recommended Percentage of Time</b>	<b>ASCA Recommended Percentage of Time</b>
15-25%	25-35%	25-35%	15-20%
<b>Percentage of Time</b>	<b>Percentage of Time</b>	<b>Percentage of Time</b>	<b>Percentage of Time</b>
25%	30%	25%	20%

## **339.32(8) AND (9) STAKEHOLDER INVOLVEMENT**

### **339.32(8) AND (9) STAKEHOLDER INVOLVEMENT**

**12. Does your school maintain a career guidance service action planning chart or document that shows how each stakeholder group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?**

Yes

#### **a. Students**

Students contribute with active participation in all aspects of the K-12 School Counseling programming and initiatives. Students identify wants and needs through individual student planning, classroom, and group activities. Students offer feedback relating to the effectiveness of program services through pre- and post surveys as well as culminating assessments. Every student K-12 receives curriculum delivered by school counselors as well as individual planning and responsive services with sch

#### **b. Parents**

Parents contribute by actively engaging with their children's school(s) and school counselor(s). Parents initiate and respond to school counselors through a variety of the district's communication methods: building-based websites, Schoology, Naviance, PowerSchool parent portal, email, telephone, informational blasts, and district alerts. Parents also contribute through participation in student/teacher conferences, team meetings, staffings, and presentations.

**c. Postsecondary**

Postsecondary partners will contribute through their connections to students at various levels. Students will become aware of the spectrum of options available after high school whether it be four year college/university, two year college, training and vocational programs, or employment opportunities. Postsecondary partners will be integrated within school based, college, and career counseling curriculum experiences.

**d. Educators**

Educators contribute to the success of the K-12 school counseling program by providing rigorous academic preparation for all students. They also contribute by supporting the school counseling department's delivery of curriculum, mental health and drug & alcohol awareness initiatives, and school wide behavioral support programming. Educators contribute to school counseling goals of equity, access, and academic success for all students.

**e. Businesses**

Businesses contribute by actively serving on the K-12 School Counseling Advisory Council. They provide their insight and support for counseling programs in the following areas: Career Experts in the Classroom, Job Shadowing Opportunities, Internships, Workbased Experiences, Career Speaker Series, the middle school's Career Fair, and the high school's Opportunities Fair. Business and Community members further contribute by providing funding and resources to support programming where possible.

**f. Community Agencies**

Fox Chapel Area's counselors partner with a number of community agencies to help bridge the gap between the needs and resources of youth and families in the Fox Chapel Area School District. Fox Families Care, Roots of Faith, Second Harvest, and Backpack for Hunger, provide programs and supports that help families overcome challenges and thrive. Counselors work directly with these agencies to provide students with food, emergency assistance, resource referrals, grants, education and enrichment.

**13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?**

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

Yes

## **339.32(10) FOLLOW-UP STUDIES**

### **339.32(10) FOLLOW-UP STUDIES**

**14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?**

The follow-up study should be available during Perkins and APE/339 compliance reviews.

Yes

**Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).**

The Fox Chapel Area School District follows a continuous curricular review cycle for all programs operated within the district. The follow-up study for career guidance services takes place through department and team meetings with teachers, counselors and principals. The meetings target standards alignment, student outcomes, what is going well, and areas of refinement. One example was the refinement of curricular scope and sequence at the elementary level. School counselors, principals, and directors reviewed current scope and sequence, collected data on student touch-points and how career standards were being met. The team then revised the current scope to promote more meaningful outcomes for students based on the previous year's data.



## **SIGNATURES AND ASSURANCES**

### **ASSURANCE OF QUALITY AND ACCOUNTABILITY**

**Lead Counselor**

**Date**

**CHIEF SCHOOL ADMINISTRATOR**

**Chief School Administrator**

**Date**

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Allegheny Intermediate Unit  
Notice of Adoption of Policies, Procedures, and Use of Funds

**(ATTACHMENT A)  
NOTICE OF ADOPTION OF APPROVED LEA  
POLICIES, PROCEDURES AND USE OF FUNDS  
BY SCHOOL DISTRICT**

The Fox Chapel Area School District hereby gives notice of its adoption of the Allegheny Intermediate Unit's policies and procedures under the federal requirements of 34 CFR PART 300<sup>1</sup>. A copy of the policies and procedures are maintained for review in the administrative offices. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. The Subgrantee has in effect policies and procedures whereby the SEA may, through corrective action for failure to comply with Part B of the act, exercise its general supervisory authority to withhold all direct or indirect subsidies for special education and related services provided by the SEA to public agencies with the responsibility to offer a free appropriate public education to eligible children. (20 U.S.C. Section 1412 (11), 34 C.F.R. Section 300.151, and 34 C.F.R. Section 300.608).

<b>3/11/2024</b>
------------------

Signature of Superintendent of the School District \*

Date

\*By entering your name electronically, you acknowledge your receipt of this document. Your electronic signature will serve as the equivalent of your manual signature. Please click the box to lock this form

<sup>1</sup>Federal requirements including, but not limited to:

- §300.101-§300.123 FAPE Requirements, LRE, Additional Eligibility Requirements
- §300.145-§300.148 Children with Disabilities in Private Schools Placed or Referred by Public Agencies
- §300.154 Parental Consent to Access Public Benefits or Insurance
- §300.200-§300.226 Local Educational Agency Eligibility
- §300.229 Disciplinary information
- §300.300-§300.536 Evaluations, Eligibility Determinations, IEP and Educational Placements, Procedural Safeguards, and Discipline Procedures
- §300.610-§300.624 Confidentiality of Information

Revised January 2024

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Allegheny Intermediate Unit  
IDEA-Part B Use of Funds Agreement

**IDEA-Part B  
Use of Funds  
Agreement 2024-2025**

Sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between Allegheny Intermediate Unit #3 (hereinafter called “IU”) and Fox Chapel Area School District (hereinafter called “School District”) enter into for the project period July 1, 2024 through June 30, 2025.

The School District hereby agrees and assures that:

- A. The development and execution of this agreement shall be in accordance with IDEA; program guides issued by USDE; guidelines and directives issued by Pennsylvania Department of Education; the terms of this agreement; and the provisions of the State IDEA Plan applicable to the period of this agreement. This agreement shall be subject to the provisions of all pertinent Federal and Pennsylvania laws, regulations, and standards, as outlined in the IDEA Contract between Allegheny Intermediate Unit #3 and the Pennsylvania Department of Education.
- B. Funds shall be used to support appropriate services to school age children who are eligible for services through these funds.
- C. School District must submit to the Intermediate Unit how IDEA pass through funds will be used. Any changes in use of IDEA pass through funds must be submitted to the Intermediate Unit by March 31, 2025.
- D. School District will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents, those records to be available for inspection by a representative and/or auditor of the Intermediate Unit or Pennsylvania Department of Education.

The Intermediate Unit agrees to cooperate with the School District in resolving any proposed disallowances the auditors of the School District recommend as a result of audits, or any final audit disallowances imposed by the appropriate authorities. The Intermediate Unit shall not be held liable by the School District for such disallowed costs.

Payments will be contingent upon receipt of funds from the Pennsylvania Department of Education.

Dr. James Palmiero  
Assistant Executive Director for  
Special Education and Pupil Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Superintendent Signature  
Mary Catherine Reljac, Ed.D.

March 11, 2024  
\_\_\_\_\_  
Date

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

LearnWell – Agreement

## AGREEMENT

AGREEMENT made effective as of the 1st day of July 2023 by and between Fox Chapel Area School District (the “District”), having its administrative offices at 611 Field Club Road, Pittsburgh, PA 15238 and EI US, LLC dba LearnWell (the “Company”), formerly Education, Inc., having its office at 2 Main Street, Suite 2A, Plymouth, MA 02360.

In consideration of the mutual covenants and conditions contained in this Agreement, the District and the Company hereby agree as follows:

1. **Retention:** The District hereby agree to retain the Company and the Company agrees to provide the District with its services consisting of any of the following upon the terms and conditions herein set forth: The District hereby agree to retain the Company and the Company agrees to provide the District with Academic Tutoring Services during the 2023-2024 school year at facilities where LearnWell is the education provider. Virtual 1:1 tutoring services fall under a separate contract that can be provided upon request.
2. **Term:** This Agreement will be for services provided July 1, 2023 – June 30, 2024 inclusive, unless terminated early as provided in this Agreement. It is understood that the District are under no obligation to renew this Agreement upon its expiration.
3. **Compensation:** See Exhibit A attached:
4. **Independent Contractor:** The Company is retained by the District only for the purposes and to the extent set forth in this Agreement, and its relation to the District shall, during the period of its retention and services hereunder, be solely that of an independent contractor. The compensation being paid pursuant to this Agreement shall not be subject to withholding taxes or other employment taxes required with respect to compensation paid by the District to an employee. The Company shall observe all requirements imposed by any laws upon corporations. The District, if required by Federal or State requirements, will submit a Form 1099, at year-end to the Federal government and to Company if having a gross income exceeding \$600, which thereupon will be reported for income tax purposes. Neither the Company nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this Agreement including, but not limited to, social security, Pennsylvania Worker’s Compensation, unemployment insurance, Pennsylvania State Retirement System benefits, health or dental insurance, or malpractice insurance, or the like. With regard to employees of the Company the Company alone shall be responsible for their work, personal conduct, direction, compensation, and for payment of all employment and other taxes in relation thereto.
5. **Indemnification:** The Company hereby indemnifies the District with respect to all claims, charges, costs and expenses arising out of the negligence of the Company, its agents, or employees, or with respect to the Company’s breach of its obligations. The Company shall defend (with counsel selected by the District and reasonably approved by the Company), indemnify, and hold harmless the District, and its agents, members, representatives and employees from any and all claims, costs, expenses (including, but not limited to, attorney fees) related, directly or indirectly, to this indemnity.
6. **Expenses:** The Company will pay all expenses incurred by it in connection with the performance of his duties hereunder, including but not limited to automobile and/or travel expenses.
7. **Required Records:** The Company shall provide services and maintain records, logs and reports in accordance with all applicable laws, regulations and requirements of the Pennsylvania Education Department, Pennsylvania State Department of Labor and District policies and procedures in force during the term of this Agreement. All student records, logs, etc., will be the property of the Company and will be considered mandated records. Company shall provide the District with a copy of any reports, testing, evaluations, or observations that are prepared in connection with the services provided by the Company under this Agreement.
8. **Confidentiality:** The Company shall maintain the confidentiality of student records in accordance

with HIPAA or any other applicable federal laws and regulations.

9. **Review of Company Records:** In compliance with HIPAA, the District shall have the right to examine any or all records or accounts maintained by the Company in connection with this Agreement.

10. **Insurance:** The Company shall provide the District with a certificate of liability insurance naming the District as an additional insured with coverage of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate upon execution of this Agreement. The Company shall notify the District in writing ten (10) days prior to any lapse in liability coverage. The absence of liability coverage during the term of this Agreement may result in immediate termination of this Agreement.

11. **Employer's Authority:** The Company represents and warrants that it will observe and comply with the policies, rules and regulations of the Company (and shall cause its employees to do the same), including, but not limited to, the Company Code of Conduct, performance of its duties, and to carry out and perform orders, directions and policies advised from the District.

12. **Termination:** This Agreement shall be terminated upon the occurrence of any of the following events:

(a) Immediately upon the breach by the Company of any of the policies, rules and regulations of the District relating to the health or safety of students or District employees.

(b) Automatically upon the filing of a Petition in Bankruptcy by the Company

(c) Upon thirty days (30) notice by either the District or the Company to the other, together with the reason for said early termination. Termination under this provision will only be permissible upon a showing that the reason cited is not arbitrary or capricious.

Upon termination of this Agreement, the Company shall be entitled to receive only the compensation accrued and unpaid as of the date of termination and shall not be entitled to any additional compensation.

13. **Notices:** Any notices required or permitted to be given under the terms of this Agreement shall be sufficient in writing and if personally delivered or sent by registered or certified mail to the parties at the following addresses:

To the Company:

LearnWell  
2 Main Street, Suite 2A  
Plymouth, MA 02360

To the District:

Fox Chapel Area School District  
611 Field Club Road  
Pittsburgh, PA 15238

14. **Entire Agreement:** This instrument contains the entire agreement of the parties with respect to the subject matter thereof and supersedes any and all other agreements, understandings and representations by and between the parties.

15. **Modification:** This Agreement may not be changed orally, but only by an agreement in writing signed by the party or parties against whom an enforcement of any waiver, change, modification, extension or discharge is sought. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition or provision, nor will a waiver of any breach of any term, condition or provision constitute a waiver of any subsequent or succeeding breach.



16. **Third-Party Beneficiaries:** There are no third-party beneficiaries of or in this Agreement or any of the terms or provisions hereof or any of the rights, privileges, duties, liabilities or obligations created hereby.

17. **Negotiated Agreement:** This is a negotiated Agreement, and this Agreement shall not be construed against any party by reason of this Agreement being prepared by such party's attorney. Each party warrants that it has full power to execute, deliver and perform this Agreement and has taken all actions required by law, its organizational documents or otherwise to authorize the execution and delivery of this Agreement.

18. Company Certifies that each tutor has submitted all background clearances currently required under Pennsylvania law and that Company will retain proof of all clearances.


19. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue for any disputes, claims, or controversies related to this Agreement or any transactions contemplated by this Agreement shall be brought in state or federal court situate in Allegheny county, Pennsylvania.

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals as of the date and year first above written.

By: \_\_\_\_\_

Authorized Representative  
Fox Chapel Area School District

By: \_\_\_\_\_



Authorized Representative  
EI US, LLC

## Exhibit A

1. **Compensation:** The District agrees to compensate the Company at the rate of \$45.00 per hour for up to 10 hours per week. Upon the District verifying the student's enrollment via a verbal conversation or email communication with an EI US, LLC employee, billing will commence from the student's date of admission or designated start date. Each hour of instruction delivered in any setting requires administrative and preparation time, and LearnWell bills an additional 33% for those services (i.e., each three (3) hours of teaching generates one (1) hour of admin/prep time cost). Such compensation shall be paid within thirty (30) days of receipt and approval by the District of invoices (in form and substance satisfactory to the District) from the Company with respect to performance of such services.
2. **Authority:** Each of the signatories represents that he/she is authorized to execute this Agreement and to bind the District on whose behalf he/she has signed to its terms. The Company further represents that its representative has the authority to sign and bind the Company to its terms.
3. **Exhibit:** This Exhibit A is enforceable as against the Company and District only by virtue of its incorporation by reference in the Agreement between the Company and the District and is subject to all of the terms contained in such Agreement, including the termination provisions therein. This Exhibit A does not itself create any legally binding obligations on the Company or the District independent of the Agreement in which it is incorporated by reference.

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

The School at McGuire Memorial – Extended School Year (ESY) Addendum

# *The School at McGuire Memorial*

## EDUCATIONAL SERVICES AGREEMENT

### EXHIBIT B

The Extended School Year ("ESY") Program rates for the term of this Agreement are as follows:

1. 2023-2024 ESY \$286/day (5 hrs.)

\*For students who require one-on-one aide services, the daily rate for the 2023-2024 ESY program is \$165.00/day

**FOX CHAPEL AREA SCHOOL DISTRICT:  
Mary Catherine Reljac, Ed.D., Superintendent  
611 Field Club Road  
Pittsburgh, PA 15238**

**The School at McGuire Memorial:  
Dr. Kim Lieb, Director of The School at McGuire Memorial  
2121 Mercer Road  
New Brighton, PA 15066**

**IN WITNESS WHEREOF**, The School at McGuire Memorial and the School District, intending to be legally bound, have executed this Agreement the date first above written.

ATTESTED

FOX CHAPEL AREA SCHOOL DISTRICT

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Board President

ATTESTED

THE SCHOOL AT MCGUIRE MEMORIAL

\_\_\_\_\_

\_\_\_\_\_

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

The Watson Institute – WISCA-Sharpsburg – Letter of Agreement



Administrative Offices  
The Education Center  
Human Resources  
Psychological Services  
Respite Programs  
301 Camp Meeting Road  
Sewickley, PA 15143  
(412) 741-1800

Friendship Academy  
255 South Negley Avenue  
Pittsburgh, PA 15206  
(412) 365-3800

LEAP Preschool  
Training and Consultation  
WISCA  
200 Linden Avenue  
Pittsburgh, PA 15215  
(412) 781-1708

March 6, 2024

Mr. Timothy A. Mahoney  
Director of Special Education and Pupil Services  
Fox Chapel Area School District  
611 Field Club Road  
Pittsburgh, PA 15238

Dear Mr. Mahoney:

This letter will serve as an agreement between The Watson Institute and Fox Chapel Area School District.

will be enrolled in The Watson Institute Social Center for Academic Achievement (WISCA- Sharpsburg) program for the 2023-2024 school year, effective March 6, 2024. The tuition for the program will be the responsibility of the school district and will be prorated with the start date of March 6, 2024.

Annual cost of service for the school year (2023-2024) is \$57,155 per student. Watson will submit quarterly invoices to the district and payment for services should be made within thirty (30) days after the invoice is received.

Please sign this letter of Agreement noting your acceptance of the arrangement and return it to our office.

Should you have any questions, you can reach me by calling 412-749-2860 or by email at [marciala@thewatsoninstitute.org](mailto:marciala@thewatsoninstitute.org)

Sincerely,

Marcia Laus  
Chief Operating Officer

\_\_\_\_\_  
Fox Chapel School District

\_\_\_\_\_  
Date

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

A.W. Beattie Career Center 2024-2025 School Calendar – Information

## A.W. BEATTIE CAREER CENTER 2024-2025 SCHOOL CALENDAR

August-24					September-24					October-24				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	<del>2</del>	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	<del>7</del>	8	9	10	11
<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	16	17	18	19	20	<del>14</del>	15	16	17	18
<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
Teacher 13 Student 9					Teacher 20 Student 20					Teacher 23 Student 22				
November-24					December-24					January-25				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	<del>2</del>	3	4	5	6			<del>1</del>	2	3
4	<del>5</del>	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	<del>17</del>
18	19	20	21	22	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>20</del>	21	22	<del>23</del>	24
25	26	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>				27	28	<del>29</del>	30	31
Teacher 18 Student 17					Teacher 14 Student 14					Teacher 22 Student 20				
February-25					March-25					April-25				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	3	4	5	6	<del>7</del>		1	2	3	4
10	11	12	13	14	10	11	12	13	14	7	8	9	10	11
<del>17</del>	18	19	20	21	17	18	19	20	21	14	15	16	<del>17</del>	<del>18</del>
24	25	26	27	28	24	25	26	27	28	<del>21</del>	22	23	24	25
					31					28	<del>29</del>	<del>30</del>		
Teacher 19 Student 19					Teacher 21 Student 20					Teacher 19 Student 19				
May-25					June-25					Legend				
M	T	W	T	F	M	T	W	T	F					
			<del>1</del>	2	<del>3</del>	<del>4</del>	<del>5</del>	6	7	<td colspan="4">New Teacher Orientation</td>	New Teacher Orientation			
5	6	7	8	9	9	10	11	12	13	<td colspan="4">All Staff In-Service</td>	All Staff In-Service			
12	13	14	15	16	16	17	18	19	20	<td colspan="4">No School</td>	No School			
19	<del>20</del>	21	22	23	23	24	25	26	27	<td colspan="4">First/Last Day for Students</td>	First/Last Day for Students			
<del>26</del>	27	28	29	<del>30</del>	30					<td colspan="4">NOCTI Testing for 12th Graders (only testing 12th graders attend)</td>	NOCTI Testing for 12th Graders (only testing 12th graders attend)			
Teacher 21 Student 20					Teacher 3 Student 0									
										District Four Days-Virtual Classes				
										Total Days: Teachers 193				
										Total Days: Students 180				

### Days to Remember:

First Day for Teachers - August 14th	Spring Open House - March 6th (5:15-8:00 pm)
First Day for Students - August 20th	* Snow Date - March 13th
Back to School Night - August 29th (5:15-7:00 pm)	NOCTI Testing - April 29th, April 30th, May 1st
Fall Open House - October 14th (5:15-7:00 pm)	Senior Recognition - TBD
Advisory Meeting - November 5th	Last Day for Students - May 30th
District Tours - Virtual Learning Days - January 23rd & 29th	Last Day for Teachers - June 4th

Snow Make-up Days: April 17th, April 21st, March 7th

All students will follow this calendar regardless of the local school calendar  
and must attend on these designated days.

A.W. Beattie will utilize up to five Flexible Instruction Days for inclement weather.



Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Policies – Revised – Second Reading and Adoption

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Purpose**

The Board recognizes that each student's mode of dress and grooming is a manifestation of **culture**, personal style, and individual preference.

## **Authority**

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or **constitute a health or safety hazard**.<sup>[1][2]</sup>

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.<sup>[2]</sup>

## **Delegation of Responsibility**

The building principal or designee shall be responsible to monitor student dress and grooming, and **to enforce Board policy and** school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all **school** rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.<sup>[2]</sup>

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.<sup>[3]</sup>

Legal	<a href="#">1. 24 P.S. 1317.3</a>
	<a href="#">2. 22 PA Code 12.11</a>
	3. Pol. 325

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	9/9/2013

## **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

## **Definitions**

For purposes of this policy, **controlled substances** shall **include** all: [\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by **federal and state** laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. ~~Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.~~
7. ~~Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.~~
8. ~~Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.~~[\[3\]](#)[\[4\]](#)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

**For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.**

**For the purposes of this policy, the Board prohibits students from intentionally misusing (through ingestion, inhalation, injection or other internal use), distributing, and being under the influence, or possessing without legitimate use any of the following substances of any substance with the potential for misuse-:**

1. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
2. **Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.**
3. Prescription or **nonprescription (over-the-counter) medications**, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, **at any time while** on school property, at any school-sponsored **activity**, and during the time spent traveling to and from school and **to and from** school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs **resulting from violations of this policy.**

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property **or during nonschool hours to the same extent as provided in Board policy on student discipline.** [14]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations **to identify** and control substance abuse in the schools which:

1. Establish procedures to **appropriately manage situations involving** students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **Guidelines**

Violations of this policy **may result in disciplinary action up to and including expulsion and referral for prosecution.**[14][18][19]

**The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[13][15][16][20][21][22]

**The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.**[13][20][23]

**In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.**[13][16]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, **increasing muscle bulk or strength, or the enhancement** of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

#### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

- Legal
- [1. 35 P.S. 780-102](#)
  - [2. 21 U.S.C. 812](#)
  3. Pol. 210
  4. Pol. 210.1
  - [5. 24 P.S. 510](#)
  - [6. 24 P.S. 511](#)

[7. 22 PA Code 12.3](#)

[8. 20 U.S.C. 1400 et seq](#)

[9. 22 PA Code 10.23](#)

10. Pol. 103.1

11. Pol. 113.1

12. Pol. 113.2

13. Pol. 805.1

14. Pol. 218

[15. 24 P.S. 1302.1-A](#)

[16. 24 P.S. 1303-A](#)

[17. 42 Pa. C.S.A. 8337](#)

18. Pol. 233

19. Pol. 236

[20. 22 PA Code 10.2](#)

[21. 22 PA Code 10.21](#)

[22. 22 PA Code 10.22](#)

[23. 22 PA Code 10.25](#)

[24. 35 P.S. 807.1](#)

[25. 35 P.S. 807.2](#)

[22 PA Code 403.1](#)

[35 P.S. 780-101 et seq](#)

[35 P.S. 807.1 et seq](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7118](#)

[21 U.S.C. 801 et seq](#)

[34 CFR Part 300](#)

Pol. 122

Pol. 805

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Employment of District Staff
Code	304
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	5/11/2015

## **Authority**

The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[8\]](#)[\[24\]](#)

Approval shall be given to the candidates for employment recommended by the Superintendent unless evidence is presented that clearly indicates the candidate is not qualified.

No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.[\[9\]](#)

The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

A candidate for employment in the district shall not receive a recommendation for employment without evidence of **his/her the candidate's** certification from an accredited college/university when such certification is required.[\[10\]](#)[\[11\]](#)[\[12\]](#)

When a specific degree is required by the Board for a position, that degree must be from an accredited college/university.

## **Pre-Employment Requirements**

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[25]

A candidate shall not be employed until ~~s/he has~~ **they have** complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[15][26]

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[15][25]

The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.[16]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.[17][27]

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[18]

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.[10][11][12]

### **Title I Requirements**

All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.[19][20][21][22]

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.[20][21][22][23]

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:[19][21][23]



1. At least two (2) years of study at an institution of higher learning.
2. Associate's or higher degree.
3. **Evidence of meeting a rigorous standard of quality through a state or local assessment.**

#### Special Education Paraprofessionals

All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. **Evidence of meeting a rigorous standard of quality through a state or local assessment.**

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.

#### Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

#### Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.

Legal

1. [24 P.S. 406](#)
2. [24 P.S. 508](#)
3. [24 P.S. 1089](#)
4. [24 P.S. 1106](#)
5. [24 P.S. 1107](#)
7. [22 PA Code 4.4](#)
8. Pol. 328
9. [24 P.S. 1111](#)
10. [24 P.S. 1109](#)
11. [24 P.S. 1201](#)
12. [22 PA Code 49.1 et seq](#)
15. [24 P.S. 111](#)
16. [24 P.S. 1204.1](#)
17. Pol. 104

[18. 42 U.S.C. 12112](#)

[19. 22 PA Code 403.2](#)

[20. 22 PA Code 403.4](#)

[21. 20 U.S.C. 6319](#)

[22. 20 U.S.C. 7801](#)

[23. 22 PA Code 403.5](#)

[24. 24 P.S. 1142-1152](#)

[25. 24 P.S. 111.1](#)

[26. 23 Pa. C.S.A. 6344](#)

27. Administrative Regulation - 304-AR, 304-AR-1, 304-AR-2, 304-AR-3, 304-AR-4

[18 Pa. C.S.A. 9125](#)

[22 PA Code 14.105](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 108](#)

[24 P.S. 1109.2](#)

[24 P.S. 2070.2](#)

[42 U.S.C. 12101 et seq](#)

Pol. 000

Pol. 113

## FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Employment of Summer School Staff
Code	306
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	2/9/2015

### **Authority**

The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.

When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

### **Pre-Employment Requirements**

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[7\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[8\]](#)[\[9\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[9\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of ~~his/her~~ **the candidate's** certification when such certification is required. [\[3\]](#)  
[\[10\]](#)[\[11\]](#)[\[12\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

Legal

- [1. 24 P.S. 406](#)
- [2. 24 P.S. 508](#)
- [3. 24 P.S. 1109](#)
- [4. 24 P.S. 1146](#)
- [5. 24 P.S. 1901](#)
6. Pol. 124
- [7. 24 P.S. 111.1](#)
- [8. 23 Pa. C.S.A. 6344](#)
- [9. 24 P.S. 111](#)
- [10. 22 PA Code 49.1 et seq](#)
- [11. 24 P.S. 1201](#)
- [12. 24 P.S. 2070.2](#)
- [22 PA Code 8.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)
- [24 P.S. 108](#)
- Pol. 104

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	4/13/2015

## **Authority**

The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.[\[1\]](#)

Student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.[\[2\]](#)[\[12\]](#)

## **Delegation of Responsibility**

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

## **Arrest or Conviction Reporting Requirements**

Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the

form.[\[2\]](#)

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.[\[2\]](#)[\[13\]](#)

While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[2\]](#)

While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that **they have s/he has** been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[13\]](#)

A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee[\[2\]](#).

While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.[\[11\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 111](#)

[5. 24 P.S. 1418](#)

[6. 28 PA Code 23.43](#)

[7. 28 PA Code 23.44](#)

[8. 28 PA Code 23.45](#)

9. Pol. 314

11. Pol. 907

[12. 23 Pa. C.S.A. 6344](#)

[13. 23 Pa. C.S.A. 6344.3](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 111.1](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Authority**

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

**For the mutual benefit and protection of the district and its employees,** the Board directs that, **as the policy of this school district:**

1. Professional employees, **as defined in the School Code**, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[5\]](#)[\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[7\]](#)[\[8\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution. [\[2\]](#)[\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Legal	<a href="#">1. 24 P.S. 406</a>
	<a href="#">2. 24 P.S. 510</a>
	<a href="#">3. 24 P.S. 1089</a>
	<a href="#">4. 24 P.S. 1109.2</a>
	<a href="#">5. 24 P.S. 1121</a>
	<a href="#">6. 24 P.S. 1101</a>
	<a href="#">7. 24 P.S. 1108</a>

8. Pol. 313

[24 P.S. 1073](#)



# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	1/7/2019

## **Authority**

The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.[\[1\]](#)[\[2\]](#)[\[3\]](#)

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[\[5\]](#)

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[\[5\]](#)

## **Delegation of Responsibility**

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interests of the district.

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[\[4\]](#)[\[5\]](#)

## **Guidelines**

Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.

#### Temporary Professional Employees

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

#### Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[4]

1. Substantial decrease in student enrollment in the district.
2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education of such action.
3. Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in **their** his/her permanent employee record.

#### *Economic Suspension Requirements -*

The Board may suspend professional employees for economic reasons if all of the following apply: [4].

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
  - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:
    - i. The total cost savings expected from the proposed suspensions.
    - ii. A description of other cost-saving actions taken by the Board, if any.
    - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.

- iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
  - i. Professional employees assigned to provide instruction directly to students.
  - ii. Administrative staff.
  - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

*Professional Employees Assigned to Provide Instruction Directly to Students -*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply: [4]

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members. The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation. [4]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions. [7][8]

*Performance Evaluation Rating -*

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations: [5][7][8]

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.
3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

*Seniority -*

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating. [5]

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are certificated and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[\[5\]](#)

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[\[5\]](#)

#### Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[\[5\]](#)

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.[\[5\]](#)

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[\[5\]](#)

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[\[5\]](#)

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[\[5\]](#)

#### Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.[\[5\]](#)[\[9\]](#)

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.[\[9\]](#)

Legal

[1. 22 PA Code 4.4](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 406](#)

[4. 24 P.S. 1124](#)

[5. 24 P.S. 1125.1](#)

[6. 24 P.S. 524](#)

[7. 24 P.S. 1123](#)

8. Pol. 313

[9. 2 Pa. C.S.A. 551 et seq](#)

## FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	4/13/2015

### **Authority**

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

### **Authority**

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations. The Board shall be informed periodically about the results of evaluations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop plans for the evaluation of district employees.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an assistant administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

### **Guidelines**

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education. [\[2\]](#)[\[3\]](#)[\[4\]](#)

Professional employees are required to be evaluated at least once each year. [\[3\]](#)

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of “needs improvement” issued by the district within ten (10) years of the first overall rating of “needs improvement” where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated “needs improvement” or “failing” solely based upon student test scores

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of “needs improvement” or “failing” shall participate in a Performance Improvement Plan.

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1108](#)

[3. 24 P.S. 1123](#)

[4. 22 PA Code 19.1](#)

[24 P.S. 1122](#)

Administrative Regulation - 313-AR, 512-AR, 512-AR-1, 512-AR-2

Pol. 000

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Physical Examination/Drug Screening
Code	314
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	5/11/2015

## **Purpose**

In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, **the Board** shall require physical examinations of all district employees prior to beginning employment **and may require health monitoring to prevent** the transmission of communicable diseases **in the school setting**.

## **Definitions**

A **physical examination, for purposes of this policy**, shall mean a general examination by a licensed physician, **certified registered nurse practitioner or a licensed physician assistant**.

**Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.**

## **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo **physical** examinations, as required by law and as the Board may require.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the PA Department of Health.  
[\[1\]](#)[\[4\]](#)

The Board may require an employee to undergo a physical examination at the Board's request.  
[\[1\]](#)

The Board requires that all employees undergo a drug screening provided by the district upon initial employment.

An employee who presents a signed statement that a **physical** examination is contrary to **the employee's** religious beliefs shall be examined only when the Secretary of Health determines that **facts exist indicating that certain conditions would** present a substantial menace to the health of others **in contact with** the employee **if the employee is not examined for those conditions.**[\[5\]](#)[\[6\]](#)

## Guidelines

### Health Monitoring and Communicable Diseases

**The district may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.**[\[7\]](#)

**An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.**[\[7\]](#)

**Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.**[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### Delegation of Responsibility

The results of all required **physical** examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records **and other health information** of an employee shall be **maintained confidentially and** kept in a file separate from the employee's personnel file.[\[3\]](#)[\[12\]](#)

Legal

[1. 24 P.S. 1418](#)

[2. 28 PA Code 23.43](#)

[3. 42 U.S.C. 12112](#)

[4. 28 PA Code 23.44](#)

[5. 24 P.S. 1419](#)

[6. 28 PA Code 23.45](#)

7. Pol. 104

[8. 28 PA Code 27.71](#)

[9. 28 PA Code 27.72](#)

10. Pol. 334

11. Pol. 335

[12. 42 U.S.C. 2000ff et seq](#)

[24 P.S. 1416](#)

[42 U.S.C. 12101 et seq](#)



[U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws](#)

[U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Purpose**

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the district.

## **Definitions**

**AIDS** - Acquired Immune Deficiency Syndrome.[1]

**HIV Infection** - refers to the disease caused by the HIV or human immunodeficiency virus.

## **Authority**

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to **infected** employees **diagnosed as having the HIV virus including those who are asymptomatic**. [2][3][4][5]

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

## **Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including **infected** employees **diagnosed as having the HIV virus including those who are asymptomatic**. [6]

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

**Infected** Employees **diagnosed as having the HIV virus including those who are asymptomatic** whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.[3][4][5][6]

## **Guidelines**

### Confidentiality

District employees with knowledge of an **infected** employee **diagnosed as having the HIV virus including those who are asymptomatic's** condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[7]

### Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

### Staff Development

The district shall provide opportunities for employees to participate in inservice education on HIV Infection.

Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.

### Legal

[1. 35 P.S. 7603](#)

[2. 24 P.S. 510](#)

3. Pol. 334

4. Pol. 335

5. Pol. 339

6. Pol. 104

[7. 35 P.S. 7607](#)

[35 P.S. 7601 et seq](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	3/7/2016

## **Authority**

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

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

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

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

## **Delegation of Responsibility**

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

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

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[\[2\]](#)
3. Causing intentional damage to district property, facilities or equipment.

4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

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

#### Arrest or Conviction Reporting Requirements

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

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[17]

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

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

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

Legal

[1. 22 PA Code 235.10](#)

2. Pol. 824

[3. 24 P.S. 510](#)

[4. 24 P.S. 514](#)

[5. 24 P.S. 1121](#)

[6. 24 P.S. 1122](#)

[7. 24 P.S. 1126](#)

[8. 24 P.S. 1127](#)

[9. 24 P.S. 1128](#)

[10. 24 P.S. 1129](#)

[11. 24 P.S. 1130](#)

[12. 2 Pa. C.S.A. 551 et seq](#)

13. Pol. 351

[14. 24 P.S. 1151](#)

[15. 24 P.S. 111](#)

[16. 24 P.S. 2070.9a](#)

[17. 23 Pa. C.S.A. 6344.3](#)

[24 P.S. 2070.1a et seq](#)

[22 PA Code 235.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	Second Reading/Adoption
Adopted	February 9, 2015
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	9/14/2020

## **Purpose**

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

## **Authority**

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

## **Definitions**

**Educator** - shall mean a person who holds a certificate.[\[3\]](#)

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

**Sexual Abuse or Exploitation** - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]

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

### **Delegation of Responsibility**

#### Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[5]

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[6]
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and ~~his/her~~ **their** immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]



All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[\[5\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[\[5\]](#)[\[7\]](#)[\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[9\]](#)

## **Guidelines**

### Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

### Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.[\[11\]](#)[\[12\]](#)

### Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

### Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

Legal

[1. 22 PA Code 235.1 et seq](#)

[2. 24 P.S. 2070.1a](#)

[3. 24 P.S. 2070.1b](#)

[4. 23 Pa. C.S.A. 6303](#)

[5. 24 P.S. 2070.9a](#)

6. Pol. 806

[7. 24 P.S. 111](#)

8. Pol. 317

[9. 24 P.S. 2070.9c](#)

[10. 24 P.S. 2070.11](#)

11. Pol. 103

12. Pol. 104

[13. 24 P.S. 2070.17b](#)

[14. 24 P.S. 2070.17a](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 2070.1a et seq](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Authority**

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[\[1\]](#)[\[2\]](#)

## **Delegation of Responsibility**

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

The Superintendent is authorized to direct district employees who are repeatedly tardy not to report at all on those days when they do not report on time, and to suffer appropriate wage penalties.

Legal [1. 24 P.S. 510](#)  
2. Pol. 332

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Authority**

The Board recognizes that administrative, professional and support employees have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

## **Delegation of Responsibility**

The Superintendent or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

## **Guidelines**

The following guidelines are provided for the direction of all employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024

## **Authority**

The Board acknowledges the right of administrative, professional and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.[\[1\]](#)

In situations in which a district employee is not engaged in the performance of assigned duties, ~~s/he~~ **they** shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or district officials.

Legal [1. 24 P.S. 510](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	March 11, 2024
Last Reviewed	January 9, 2024
Prior Revised Dates	1/8/2018, 10/10/2022

## **Purpose**

The Board is committed to protecting the health, safety and welfare of its students and the school community; **promoting healthy development; and safeguarding against the threat or attempt of suicide.** This policy supports the provision of a comprehensive district program of **education, training and resources** designed to promote **school connectedness and behavioral health, and prevent suicide.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

## **Authority**

The Board directs the district to provide education on youth suicide awareness and prevention; methods of prevention, intervention and response to suicide attempt or suicide; **and reporting procedures.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**The district is committed to providing access to age and developmentally-appropriate youth suicide awareness and prevention supports and resources to all district students, without bias or discrimination.**[\[2\]](#)[\[3\]](#)

The district shall notify employees, students and parents/guardians of this policy and shall post the policy on the district's website.[\[1\]](#)

## **Definitions**

**Behavioral health - the emotion, behaviors and biology related to a person's mental well-being, their ability to function in everyday life and their concept of self.**

**Behavioral service providers – include, but are not limited to, state, county or local behavioral health service providers, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.**[\[4\]](#)[\[7\]](#)

**Bias – the attitudes or beliefs we have about a person or group that affect our understanding, actions and decisions in a conscious or subconscious manner.**[\[4\]](#)

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment. The Individualized Management Plan is developed primarily for documentation and communication purposes.[4]

**Postvention** – a multi-component crisis response to provide support, promote healing after a tragic loss and to minimize risk of contagion after a suicide.

**Prevention** - refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support and protect the behavioral health and wellness of individuals.

**Protective factors** - refer to characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor's impact. Protective factors may be seen as positive countering events.

**Resilience** - the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress, or "bouncing back" from difficult experiences.

**Risk factors** - refer to characteristics at the biological, psychological, family, community or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide.

**Safety Plan** – an agreement developed between the student, parent/guardian, appropriate team members and behavioral health professionals, following a suicide screening or assessment, that documents communications, conveys an understanding of the seriousness of the student’s distress and provides a set of skills and resources the student can use in a crisis.

**School connectedness** - the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

**School personnel** - include, but may not be limited to, administrators, teachers, school-based behavioral health professionals (e.g., school counselor, school psychologist, school social worker), paraprofessionals, support staff, coaches, bus drivers, custodians and cafeteria workers.

**Self-harm** – behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Self-harm behaviors can be either suicidal or nonsuicidal.

**Suicide** - death caused by self-directed injurious behavior with intent to die as a result of the behavior.

**Suicide attempt** - a potentially self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves.

**Suicide threat** - a verbal or nonverbal communication that an individual intends to harm themselves with the intention to die but has not acted on the behavior.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[4]

**Warning signs** - evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.

**Delegation of Responsibility**

**The Superintendent or designee, in collaboration with designated school personnel, shall develop administrative regulations regarding the district's protocols for response to suicide threats, suicide attempts and suicide.**

## **Guidelines**

### **SUICIDE AWARENESS AND PREVENTION EDUCATION<sup>[1]</sup>**

#### **Suicide Awareness and Prevention Education for Students**

Students shall receive age **and developmentally**-appropriate, **student-centered lessons** on the importance of safe and healthy choices, coping strategies **focused on resiliency**, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others, including how to engage school resources.

**These lessons may be integrated into the curriculum of health classes and other classes as appropriate. The lessons may be taught by health and physical education teachers, classroom teachers, student services staff or community service providers.**

**Programming related to suicide prevention shall be delivered in small group, classroom settings, or a large group setting.**

**District staff may provide resources and access to counseling staff for students participating in programming, who may struggle with the topic of suicide prevention.**

Lessons shall **contain information on comprehensive health and wellness, including emotional, behavioral and social skills development by:**

1. **Informing** students about broader behavioral health issues such as depression and substance **use**, as well as specific risk factors, protective factors and warning signs for suicide.
2. **Encouraging** students to seek help for themselves or their peers, including when concerns arise via social media or other online forum, and to avoid making promises of confidence when they are concerned about the safety of a peer **or other individual**.
3. **Providing local, state and/or national resources for seeking help.**

#### **Suicide Awareness and Prevention Education for School Personnel**

All **school personnel** shall receive **written** information about the **district's protocols for suicide awareness and prevention, including** risk factors, warning signs, response **and communication** procedures, referrals and resources.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in a minimum of four (4) hours of youth suicide awareness and prevention training every five (5) years.<sup>[1]</sup><sup>[8]</sup><sup>[9]</sup>

**The district shall make required training and refresher training available on an ongoing basis, so that educators may fulfill training requirements throughout the required timeframe.**

**School safety and security training for employees may include suicide awareness.<sup>[9]</sup>**

Additional professional development in suicide risk screening and/or assessment and crisis intervention shall be provided to specialized staff and school behavioral health professionals such as school crisis response/intervention team members, **threat assessment team members**, designated administrators, school counselors, school psychologists, school social workers and school nurses.



## Resources for Parents/Guardians

The district **may** provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs, and information about local, **state and national** behavioral health resources.

## **METHODS OF PREVENTION**[1]

**The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.**

The methods of prevention utilized by the district include, but are not limited to, **education, training and awareness**; early identification and support for students at risk; and delegation of responsibility for planning and coordination of suicide prevention efforts.

**Information** received in confidence from a student may be revealed to the student's parents/guardians, the building principal, **the threat assessment team and/or crisis response/intervention team** or other appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy, **in accordance with applicable law, regulations and Board policy.**[4][10][11][12][13][14][15]

### Suicide Prevention Coordinators

#### *District-Wide -*

A district-**level** suicide prevention coordinator shall be designated by the Superintendent **or designee**. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

#### *Building-Level -*

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee, **who may also be a member of the threat assessment team.**[4]

### Early Identification Procedures

Early identification of individuals with warning signs or suicide risk factors is crucial to the district's suicide prevention efforts. To promote awareness, **school personnel**, students and parents/guardians should be educated about suicide risk factors and warning signs.

### Referral Procedures

Any **school personnel** who observes a student exhibiting a warning sign for suicide, or **who** has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with **Board policy and** district procedures.[4][15][16]

In the absence of a warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student, **or other indications of self-harm**, should be referred to **an appropriate team or staff member (e.g., principal, school counselor, Student Assistance Program team)** for support and follow-up.

**When a student's behavior indicates a threat to the safety of the student, school personnel shall report the student to the threat assessment team, an appropriate member of the team or the suicide prevention coordinator. The threat assessment team, crisis response/intervention team and designated staff responsible for**

conducting or arranging suicide risk screening and assessment shall coordinate to provide assessment and intervention in accordance with Board policy and district procedures.[4][15][16][17]

School personnel shall arrange for or provide continuous adult supervision to ensure the student's safety.

### Safe2Say Something

When the district receives a report through the Safe2Say Something program, members of the Safe2Say Something team shall coordinate with the appropriate emergency dispatch center(s), local law enforcement and/or district team, in accordance with district procedures.[9]

### Documentation

The district shall document the referral, including specific **reasons** identified as indications that the student may be at risk.[4]

## **METHODS OF ASSESSMENT AND INTERVENTION**[1]

The methods of **assessment and** intervention utilized by the district include, but are not limited to, responding to threats of **suicide or self-harm**, suicide attempts in school, suicide attempts outside of school and suicide.

**The district shall maintain a trained school crisis response/intervention team. Team members may include, but not be limited to, designated administrators, school counselors, school nurse, school psychologist, social worker, school security personnel, members of the Student Assistance Program team and others as designated by the district such as community behavioral health agency resources.**

**The district's threat assessment team shall serve as a crisis response/intervention team, and may coordinate with district behavioral health staff and community behavioral health agency resources as needed.**[4]

**The Superintendent or designee shall establish administrative regulations for coordination of appropriate teams and staff in suicide assessment and intervention.**

**Suicide intervention procedures shall involve collaboration and coordination with the student, the parent/guardian, suicide prevention coordinator, the threat assessment team and/or the crisis response/intervention team and additional support services as needed.**

### Student Assessment and Intervention

**When a student has been referred for assessment, designated members of the threat assessment team and/or crisis response/intervention team shall coordinate with appropriate behavioral health staff to assess and respond to the student's behavior, which may include development or update of an Individualized Management Plan and/or Safety Plan, where appropriate, in accordance with Board policy and administrative regulations.**[4]

A district-approved suicide risk screening or assessment tool may be used by trained behavioral health staff such as **school** counselors, psychologists **or** social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the **building principal or designee** and informed of crisis and community resources. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services, **in accordance with applicable law and Board policy.**[4][6]

The district shall identify **and develop agreements with** behavioral service providers to whom students **may** be referred for further suicide risk screening and/or assessment and **intervention**.

If the student **has been** identified as being at increased risk of suicide, the district shall **develop** a new, or update a previous, Safety Plan to support the student and the student's family. The Plan should be developed collaboratively with input from the student, **the student's parents/guardians, appropriate team members and behavioral health professionals**.

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the **team receiving the referral or other district staff shall notify the appropriate Individualized Education Program (IEP) team or Section 504 team to** address the student's needs in accordance with applicable law, regulations and Board policy.[3][4][18][19][20][21]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

#### Documentation

The district shall document observations, recommendations and actions conducted throughout the course of intervention, suicide risk screening and/or assessment and follow-up, including verbal and written communications with students, parents/guardians, **appropriate team members** and behavioral service providers.[4]

### **METHODS OF RESPONSE TO SUICIDE ATTEMPT OR SUICIDE**[1]

**The district's crisis response/intervention team shall coordinate with first responders, district behavioral health staff and/or community behavioral health resources in response to a suicide attempt or suicide.**

#### Response to Suicide Attempt

Methods of response to a suicide attempt utilized by the district include, but are not limited to:

1. **Acting in accordance with professional development and crisis response training including, but not limited to:**
  - a. **The rendering of first aid until professional medical services and/or transportation can be received.**
  - b. **Supervision of the student and movement of all other students out of the immediate area.**
2. **Coordinating with the threat assessment team to document or follow up on the threat assessment process, in accordance with Board policy, where applicable.**[4]
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

#### Re-entry Procedures

A student's excusal from school attendance after a behavioral health crisis and the student's return to school shall be consistent with state and federal laws and regulations, **and in accordance with Board policy.**[3][18][19][20][22][23]

Prior to a student returning to school after a behavioral health crisis, a district-employed behavioral health professional, **member(s) of the threat assessment team**, the building principal **or designee** shall meet with the parents/guardians of the student and, if appropriate, meet with the student to **discuss** the **student's return** to school and to create an individual re-entry plan.[4]

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside behavioral **service** providers, request **releases of information** and written documentation from the treating facility and encourage their involvement in the re-entry **process**.

**A school behavioral health professional shall** periodically check in with the student **and** monitor the student's **re-entry plan, which may include strategies and supports to facilitate the student's progress and** transition back into the school community, **including referrals to other school-based teams or programs (e.g. Student Assistance Program).**

Re-entry of a student with a disability requires coordination with the appropriate team to address the student's needs in accordance with applicable law, regulations and Board policy.[3][18][19][20][21]

#### Response to Suicide (Postvention)

Upon confirmation of a suicide, the district shall immediately implement established postvention procedures which shall include methods for informing the school community; identifying and monitoring at-risk youth; and providing resources and supports for students, staff and families.

### **DOCUMENTATION PROCEDURES**[1]

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and behavioral service providers.

When **school personnel** take notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, **school personnel** shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response, **in accordance with applicable laws, regulations and Board policy.**[4]

**Reports and information shall be maintained confidentially and made available to appropriate district staff in accordance with applicable laws, regulations and Board policy.**[4][11][12][13][14][24][25]

### **SUICIDE AWARENESS, PREVENTION AND CRISIS RESOURCES**[1]

***A listing of additional resources regarding suicide awareness and prevention shall be attached to this policy.***

Legal

[1. 24 P.S. 1526](#)

2. Pol. 103

3. Pol. 103.1

4. Pol. 236.1

5. Pol. 249

6. Pol. 806

[7. 24 P.S. 1301-E](#)

8. Pol. 333

9. Pol. 805

[10. 22 PA Code 12.12](#)

[11. 20 U.S.C. 1232g](#)

[12. 34 CFR Part 99](#)

13. Pol. 207

14. Pol. 216

15. Pol. 236

16. Pol. 146

[17. 24 P.S. 1302-E](#)

18. Pol. 113

19. Pol. 113.2

20. Pol. 113.3

21. Pol. 114

22. Pol. 117

23. Pol. 204

24. Pol. 113.4

25. Pol. 209

Pol. 146.1

Pol. 816

Pol. 911

[819-Attachment- Emotional and Behavioral Health Community Resources.pdf \(118 KB\)](#)

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Policies – Revised – First Reading

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	First Reading
Adopted	May 10, 2010
Last Revised	January 9, 2023
Last Reviewed	February 6, 2024

## **Authority**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

## **Definitions**

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[5\]](#)

**District of residence** shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

## **Guidelines**

School age resident students and eligible nonresident students shall be entitled to attend the school of residence in their attendance area.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations, **except as follows:**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

- 1. Students Experiencing Educational Instability -***  
**The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with law, regulation and Board policy.**[\[5\]](#)[\[14\]](#)
- 2. Children of Active Duty Military Families -***  
**The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The**

**parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[6][15][16]**

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][11]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[12]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[13]

Residency Eligibility

When the parents/guardians of a student reside in different school districts, the student may attend school in the district of residence of the parent/guardian with whom the student lives for a majority of the time, unless a court order or court-approved custody agreement specifies otherwise.[3]

If the parents/guardians of a student share joint custody and time is evenly divided, the parents/guardians may choose which of the two (2) school districts the student will enroll in for the school year.

If the student is an emancipated minor, the resident school district shall be the one in which the student is currently living.

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1302](#)

[3. 22 PA Code 11.11](#)

[4. 22 PA Code 11.41](#)

[5. 22 PA Code 11.12](#)

[6. 22 PA Code 12.1](#)

[7. 24 P.S. 1303a](#)

[8. 24 P.S. 1304-A](#)

9. Pol. 203

10. Pol. 216.1

11. Pol. 138

12. Pol. 251



13. Pol. 202

Pol. 201

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, **resources**, property **or equipment**, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[\[1\]](#)

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

Legal [1. 24 P.S. 510](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	First Reading
Adopted	May 10, 2010
Last Revised	April 8, 2019
Last Reviewed	February 6, 2024

## **Purpose**

The Board recognizes that tobacco and **vaping** products, **including the product marketed as Juul and other electronic cigarettes**, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. **The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel.**

## **Definition**

**State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]**

- 1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.**
- 2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.**
- 3. Any product containing, made or derived from either:**
  - a. Tobacco, whether in its natural or synthetic form; or**
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.**
- 4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.**

**The term tobacco product does not include the following:[1][2]**

1. **A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.**
2. **A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.**[3][4]

### **Authority**

The Board prohibits use of tobacco and **vaping** products, **including the product marketed as Juul and other e-cigarettes**, by **district employees and contracted personnel at any time** in a school building; on **school buses or other** vehicles that are owned, leased or controlled by the school district; **or on property owned, leased or controlled by the school district.**[2][5][6]

**The Board also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.**[2]

This policy does not prohibit **possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel of legal age.**

**The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.**[1]

### **Delegation of Responsibility**

The Superintendent or designee shall notify employees **and contracted personnel** about the Board's tobacco **and vaping products** policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website.[2]

### **Reporting**

#### *Office for Safe Schools Report –*

The Superintendent shall annually, by July 31, report incidents of **prohibited** possession, use or sale of tobacco and **vaping** products, **including Juuls or other e-cigarettes**, on school property to the Office for Safe Schools on the required form.[7][8]

#### *Law Enforcement Incident Report –*

The Superintendent or designee may report incidents involving the sale of tobacco **and vaping products, including Juuls or other e-cigarettes**, to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][3][7][8][9][10][11]

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

3. Pol. 317

4. Pol. 351

[5. 20 U.S.C. 7973](#)

6. Pol. 818

[7. 24 P.S. 1303-A](#)

8. Pol. 805.1

[9. 22 PA Code 10.2](#)

[10. 22 PA Code 10.22](#)

[11. 24 P.S. 1302.1-A](#)

[20 U.S.C. 7971 et seq](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	First Reading
Adopted	May 10, 2010
Last Revised	May 11, 2015
Last Reviewed	February 6, 2024

## **Authority**

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[\[1\]](#)

## **Delegation of Responsibility**

The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.

## **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[\[5\]](#)[\[6\]](#)

Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[\[7\]](#)[\[8\]](#)[\[9\]](#).

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[7\]](#)[\[10\]](#)[\[11\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 42 U.S.C. 2000ff et seq](#)

[3. 42 U.S.C. 12112](#)

4. Pol. 800

[5. 43 P.S. 1321](#)

[6. 43 P.S. 1322](#)

[7. 20 U.S.C. 6311](#)

[8. 20 U.S.C. 7801](#)

[9. 22 PA Code 403.4](#)

10. Pol. 304

[11. 22 PA Code 403.5](#)

[24 P.S. 111](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

[43 P.S. 1321 et seq](#)

[42 U.S.C. 12101 et seq](#)

[8 CFR 274a.2](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

**The Board recognizes that each employee's mode of dress and grooming is a manifestation of culture, personal style, and individual preference, however,** administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

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

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

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

**Support E**mployees may be required to wear a designated work uniform and shall utilize safety gear when performing assigned duties.

## **Delegation of Responsibility**

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

Legal [1. 24 P.S. 510](#)



# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Complaint Process
Code	326
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and district employees for situations not covered by the terms of a collective bargaining agreement.

There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.

## **Delegation of Responsibility**

The Board **designates the Superintendent to establish a process that will** facilitate proper and equitable solutions to complaints by **district** employees at the lowest appropriate level.

## **Guidelines**

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.

A complainant may be represented or accompanied by anyone ~~s/he~~ **the employee** chooses at any higher level of the complaint process.

If the same, or substantially the same, complaint is made by more than one (1) employee against one (1) respondent, only one (1) employee, on behalf of self and the other complainants, may process the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.

In accordance with **federal and state law** and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.[\[1\]](#)[\[2\]](#)

No overtime shall be scheduled or worked without prior approval of the immediate supervisor.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours).[\[1\]](#)[\[2\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.

Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.

Legal	<a href="#">1. 29 U.S.C. 207</a>
	<a href="#">2. 43 P.S. 333.104</a>
	<a href="#">34 PA Code 231.41</a>
	<a href="#">34 PA Code 231.42</a>
	<a href="#">34 PA Code 231.43</a>
	<a href="#">43 P.S. 333.101 et seq</a>
	<a href="#">29 U.S.C. 201 et seq</a>
	<a href="#">29 CFR Part 778</a>

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.[\[1\]](#)

## **Delegation of Responsibility**

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall develop administrative regulations for **approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.**

## **Guidelines**

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the **current** IRS rate per mile.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent.  
[\[1\]](#)

Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Legal	<a href="#">1. 24 P.S. 517</a>
	2. Pol. 309.1
	3. Pol. 624

Pol. 626.1

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours **and days** during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.[1][2][3][4]

**The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[4][5][6]**

## **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to ensure district employees **are informed of and** adhere to their assigned work schedules.

**Professional** personnel shall have a duty-free lunch period of not less than thirty (30) minutes.  
[2]

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal	<a href="#">1. 24 P.S. 510</a>
	<a href="#">2. 24 P.S. 1504</a>
	3. Pol. 804
	4. Pol. 803

[5. 24 P.S. 520.1](#)

6. Pol. 805

Pol. 318

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
Status	First Reading
Adopted	May 10, 2010
Last Revised	November 10, 2014
Last Reviewed	February 6, 2024

## **Authority**

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board **directs** district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## **Guidelines**

### Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent.

### Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[6\]](#)[\[7\]](#)[\[8\]](#)

## Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[\[9\]](#)[\[10\]](#)

**School system leaders** include principals, vice-principals, assistant principals, **Deputy Superintendent**, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[\[9\]](#)

## Professional Education Plan

The **Board** shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[\[2\]](#)[\[11\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, **including training on subjects required by law, regulations and Board policy**; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment **in the district's administrative offices and the nearest public library** for a minimum of twenty-eight (28) days.[\[2\]](#)[\[7\]](#)[\[8\]](#)[\[11\]](#)

The **Board** shall ensure an annual review of the district's professional education plan is conducted by the school entity to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[\[2\]](#)

The Superintendent or designee may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.[\[3\]](#)

If the district assumes all costs of credits or hours, the Superintendent or designee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[\[3\]](#)

## ***Trauma-Informed Approach Education -***

**The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.**[\[2\]](#)[\[12\]](#)[\[13\]](#)

**The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:**[\[12\]](#)[\[13\]](#)

1. **Recognition of the signs of trauma in students.**
2. **Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.**
3. **Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.**



4. **The district's policies regarding trauma-informed approaches.[14]**
5. **The district's policies regarding connecting students with appropriate services. [15][16][17]**

**Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[13][18]**

**Upon approval, the Induction Plan and Professional Education Plan can be found in the District's Comprehensive Plan which is available on the District's publicly available website.**

Legal

- [1. 24 P.S. 517](#)
- [2. 24 P.S. 1205.1](#)
- [3. 24 P.S. 1205.2](#)
- [4. 24 P.S. 1144](#)
- [5. 24 P.S. 1151](#)
- [6. 22 PA Code 49.16](#)
- [7. 22 PA Code 4.13](#)
8. Pol. 100
- [9. 24 P.S. 1205.5](#)
- [10. 24 P.S. 1217](#)
- [11. 22 PA Code 49.17](#)
- [12. 24 P.S. 102](#)
- [13. 24 P.S. 1205.7](#)
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236
- [18. 20 U.S.C. 7801](#)
- [24 P.S. 1205.6](#)
- [24 P.S. 1311-B](#)
- Pol. 806

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	First Reading
Adopted	May 10, 2010
Last Revised	May 11, 2015
Last Reviewed	February 6, 2024

## **Authority**

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming **paid or unpaid** sick leave to submit sufficient proof, including **documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant**, of the employee's illness, disability or **need to quarantine**. [1][2]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

The Board shall consider the **written request** of any eligible employee for an extension of sick leave, **with or without pay**, when the employee's own accumulated sick leave **or other paid or unpaid leave has been** exhausted, pursuant to law **or collective bargaining agreement provisions** where applicable. [1][2]

## **Delegation of Responsibility**

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

## **Guidelines**

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

## Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[1\]\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.[\[1\]\[2\]](#)

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Legal

[1. 24 P.S. 1154](#)

[2. 24 P.S. 510](#)

3. Pol. 317

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.[\[1\]](#)

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent.

Legal [1. 24 P.S. 510](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	Sabbatical Leave
Code	338
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024

## **Authority**

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.[\[1\]](#)

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

## **Guidelines**

### Eligibility

To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[\[1\]](#)

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[\[1\]](#)

The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[\[2\]](#)

### Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.

**Those requests meeting the requirements of District policy and applicable law shall be submitted to the board for its approval.**

### Documentation

Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from **his/her the applicant's** physician.

**At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her the employee's ability to return to employment.[3]**

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[3]

#### Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless **prevented by illness** or physical **disability**.[4]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

#### Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[4]

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[5]

#### Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which **s/he the employee** would have been entitled had the employee not taken leave. [6].

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification if **s/he the employee** pays the premiums and the insurance carrier approves.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[1].

Legal

[1. 24 P.S. 1166](#)

[2. 24 P.S. 1167](#)

[3. 24 P.S. 1171](#)

[4. 24 P.S. 1168](#)

[5. 24 P.S. 1170](#)

[6. 24 P.S. 1169](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	February 6, 2024
Prior Revised Dates	4/13/2015, 3/9/2020, 02/08/2021, 4/4/2022

## **Authority**

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#)[\[2\]](#)

## **Supplies**

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing ~~\$21,900~~ **\$23,200** or more, unless exempt by law or available under a cooperative purchasing program. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[2\]](#)

Furniture, equipment, school supplies and appliances to be purchased by the district costing more than ~~\$11,800~~ **\$12,600** but less than ~~\$21,900~~ **\$23,200** may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[2\]](#)

## **Contracts**

The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than ~~\$21,900~~ **\$23,200**, unless exempt by law.[\[1\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than ~~\$11,800~~ **\$12,600** but not more than ~~\$21,900~~ **\$23,200**, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[1\]](#)

The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than ~~\$11,800~~ \$12,600.[1]

### Electronic Bidding

The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[3][4]

The district shall electronically maintain the confidentiality of the bid until the bid opening.[4]

### Competitive Electronic Bidding

The Board may adopt a resolution approving the use of competitive electronic bidding for contracts for supplies, but not for construction or design services.[3][5]

An invitation for bids shall be issued and shall include:[5]

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

At the conclusion of the electronic bidding process, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the bidding period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the electronic bid by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

### **Delegation of Responsibility**

Bid specifications shall be prepared by the Business Manager.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.[1][2]

Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.

Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.[2]



The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.<sup>[1]</sup>

Legal

[1. 24 P.S. 751](#)

[2. 24 P.S. 807.1](#)

[3. 62 Pa. C.S.A. 4602](#)

[4. 62 Pa. C.S.A. 4603](#)

[5. 62 Pa. C.S.A. 4604](#)

[24 P.S. 120](#)

[62 Pa. C.S.A. 4601 et seq](#)

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	First Reading
Adopted	May 10, 2010
Last Revised	November 12, 2018
Last Reviewed	February 6, 2024

## **Purpose**

Transportation for students shall be provided in accordance with law and Board policy.

## **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

## **Authority**

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[12\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]](#)[\[4\]](#)[\[18\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[19\]](#)[\[20\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[20\]](#)[\[21\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[22\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[23\]](#)[\[24\]](#)

### **Delegation of Responsibility**

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)
3. Provide each school bus/school vehicle driver with:
  - a. The Pennsylvania School Bus Driver's Manual;
  - b. The written rules for student conduct on buses/vehicles;
  - c. The procedures for evacuation drills; and
  - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[25\]](#)

### **Guidelines**

#### **Student Health Information**

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[\[16\]](#)[\[17\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

### Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

## **PSBA Revision 12/23    © 2023 PSBA**

### Legal

[1. 75 Pa. C.S.A. 102](#)

[2. 24 P.S. 1361](#)

[3. 24 P.S. 1362](#)

[4. 24 P.S. 1726-A](#)

[5. 22 PA Code 23.1](#)

[6. 22 PA Code 23.2](#)

[7. 22 PA Code 23.4](#)

8. Pol. 610

9. Pol. 611

10. Pol. 818

[11. 75 Pa. C.S.A. 3345.1](#)

[12. 67 PA Code 447.1 et seq](#)

[13. 22 PA Code 23.3](#)

[14. 24 P.S. 1374](#)

15. Pol. 103

16. Pol. 103.1

17. Pol. 113

18. Pol. 140

[19. 20 U.S.C. 6312](#)

20. Pol. 251

[21. 42 U.S.C. 11432](#)

[22. 35 P.S. 4601 et seq](#)

[23. 35 P.S. 4608](#)

[24. 67 PA Code 212.101](#)

25. Pol. 121

26. Pol. 209.1

27. Pol. 209.2

28. Pol. 210

29. Pol. 210.1

30. Pol. 113.4

31. Pol. 216

[32. 24 P.S. 1517](#)

[33. 75 Pa. C.S.A. 4552](#)

34. Pol. 805

[24 P.S. 1331](#)

[24 P.S. 1365](#)

[24 P.S. 1366](#)

[24 P.S. 2541](#)

[24 P.S. 2542](#)

[22 PA Code 15.1 et seq](#)

[22 PA Code 23.6](#)

[75 Pa. C.S.A. 4551-4553](#)

[20 U.S.C. 6301 et seq](#)

[42 U.S.C. 11431 et seq](#)

[49 CFR Part 37](#)

[49 CFR Part 38](#)

Pol. 810.1

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Policy – New – First Reading

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Educational Opportunity for Military Children
Code	254
Status	First Reading
Last Reviewed	February 6, 2024

## **Purpose**

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The Board is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and Board policy.

## **Definitions**

**Active duty** – means full-time duty status in the active uniformed services of the United States, including members of the National Guard and reserve on active duty orders.[\[1\]](#)[\[2\]](#)

**Children of military families** - means a school-aged child, enrolled in kindergarten through twelfth grade, normally residing in the household of an active duty member. Specifically, this includes children of:[\[3\]](#)

1. Active duty members of the uniformed services.
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement.
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

This does not include the children of:[\[3\]](#)

1. Inactive members of the National Guard and military reserves.
2. Members of the uniformed services now retired, except as otherwise stated in this policy.
3. Veterans of the uniformed services, except as otherwise stated in this policy.
4. Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

**State Council** – an entity to coordinate the state’s participation and compliance among its government agencies, school entities and military installations.

**Uniformed services** – means the U.S. armed forces, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.[4]

**U.S. armed forces** – means the Army, Navy, Air Force, Marine Corps, Coast Guard and Space Force.[4]

### **Authority**

The Board directs the district to comply with the provisions of the Interstate Compact on Educational Opportunity for Military Children (Compact) and this Board policy by:[3][5]

1. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from previous school districts or variations in entrance/age requirements.[6][7][8][9]
2. Facilitating the student placement process through which children of military families are disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.[10][11][12][13][14]
3. Facilitating the qualification and eligibility for enrollment, educational programs and participation in extracurricular, academic, athletic and social activities.[15][16][17]
4. Facilitating the on-time graduation of children of military families.[18]
5. Providing for the promulgation and enforcement of administrative rules implementing the provisions of the Compact.
6. Providing for the uniform collection and sharing of information between and among states, schools and military families under the Compact.
7. Promoting coordination between the Compact and other compacts affecting military children.
8. Promoting flexibility and cooperation between the educational system, parents/guardians and the student in order to achieve educational success for the student.

### **Advance Enrollment**

In addition to the provisions of the Compact, the district shall enroll children of a parent/guardian who is an active duty member of the U.S. armed forces, including a reserve component, that has received official military orders to transfer into or within Pennsylvania, prior to establishing residency in this district.[6][8][19]

The parent/guardian shall provide the following:[6][19][20]

1. A copy of the official military order.
2. Proof of intent to move into this district, which may include:[19]
  - a. A signed contract to buy a home.
  - b. A signed lease agreement.
  - c. A statement from the parent/guardian stating their intent to move into the district.

Within forty-five (45) days after the arrival date specified in the military orders, the parent/guardian shall provide the district with proof of residence in this district.[19]

The Board shall ensure that children of military families have equal access to the same educational programs, activities and services provided to other district students.



## **Delegation of Responsibility**

The Superintendent shall be authorized to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment, placement and attendance of children of military families.[6][7][8][11][15][16][18][21]

The Superintendent or designee shall collaborate with the military family education liaison designated by the State Council, school staff, sending schools, local agencies and other entities in supporting the needs of children of military families.

## **Guidelines**

Children of military families enrolled in this district shall be provided support and services, as appropriate to each individual student's needs, in accordance with the Compact and Board policy.[22][23][24][25][26]

## **PSBA New 12/2023 © 2023 PSBA**

Legal

[1. 10 U.S.C. 12301 et seq](#)

[2. 10 U.S.C. 12401 et seq](#)

[3. 24 P.S. 7302](#)

[4. 10 U.S.C. 101](#)

[5. 24 P.S. 7301](#)

6. Pol. 200

7. Pol. 201

8. Pol. 202

9. Pol. 216

10. Pol. 127

11. Pol. 204

12. Pol. 206

13. Pol. 212

14. Pol. 215

15. Pol. 122

16. Pol. 123

17. Pol. 231

18. Pol. 217

[19. 24 P.S. 1302.1](#)

[20. 24 P.S. 1302](#)

21. Pol. 203

22. Pol. 103.1

23. Pol. 113

24. Pol. 114

25. Pol. 138

26. Pol. 918

Pol. 113.4

Pol. 115

Pol. 146

Pol. 209

Interstate Compact on Educational Opportunity for Military Children (MIC3)

[254 ATT.docx \(14 KB\)](#)

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Policy – Deleted

FOX CHAPEL AREA  
SCHOOL DISTRICT

Book	Policy Manual
Section	300 Employees
Title	School Building Responsibility
Code	327.1 - DELETE
Status	From PSBA
Adopted	May 10, 2010

**Recommended deletion -- policy is rather procedural in nature and aligns more with job responsibilities that would be outlined in the applicable contract/CBA/ACP/etc.**

Fox Chapel Area School District

Regular Business Meeting

March 11, 2024

Enrollment and Fire Drills

**Fox Chapel Area School District**

**Enrollment  
March 2024**

School	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Fairview Elementary School		18	20	20	25	22	22								375
		18	20	19	24	21	21								
		18	20	20	24	22	21								
Hartwood Elementary School		15	22	20	23	22	21								389
		14	22	19	23	22	22								
		16	23	20	24	21	20								
			20	20											
Kerr Elementary School	20	19	21	23	19	26	19								453
		18	21	21	19	24	18								
		19	22	24	18	26	19								
		18			18										
Spanish Immersion Class							21								
O'Hara Elementary School		21	22	25	21	23	25								715
		21	22	24	21	22	24								
		21	21	24	21	23	25								
		21	22	25	19	23	25								
		21	22	24	21	21	23								
		20	20		22										
Dorseyville Middle School								302	329	337					968
Fox Chapel Area High School											327	327	339	272	1,265
<b>TOTAL</b>	<b>20</b>	<b>278</b>	<b>320</b>	<b>328</b>	<b>342</b>	<b>318</b>	<b>326</b>	<b>302</b>	<b>329</b>	<b>337</b>	<b>327</b>	<b>327</b>	<b>339</b>	<b>272</b>	<b>4,165</b>

As of February 2024

\* Lockdown Drill

Fire Drills		
Fairview Elementary School	02/09/24	6 Minutes
Hartwood Elementary School	02/21/24	3 Minutes
Kerr Elementary School	02/16/24	2 Minutes
O'Hara Elementary School	02/09/24	4 Minutes
Dorseyville Middle School	02/09/24	4 Minutes
Fox Chapel Area High School	02/21/24	11 Minutes
		00 Seconds
		59 Seconds
		48 Seconds
		48 Seconds
		49 Seconds
		00 Seconds *